



OFFICE OF PLANNING & ZONING
 1965 N Three Mile Rd ~ Traverse City MI 49696 ~ (231)947-8681
Schedule of Fees

Type of Permit *	Amount
Single Family Dwelling - Land Use Permit (L.U.P.)	\$50
Residential Additions (including covered porches) - L.U.P.	\$30
Private Garages (Attached, Detached, Pole Buildings...) - L.U.P.	\$30
Accessory Structures (Swimming Pools, All Decks...) - L.U.P.	\$30
Home Occupation Permit	\$50
Duplex - L.U.P.	\$50
Multiple Family Dwellings .001 x \$1,000 - L.U.P.	Minimum Fee \$50 Maximum Fee \$200
Commercial .001 x \$1,000 - L.U.P.	Minimum Fee \$50 Maximum Fee \$200
Sign Permits (all signs on the parcel)	\$100
Transient Activity Permit Fee (if applicable, escrow amount determined per the ZA):	
IF SUBMITTED 30 DAYS PRIOR TO AN EVENT	\$25
IF SUBMITTED LESS THAN 30 DAYS PRIOR TO AN EVENT	\$100
Land Division/Boundary Adjustments Applications	\$100

*Failure to notify Zoning Inspector for the required Land Use Inspection double initial fee.
 Failure to obtain a Land Use Permit prior to the onset of construction double initial fee.*

Basic Application and Meeting Charges **	Amount
Appeal Request (Zoning Board of Appeals): Residential/Commercial & Multiple-Family	\$50/\$1,000
Special Land Use and Site Plan Review – Residential	\$250
Special Land Use and Site Plan Review – Multiple-Family/Commercial/Industrial	\$800
Site Plan Review – Commercial	\$400
Special Land Use – Commercial	\$400
Zoning Map Amendments	\$750
Platted Subdivisions	\$800
Condominium Subdivisions	\$800
Planned Unit Developments	\$800
Planning Commission Request for Waiver (letter of request required)	\$150
Private Road	\$500
Extension of a Special Land Use/Site Plan Approval/Planned Unit Development	\$100
Petition for Master Plan Amendment or Zoning Text Amendment	\$1,000
Appeal of a Site Plan Approval	\$250
<u>Special Meetings:</u> Add as an additional fee to the Basic Application.	\$1,000

Escrow Accounts

Projects requiring Escrow Accounts to cover review costs by township professional consultants including engineers, planners, attorneys, traffic experts and any other necessary consultants.

<u>Project Type</u>	<u>Initial Escrow Deposit Amount^(a)</u>
Personal Wireless Facilities (inc. Cell Towers)	\$5,000
Preliminary Engineering Review for Private Roads, and/or Municipal Sewer and Water – Initial Escrow*	\$1,000
Traffic Engineer Review of Traffic Study – Initial Escrow	\$1,000
Commercial and Industrial Site Plan Review, Special Land Uses, Planned Unit Developments, Rezoning Application, Platted Subdivision, Condominium Subdivision - Initial Escrow	\$5,000

^(a)If additional escrow money is needed, beyond the Initial Escrow, the requested supplementary amount must be submitted before the Township can continue with any reviews and/or permits.

Unused escrow amounts shall be returned to the Applicant in a minimum of 90 days.

(This is to insure that all consultants billing has been received and deducted from the escrow account.)

*Land Use Permits that are complete, correct, and filed with the Planning & Zoning Office are issued within five (5) days during regular business hours (Monday - Thursday, 7:00am - 5:30pm). Appointments for review and aid in completing the application are available; please call the Planning & Zoning Office to set a time. Inspection of the property is required when the exterior of the structure is complete. It is the responsibility of the applicant to contact the Zoning Inspector for the required inspection.

**Completed and correct applications must be submitted to the Planning & Zoning Office 30 days prior to the scheduled meeting to which the applicant is planning to appear. Any applications received subsequent to the deadline will be scheduled for the next regular meeting of the respective boards. Please note that each meeting of the Appeals Board shall be limited to the hearing of four (4) applications. Special meetings may be requested, but the same 30 day lead time is required and the respective board Chairman shall adjudge as to whether or not a special meeting is timely and/or necessary according to the schedule and work loads of the respective boards.