

RESOLUTION R - 052708-2
(Amending R- 022502-1)
ADA TOWNSHIP CHARGES & FEES

Moved by: Trustee Westra
Supported by: Treasurer Pratt
Present: Supervisor Haga, Clerk Millhuff, Treasurer Pratt, Trustees Sytsma, Proos, and Westra
Absent: Trustee Damstra

General Information

Clerks Office Fees

Passport Fees

(as set by Federal Government)

US Department of State	\$75.00 Adult
	\$60.00 Child
Ada Township	\$25.00 per person
(Passport Execution Fee)	

Notary Services

No Charge for Residents
\$ 3.00 per page for non residents

NO CHARGE FOR:

Agenda Notices: Township Board, Planning Commission, Zoning Board of Appeals

Budget (proposed) - If picked up at Township Hall

Minutes: Township Board, Planning Commission, Zoning Board of Appeals

Planning Commission Meeting Packet

(Available Tuesday before meeting)

Township Board Meeting Packets - If picked up at Township Hall

(Available Thursday afternoon before Board meeting)

Zoning Board of Appeals Meeting Packets

(Available Friday before Meeting)

The cost of postage will be charged for Budget, Planning Commission, Township Board and Zoning Board of Appeals Packets mailed.

*Audit (need to make copy)

\$.25 page

*Budget (Adopted) (need to make copy)

\$.25 page

Copies (township material, personnel material)

\$.25 page

Fax copies:

\$2.00 (1st page)

\$1.00 ea. additional page

*If a township staff member is required to make copies, there will be an additional charge of the hourly rate of the lowest paid employee of the township qualified to perform this task.

Cemetery Services and Sales

Grave Sites (may place two cremains in one grave site)	\$300.00 each
Grave Openings: (by contractor, paid by funeral home)	
Adult Burial (May 2 - October 31)	\$400.00
*Adult Burial (November 1 - May 1)	\$550.00
Infant Burial (May 2 - October 31) (\$150.00)	\$250.00
*Infant Burial (November 1 - May 1)	\$450.00
If designated infant burial area exists within Ada/Findlay Cemetary	\$200.00
Grave Openings: (by township personal, paid by funeral home)	
Cremation Burial (May 2 - October 31)	\$ 75.00
*Cremation Burial (November 1 - May 1)	\$150.00
Grave Openings: For weekend burials	\$ 75.00
	plus regular fee, stated above
Grave Closings (After working hours, week-ends and holidays Only):	
Saturday and weekdays after 4:30	\$ 75.00
Sunday and holidays	\$150.00
Any transfer of one or more burial spaces from an original purchaser to a qualified assignee	\$ 15.00 per person
COLUMBARIUM	
Columbarium Niches	\$150.00
Bronze Niche Marker	\$ 65.00

*Done at discretion of Township Clerk and contractor * Based on weather conditions, seasonal occurrences, etc. Amounts in () represent the portion of fee that goes into cemetery fund to repair damages incurred by winter burials. There may also be additional costs if problems occur that would necessitate the towing of digging equipment, etc.

Door-to-Door Solicitors

One-month permit	\$25.00 (upon approval from clerk)
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Election Material

Diskettes/CD's		\$10.00 each
Labels:		
Absentee (all precincts)	\$20.00	plus .03 per name
Active Registered Voters	\$125.00	plus .03 per name
Voters in last primary	\$40.00	plus .03 per name
Voters in last general	\$75.00	plus .03 per name
Voter Lists (any variation)		\$35.00

Meeting Rooms

Rix Robinson: M-F 8 am-5 p.m. (If Available)	No Charge
Non-Profit After Business Hours (Ada resident)	\$50.00
	Refundable Cleaning/Room Deposit Fee
(Available only to groups currently using this facility) (accommodates 25)	

Assembly Hall: Not Available for use during non-working hours.
Non-profit organizations sponsored by Ada Resident **No Charge**

Ada resident must pick up key during regular scheduled business hours.
***Additional fees may apply if staff opens or closes during non-business hours.**

- Please see clerk with any questions *

Special Meeting Request

Request for Special Meeting of Township Board, Planning Commission,
or Zoning Board of Appeals **\$400.00**

Park Reservations and Recreation Leagues

Please contact Park Director-Wendy Tatar at 676-0520

Les Craig Learning Center: (accommodates up to 45)
Not available without prior approval. Only available to Ada residents or groups with direct township affiliation during scheduled park hours.

Shelter House (accommodates 100-125 people)	
Non-Profit or Resident-(Jan. 1 st -Dec 31 st)	\$25.00
Non-Resident-(May 1 st -Dec 31 st)	\$75.00
Corporate Resident	\$75.00
Corporate Non-Resident	\$150.00
<u>*Jan. 1st-July 1st. Maximum reservation per household (2)</u>	

Large Gazebo (accommodates 50-65 people)	
Ada Resident	\$15.00
Non-Resident	\$50.00

Park Weddings:	Residents:	\$150.00
	Non-Residents:	\$300.00

Softball Fees

Softball League Fees:	\$625.00 per team
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Note: fee increases approximately \$25 each year based on program costs and MASA guidelines

Ball fields	
Soccer Fields, Tennis Courts, Softball Fields	\$10.00 for 1.5 hrs.
additional \$50.00 to prep softball field.	

Tennis Fees

Adults	Residents	\$ 50.00
	Non-Residents	60.00
Children	Residents	40.00
	Non-Residents	50.00

Program fees vary according to the program, based on supplies and speaker fees. Resident fees for programs are less than non-residents fees

Park Equipment & Amenities

Play Area: Wooden Jungle Sets, Slide, Swings with Rubber Seats, Handicap Swing. Sandbox
Benches along Trails

Running Water in Park Office and Shelter.

Restrooms in Park Office and Shelter House

Three Grills by Fountain and throughout park

 911 Phone Located in Front of Park Office

SHELTER HOUSE

Running Water
Restrooms
Lights
Electric Outlets
Grill
12 Picnic Tables

TRIPLE GAZEBO

No Running Water
No Restrooms
No Lights
Electric Outlets
Grill
6 Picnic Tables

Assessor's Office Property Information

Address Labels	\$.75 per sheet
Property Sales Characteristics Reports	\$.25 per page
Property Record Card (Color Photo, property data, and digital sketch)	\$.50 per page
Property Index (By Parcel, Owner, or Address)	\$ 9.00
Assessment Rolls (or Similar Reports)	\$75.00
Assessment Roll on CD	\$50.00
Treasurers Tax Roll	\$75.00
Treasurers Tax Roll on CD	\$50.00

Planning and Zoning

Note: In addition to the fixed fees specified below, certain types of zoning applications require reimbursement by the applicant of the Township's direct costs and expenses of reviewing the application, and establishment of an escrow account and an initial \$1000.00 deposit that can be drawn on by the Township for this purpose. See the section titled "Escrow Account Requirements for Zoning Applications" for more information on these requirements

Land Division

Administrative Approval by Zoning Administrator
and Assessor for divisions creating fewer than 3 new parcels,
excluding the remainder of the parent parcel:

**\$75.00 plus
\$75.00 per new
parcel created.**

For divisions creating 3 or more new parcels,
excluding the remainder of the parent parcel,
referred to Planning Commission for site plan approval:

\$250.00

Parking Area Construction or Expansion Permit:

Administrative (10 or fewer spaces):
Planning Commission Review (11 or more spaces):

**\$100.00
See Site Plan Review**

Planned Unit Development:

Pre-Application Conference with Planning Commission **\$50.00**

Preliminary PUD Application:

Less than 25 acres **\$200.00**

25.00 - 39.99 acres **\$300.00**

40.00 – 79.99 acres **\$400.00**

80.00 acres or more **\$500.00**

Plus \$5.00 per each acre over 80 acres

Final PUD Application:

Less than 25 acres: **\$100.00**

25.00 - 39.99 acres: **\$150.00**

40.00 – 79.99 acres: **\$200.00**

80.00 acres or more: **\$250.00**

Plus \$2.00 per each acres over 80 acres

Private Road Permit/Shared Driveway **\$300.00**

Stormwater Permit:

Single-family residential **\$ 50.00**

All others: **\$150.00**

Rezoning of Property (excluding PUD) **\$300.00**

Satellite Dish Antenna:

Residential **\$ 25.00**

Non-Residential **\$100.00**

Sign Permit:

Temporary **\$20.00**

Permanent **\$50.00**

Schools/Churches **No fee**

Site Condominium (except PUD) per condo unit **\$15.00/Unit**
plus Site Plan Review fee

Site Plan Review:

Administrative (staff) review:

Residential **\$ 75.00**

Non Residential **\$ 150.00**

Planning Commission review:

Residential **\$250.00**

Non Residential **\$400.00**

Special Use Permit

For Residential Accessory Building or Type II Home Occupation: **\$200.00**

**All Others, Including Commercial/Industrial Uses
and Non-Residential Uses in Residential Districts:**

\$300.00
plus Site Plan Review fee.

Subdivision Plat, except PUD

\$200.00
plus \$5.00 per lot

Zoning Board of Appeals – Variance, Appeal or Interpretation Request:

Residential	\$100.00
Non-Residential	\$300.00

Escrow Account Requirements for Zoning Applications:

1. In addition to the fixed zoning application fees specified above, all other expenses and costs incurred by the Township which are directly associated with reviewing and processing a zoning application for uses specified in Section 2, below, shall be paid (or reimbursed to the Township) from the funds in an Escrow Account established by the applicant as provided herein. The Township may draw funds from the Escrow Account in order to recover direct costs and expenses incurred by the Township relating to the application. Such reimbursable expenses include, but are not limited to, expenses related to the following:

- Mailing, legal notices and commission member compensation for special Planning Commission meetings and Planning Commission subcommittee meetings.
- Mailings, legal notices and Township Board member compensation for special Township Board meetings and Township Board subcommittee meetings.
- Mailings, legal notices and Zoning Board of Appeals member compensation for special Zoning Board of Appeals meetings.
- Services of the Township Attorney directly related to the application.
- Services of the Township Engineer directly related to the application.
- Services of the Township Planner directly related to the application.
- Services of all other professionals working for the Township which are directly related to the application.
- Any additional public hearings, required mailings and legal notice requirements necessitated by the application.

2. Applications involving the following shall be subject to this Escrow Fund requirement:

- Site Plan reviews, whether by full Planning Commission or Sub-Committee
- Planned Unit Developments (PUD)
- Special Use Permits
- Plats and Site Condo
- Rezoning requests, at the discretion of Township officials and staff.
- Variance or interpretation proceedings before the Zoning Board of Appeals where Township officials determine that the scope of the project or application will probably require the assistance of the Township professionals or involve additional costs referred to in Section 3.

Ada Township Fees

- Land division applications if the Township Board or Zoning Board of Appeals is involved.
 - Planning Commission Subcommittees, at the discretion of Township officials and staff.
3. The escrow fees for each application for uses specified above are established in \$500.00 increments commencing with an initial \$1,000.00 deposit by the applicant with the Township Treasurer. The initial \$1000.00 escrow fee shall be provided by the applicant to the Township Treasurer at the time of application. No application shall be processed prior to the required fee having been deposited with the Township Treasurer. Any excess funds remaining in the Escrow Account after the application has been fully processed and reviewed and the final Township decision has been rendered regarding the project will be refunded to the applicant with no interest paid on those funds. At no time prior to the Township's final decision on an application shall the balance in the Escrow Account fall below \$500.00. If the funds in the Escrow Account drop below \$500.00, an additional deposit of \$500.00 by the applicant into the Escrow Account shall occur before the application review process will be continued. Additional amounts above \$1000.00 may be required to be placed in the Escrow Account by the applicant at the discretion of the Township.
 4. No building permit or final Township approval or permit shall be granted for an application until all outstanding out-of-pocket costs and expenses incurred by the Township as specified above have been reimbursed to the Township from the Escrow Account.
 5. The Township Treasurer shall maintain records regarding the Escrow Account and shall authorize the disbursement of escrow funds in writing. Such escrow funds (from one or more applicants) shall be accounted for separately and maintained in a Trust and Agency account.
 6. The Township shall collect and apply escrow funds in a reasonable fashion. If an applicant objects to the reasonableness or amount of escrow funds it must deposit with the Township or how the escrow funds have been applied, it can appeal the Township's determination regarding these matters to the Township Board. All such appeals shall be in writing and shall be made no less than thirty (30) days after the receipt of any Township bill regarding the application.
 7. Nothing herein shall be constructed or interpreted as limiting the authority of the Township to adopt separate fee schedules relative to non-zoning matters involving the design, engineering, and construction of buildings, improvements and developments within the Township.

Planning and Zoning Publications:

Ada Township Map		\$ 1.00
Ada Township Zoning Map		\$ 1.00
Ada Township Precinct Map		\$ 1.00
Audit Report		\$ 10.00 (2006)
	When Completed	\$ 20.00 (2007)
Community Recreation Plan		\$ 10.00 (2002)
	When Completed	\$ 20.00 (2007)
Master Plan		\$ 10.00 (1995)
	When Completed	\$ 25.00 (2007)
Open Space Protection Plan		\$ 10.00
Ordinance Book (all Ordinances, including updates)		\$125.00
Ordinance Book (zoning only, including updates)		\$ 25.00

Proposed Ada Township REGIS printing fees:

8 1/2 X 11	\$ 1.00
B&W 11 X 17	\$ 2.50
Color 11 X 17	\$ 5.00
24 X 36 and larger	\$10.00

For additional questions with regard to Fees & Charges please contact the Clerks Office
M-F 8 a.m.-5 p.m. (616) 676-9191 Extensions 29, 20 or 21. Thank you

Consultants

Attorney, Engineer, Planner

As billed

Note: 1. Requests requiring consultant services may require a deposit of up to \$500.
2. For zoning applications, separate escrow account and reimbursement requirements apply. See "Planning and Zoning" fees.

YEA: 6
NAY: 0
ABSENT: 1

Motion Carried to adopt Resolution

Date: 5/27/2008

Deborah Ensing Millhuff, CMC
Ada Township Clerk

CERTIFICATION

I, HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the ADA TOWNSHIP BOARD of the TOWNSHIP OF ADA at a regular meeting held on MAY 27, 2008.

Signed: _____
Deborah Ensing Millhuff, CMC
Ada Township Clerk

DATE: MAY 27, 2008