

MUSSEY TOWNSHIP  
 PLANNING AND ZONING FEE SCHEDULE

*Effective July 9, 2008*

ZONING ORDINANCE BOOK: \$35  
 MASTER PLAN BOOK: \$25

	Township Administrative Fee <sup>1</sup>	Non Refundable Consultant Fee	Refundable Escrow Deposit for Engineering/Legal/Misc. Reviews <sup>3</sup>
<b>COMMERCIAL DEVELOPMENTS</b>			
Site Plan Review — Preliminary	\$250.00	\$400 +\$50/acre*	\$2,500
Site Plan Review – Final		\$200 +\$25/acre*	See note
Minor Revision — Prel. Or Final		50% of orig. fee	See note
Major Redesign		90% of orig. fee	See note
* Based on the portion of the parcel to be developed.			
<b>MANUFACTURED HOUSING DEVELOPMENTS</b>			
Site Plan Review – Preliminary	\$250.00	\$475 +\$4.85/D.U.	\$5,000 + \$500/ac over 10 ac
Site Plan Review – Final		\$250 +\$2.50/D.U.	See note
Minor Revision – Prel. Or Final		50% of orig. fee	See note
Major Redesign		90% of orig. fee	See note
<b>MULTI-FAMILY DEVELOPMENTS</b>			
Site Plan Review – Preliminary	\$250.00	\$375 +\$5.90/D.U.	\$5,000 + \$500/ac over 10 ac
Site Plan Review – Final		\$200 +\$3.00/D.U.	See note
Minor Revision – Prel. Or Final		50% of orig. fee	See note
Major Redesign		90% of orig. fee	See note

	Township Administrative Fee <sup>1</sup>	Non Refundable Consultant Fee	Refundable Escrow Deposit for Engineering/Legal/Misc. Reviews <sup>1</sup>
<b>PUBLIC, SEMI-PUBLIC, INSTITUTIONAL</b>			
Site Plan Review — Preliminary	\$250.00	\$375 + \$37.50/acre <sup>=</sup>	\$2,000
Site Plan Review – Final		\$200 + \$20/acre*	See note
Minor Revision – Prel. Or Final		50% of orig. fee	See note
Major Redesign			
* Based on the portion of the parcel to be developed.			
<b>SITE CONDOMINIUMS</b>			
Site Plan Review – Preliminary	\$250.00	\$375 + \$4.75/D.U.	\$3,000 + \$100/DU over 10 DU
Site Plan Review – Final		\$200 + \$2.50/D.U.	See note
Minor Revision – Prel. Or Final		50% of orig. fee	See note
Major Redesign		90% of orig. fee	See note
Placement of Monuments and Irons Guarantee			\$100.00 per monument or iron
<b>SUBDIVISION PLATS</b>			
Tentative Preliminary Plat	\$250.00	\$375 + \$4.50/lot	\$3,000 + \$100/lot over 10 lots
Final Preliminary Plan		\$240 + \$2.75/lot	See note
Final Plat		\$4.75/lot (\$175 min chg)	See note
Note: Changes to an approved preliminary plat must proceed as a new preliminary plat.			
Placement of Monuments and Irons Guarantee			\$100.00 per monument or iron

REZONINGS	Township <u>Administrative Fee<sup>1</sup></u>	Non Refundable <u>Consultant Fee</u>	Refundable Escrow Deposit for <u>Engineering/Legal/Misc. Reviews<sup>3</sup></u>
Rezoning from any zoning to AG, SF, or R-1	\$250.00**	\$450.00 + \$4.50/acre	None (see exception below)
All other rezonings	\$250.00**	\$450.00 + \$4.50/acre	None (see exception below)

\*\* Includes cost of preparing and publishing public hearing notice, obtaining map and list of properties within 300 feet, and mailing of public hearing notices to owners/occupants within 300 ft. radius.

Escrow Exception: An escrow deposit may be required in cases where a rezoning may entail use of consultants to determine the feasibility or likelihood of utility extensions or if the intended use may involve on-site community wells or sewage disposal systems. In such cases, the amount of the escrow deposit will be determined by the Township Clerk upon advice of the planning consultant.

SPECIAL LAND USES (Single-family residential, or accessory thereto)	\$250.00**	None unless plainer review Requested, then use planner's fee schedule	None (see exception below)
Note: Site plan review fees are in addition to special land use fees.			

\* \* Includes cost of preparing and publishing public hearing notice, obtaining map and list of properties within 300 feet, and mailing of public hearing notices to owners/occupants within 300 ft. radius.

Escrow Exception: An escrow deposit may be required in cases where a special land use may entail use of consultants to determine the feasibility or likelihood of utility extensions or if the intended use may involve on-site community wells or sewage disposal systems, or for other reasons, legal, engineering, or specialized consultant review is anticipated. In such cases, the amount of the escrow deposit will be determined by the Township Clerk upon advice of the planning consultant.

	<u>Township Administrative Fee<sup>1</sup></u>	<u>Non Refundable Consultant Fee<sup>1</sup></u>	<u>Refundable Escrow Deposit for Engineering/Legal/Misc. Reviews<sup>1</sup></u>
SPECIAL LAND USES (other than single-family residential) Note: Site plan review fees are in addition to special land use fees.	\$250**	\$350 + \$5.00/acre Does not include site plan review (see schedule above by development type)	\$1,000

« Includes cost of preparing and publishing public hearing notice, obtaining map and list of properties within 300 feet, and mailing of public hearing notices to owners/occupants within 300 ft. radius.

Escrow Exception: An escrow deposit may be required in cases where a special land use may entail use of consultants to determine the feasibility or likelihood of utility extensions or if the intended use may involve on-site community wells or sewage disposal systems, or for some other reason legal, engineering, or specialized consultant review is anticipated. In such cases, the amount of the escrow deposit will be determined by the Township Clerk upon advice of the planning consultant.

#### LAND DIVISION OR COMBINATION

Resulting in 2 parcels (including parent)	\$25.00	None, unless planner review requested, then \$135 + \$45/per ea resulting lot	None
More than 2 parcels (including parent)	\$250.00	Same as above	None
More than 2 parcels (including parent & With internal road – not a subdivision) Note: New private roads not permitted.	\$250.00	Same as above	None

	Township <u>Administrative Fee</u> <sup>1</sup>	Non Refundable <u>Consultant Fee</u> <sup>1</sup>	Refundable Escrow Deposit for <u>Engineering/Legal/Misc. Reviews</u> <sup>3</sup>
ZONING BOARD OF APPEALS (Variance, Exception, Temporary Use, Ordinance Interpretation)		\$350.00** None unless planner review requested, then \$195 per variance requested	None
CONSTRUCION BOARD OF APPEALS	\$350.00		None

\*\* Includes cost of preparing and publishing public hearing notice, obtaining map and list of properties within 300 feet, and mailing of public hearing notices to owners/occupants within 300 ft. radius. A portion of this fee may be refunded in cases where not all forms of notice are required per state statute.

#### OTHER PLANNING AND ZONING FEES

Special Meeting of Planning Commission	550.00	'195 (only if req.)	None
Pre-design Conference(s) w/consultant		\$90 (1 hr. min chg)	\$150 additional deposit to cover any addn'l time spent
Zoning Clearance (when not submitted w/bldg permit)	\$50.00	None, unless planner review requested, then use planner's fee schedule	None
Zoning Inspection & Compliance Letter	\$50.00	None, unless planner review requested, then use planner's fee schedule	None
Sign Permit Application Review - Perm. Sign(s)	\$50 ea. <sup>1</sup>	None, see above	
Temp. Sign(s)	\$10 ea. <sup>1</sup>	use planner's fee schedule	None

Note #1. Township Administrative Fee.

This fee is intended to cover expenses incurred by township office staff when receiving and logging in an application, initial review by the Zoning Administrator, forwarding of applications and sets of plans to the Planning Commission or Zoning Board of Appeals and/or to outside consultants for review. This fee also covers expenses incurred by the township for preparation, publication, and mailing of public notices, as may be required by local ordinance and/or state law. Any services provided by the planning consultant in preparing the content of required public notices is to be paid from this fee.

Note #2. Non-Refundable Consultant Fee.

This fee is intended to cover the review of applications and plans by the township's planning consultant. These review fees include an on-site visit, but do not include attendance at the Planning Commission meeting. The specific fees included herein are taken from the planning consultant's standard fee schedule in effect at the time. Therefore, this portion of the township fee schedule should be updated from time to time so as to incorporate any changes in the consultant's fee schedule. These fees are based upon the assumption that the applicant's application materials are complete and that drawings have been professionally prepared by persons familiar with zoning requirements. The submission of incomplete, inadequate, or poorly prepared drawings, documents, and/or application materials may result in the need to revise and resubmit these items. This may involve multiple reviews by the consultant and result in additional cost to the applicant. Adequate time should be set aside by the applicant's professional design team to study and comprehend applicable local regulations prior to preparing design plans and documents. An optional pre-design conference with the planning consultant and the applicant and his/her design team is encouraged as a way to become familiar with township requirements.

Note #3. General Policy Regarding Escrow Deposit Requirements

The deposit shall be due when the application is submitted. The Township will charge all review and inspection (not building inspection) expenses to this deposit, including but not limited to planning, engineering, legal and environmental assessment services.

The escrow account shall maintain a balance of not less than 30% of the original [opening] balance. If the Township determines that the account will require an additional deposit(s) the amount of the additional deposit will be one-half (1/2) of the original escrow amount to remain active.

Any remaining funds in the escrow account will be released when the project is complete (all permanent measures are installed and functioning, temporary measures are removed, and final inspections have been approved).

Note: Minor vs. Major Revisions. A revision of a final site shall be determined to be minor if in the opinion of the Zoning Administrator (upon consultation with the Township Planner, as necessary), the nature and scope of the change does not substantially change the approved site plan. The refundable deposit for plans involving only minor revisions shall be one-half of the required deposit.

Note #4. Sign Permit Application Review.

Review of sign permit applications for conformance with zoning regulations will normally be performed by the Zoning Administrator.