

Resolution #2026-02

**Village of Millington**  
**Resolution to Update the Schedule of Fees**

A resolution to provide for the update of fees and charges for various permits, licenses and certifications that may be required and for costs associated with services rendered.

The following resolution was made by Cunningham and supported by Bassett.  
6 yeas, 0 nays, 0 abstain

**SECTION A - FEES AND CHARGES**

Fees, charges and expenses shall be assessed as part of the application for permits, licenses, certifications, or for services rendered and special considerations given for appeal, to defray expenses incurred in processing such applications or providing services. The Village accepts cash, check and all major credit/debit cards. A 3% convenience charge will be applied to all credit/debit cards sales.

**SECTION B - DEPOSITS**

Deposits are used to reimburse the village for costs incurred for all actual and necessary costs connected with administering building permits, land divisions, plan/plat/site reviews, water course licensing and conducting public hearings. Any remainder is returned to the applicant after project has been finalized. In the event of uncollectible moneys due, it will be the Village's policy to place a lien against the property involved in the application.

**SECTION C – PROFESSIONAL REVIEW**

The Village of Millington, at its discretion, reserves the right to enlist any professional services it deems necessary to review or investigate at the expense of the petitioner/applicant.

**SECTION D – SCHEDULE OF FEES**

**BY SPECIAL EXCEPTIONS (PLANNING COMMISSION CASES)**

ALL OTHER SPECIAL CONDITIONAL USE REQUESTS	DEPOSIT.....	\$600.00
(INCLUDES APPLICATION FEE OF \$300.00)		

**HOME OCCUPATION.....**

LOW-INTENSITY – NO TRAFFIC – NO EMPLOYEES	\$100.00
HIGH-INTENSITY – TRAFFIC – 1+ EMPLOYEES	\$250.00

**SPECIAL USE PERMITS: NO INSPECTION REQUIRED**      \$ 150.00  
**INSPECTION REQUIRED**      \$ 250.00

**VARIANCE:** (ZONING BOARD OF APPEALS CASES)

SINGLE	
FAMILY.....	\$100.00
MULTI-FAMILY/COMMERCIAL.....	\$100.00
INDUSTRIAL.....	\$200.00

**PLAT/SITE REVIEW (FOR EACH) UNDER 60 SITES:** DEPOSIT..... \$2500.00  
(INCLUDES APPLICATION FEE OF \$1500.00) (FOR RESIDENTIAL  
DEVELOPMENT PROJECTS SUCH AS SUBDIVISION PLATS, SITE  
CONDOMINIUMS, ETC)

**PLAT/SITE REVIEW (TENTATIVE/FINAL REVIEW) 61+ SITES:** DEPOSIT..... \$3500.00  
(At anytime these fees are exhausted, an additional deposit will  
be required to cover the additional expenses)  
(FOR RESIDENTIAL DEVELOPMENT PROJECTS SUCH AS SUBDIVISION  
PLATS, CONDOMINIUMS, ETC.)

**MONUMENTS:** In the event the placement of the monuments are not completed at the time of final approval by the Village Council, the proprietor will deposit with the Village Clerk cash, an amount that will be determined by an estimate of the maximum number of monuments and markers required for the project at the rate of \$50.00 per monument and \$45.00 per lot corner marker, with the minimum charge being no less than \$1,000.00. No return of deposit until the project is final!

**SITE PLAN REVIEW (R1, C1, C2)** *Includes application fee of \$1000.00* \$ 1300.00  
If engineer or administrative review team need to review it also, add:  
Engineering Fee \$ 500.00  
Administrative Review \$ 250.00

**SITE PLAN REVIEW (additions/remodeling) (C1, C2, IND)** \$350.00  
Additions or remodeling of existing developments in commercial or Industrial properties.

**RE-ZONING:** \$ 500.00  
(INCLUDES APPLICATION FEE)

**LAND DIVISION APPLICATION:**  
DIVISIONS..... \$ 100.00  
PLUS \$25.00 PER LEGAL DESCRIPTION CREATED

**PERMIT TO FILL OR BUILD WITHIN FLOOD PLAIN:** \$ 500.00  
<https://msc.fema.gov/portal/home> to look up flood plain map

**SPECIAL MEETINGS:**  
PLANNING COMMISSION..... \$ 150.00  
PLUS APPLICATIONS FEES, IF APPLICABLE

COUNCIL AND ZONING BOARD OF APPEALS ..... \$ 250.00  
PLUS APPLICATIONS FEES, IF APPLICABLE

**ZONING PERMIT/REVIEW FEES (NEW BUILD):**

NEW SINGLE FAMILY LESS THAN 3500 SQ FT.....\$ 50.00  
NEW SINGLE FAMILY GREATER THAN 3500 SQ FT.....\$ 150.00  
MULTI FAMILY, COMMERCIAL AND INDUSTRIAL .0015 X CONSTRUCTION VALUE  
OR MINIMUM OR \$250.00.

**ZONING PERMIT FEE/REVIEW FEES (OTHER THAN NEW BUILD):**

SUCH AS SHEDS, ADDITIONS TO EXISTING BUILDINGS, FENCES,  
DRIVEWAYS, ETC..... \$ 25.00

**POOL PERMITS:**

ABOVE GROUND.....	\$ 25.00
IN GROUND.....	\$ 50.00

**FOOD TRUCK PERMITS**

FOOD TRUCK PERMIT (1 DAY).....	\$ 10.00
ANNUAL FOOD TRUCK PERMIT (MAY 1 – APRIL 30 <sup>TH</sup> YEARLY)	\$ 100.00

*Food Truck Vendors are still required to call and confirm dates are available  
and be put on the calendar*

**CONSTRUCTION STARTED WITHOUT ZONING PERMIT:**

DOUBLE THE RESPECTIVE ZONING PERMIT FEE

**DEMOLITION PERMIT:** \$50.00 (CUT AND CAP - \$25.00 minimum plus time and  
materials

Billed at the discretion of the Zoning Administrator depending on situation, with  
mandatory inspection if job done by owner)

**ON SITE SIGN PERMIT FEES:** FLAT RATE \$ 35.00

**BILLBOARD** APPLICATION FEE \$ 500.00

**Ordinance Violation Invoices such as lawn mowing, weed cutting, rubbish  
removal:** (Where there is violation of the Village of Millington Weed/Blight/Lawn  
Mowing Ordinance):

CHARGE WILL BE BASED ON CURRENT LABOR RATES AND EQUIPMENT RENTAL.  
A 2% penalty will be charged to invoice every 30 days until paid or transferred to  
taxes.

### **SECTION E – MISCELLANEOUS CHARGES**

1. ORDINANCE BOOK.....\$ 35.00 IF PICKED UP AT VILLAGE OFFICE  
IF MAILED, ADDITIONAL \$7.50  
FOR POSTAGE AND HANDLING.
2. MASTER PLAN.....\$ 35.00 IF PICKED UP AT VILLAGE OFFICE  
IF MAILED, ADDITIONAL \$7.50  
FOR POSTAGE AND HANDLING.
3. ZONING MAP (COLOR).....\$ 5.00  
ZONING MAP (B&W).....\$ 1.00
4. COPIES:  
8 ½ X 11".....\$ 0.25 PER PAGE/SIDE  
8 ½ X 14".....\$ 0.50 PER PAGE/SIDE  
11 X 17".....\$ 1.00 PER PAGE/SIDE  
  
COLORED  
COPIES  
8 ½ X 11".....\$ 1.50 PER PAGE/SIDE  
8 ½ X 14".....\$ 2.50 PER PAGE/SIDE
5. FAX COPIES:.....\$ 1.00 PER PAGE
6. F.O.I.A. REQUESTS (IN ACCORDANCE WITH ACT 442 OF 1976)  
“A public body may not charge more than the hourly wage of the lowest paid employee capable of retrieving the information necessary to comply with a request under this act.  
Fee shall also be limited to actual mailing costs and actual incremental cost of duplication.”
7. NOTARY FEES:.....\$ 5.00 PER NOTARIZATION/SIGNATURE  
NOTARIZING GUN PERMITS \$ 15.00

### **SECTION F – POLICE SCHEDULE OF FEES**

1. POLICE REPORT.....\$ 5.00 per report  
{Includes Crash Report, Incident & Accident Reports}
2. PRELIMINARY BREATH TEST.....\$ 10.00
3. GUN WEAPON PURCHASE PERMIT & SAFETY INSPECTION.....\$ 10.00
4. LIQUOR LICENSE INSPECTION.....\$ no charge

5. FINGERPRINT CARD.....	\$ 10.00
6. Photographs & Digital Media:	
Duplication/Publication cost per photograph.....	\$ .50
Photographs burned to CD/DVD.....	\$ 5.00 per disc
7. Local criminal history check/certified copy of local Arrest record.....	\$ 10.00
8. Police Contract Services	
Hourly charge command officer – 4 hour minimum*.....	\$ Payroll Cost
Hourly charge patrol officer – 4 hour minimum*.....	\$ Payroll Cost
Hourly charge part-time officer – 4 hour minimum*.....	\$ Payroll Cost

*\*Administration shall determine staffing level*

## **SECTION G PAYMENTS**

No action shall be taken on any application or appeal until and unless all application fees, taxes, charges and expenses have been paid in full.

Final Certificates of Occupancy or final plat approval will not be granted until all required fees are paid.

Any fees, charges, or expenses left unpaid for more than a twelve (12) month period shall be added to the subsequent tax bill for the tax parcel as listed on the application, with 30 days prior notice, to be delivered by U.S. restricted mail delivery and/or personal hand delivery.

## **SECTION H – EFFECTIVE DATE**

This Resolution shall take immediate effect upon adoption.

I, Kaylene Long, the Village Clerk of the Village of Millington, Tuscola County, Michigan do hereby certify that the above amended resolution was adopted at the regular council meeting of the Village Council of the Village of Millington held in the Village Chambers, 8569 State Street, Millington, Michigan, on the 12th day of January, 2026.

Kaylene Long, Village of Millington Clerk