



## OFFICE OF PLANNING & ZONING

1965 N Three Mile Rd ~ Traverse City MI 49696 ~ (231)947-8681

### Schedule of Fees

<u>Type of Permit</u>	<u>Amount</u>
*Single Family Dwelling - Land Use Permit (L.U.P.)	\$50.00
*Residential Additions - L.U.P.	\$30.00
*Private Garages (Attached, Detached, Pole Buildings...) - L.U.P.	\$30.00
*Accessory Structures (Swimming Pools, Decks, Covered Porches...) - L.U.P.	\$30.00
*Home Occupation Permit	\$50.00
*Duplex - L.U.P.	\$50.00
*Multiple Family Dwellings .001 x \$1,000 - L.U.P.    Minimum Fee \$50    Maximum Fee	\$200.00
*Commercial .001 x \$1,000 - L.U.P.                            Minimum Fee \$50    Maximum Fee	\$200.00
*Sign Permits	\$40.00
*Transient Activity Permit Fee (escrow amount to be determined per the ZA)	\$25.00
 <u>Land Division Applications</u>	 \$50.00
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
<i>(Please note that decks which are below 30 inches in height, that are constructed without permits, will not be charged the above fees, however they will be required to obtain a Land Use Permit and to adhere to the required setbacks)</i>	
 <u>Basic Application and Meeting Charges</u>	 <u>Amount</u>
**Appeal Request (Zoning Board of Appeals):    Residential/Commercial	\$50.00/\$1000.00
<i>Commercial requires an escrow</i>	
**Special Land Use and Site Plan Review – Residential	\$150.00
**Special Land Use and Site Plan Review – Commercial/Industrial	\$700.00
**Site Plan Review – Commercial	\$400.00
**Special Land Use – Commercial	\$400.00
**Zoning Amendments	\$500.00
**Platted Subdivisions	\$800.00
**Condominium Subdivisions	\$800.00
**Planned Unit Developments	\$800.00
**Planning Commission Request for Waiver            (letter of request required)	\$150.00
<u>Special Meetings:</u> Add as an additional fee to the Basic Application.	\$1000.00

*(Permit Fees Continued ➡)*

**\*\*Projects Requiring Escrow Accounts to cover review costs by Township Professional Consultants including engineers, planners, attorneys, traffic experts and all other consultants**

**Project type and Initial Escrow Deposit Amount**

Personal Wireless Facilities (inc. Cell Towers)	\$5000.00
Preliminary Engineering Review for Private Roads, and/or Municipal Sewer and Water	\$500.00
Traffic Engineer Review of Traffic Study	\$1,000.00

Commercial and Industrial Site Plan Review, Special Land Uses, Planned Unit Developments, Rezoning Application, Platted Subdivision, Condominium Subdivision

[Initial escrow deposits shall be required in minimum amounts of \$1000 to \$5000 depending upon the size and complexity of the project at issue. The Twp Zoning Administrator, upon consultation with the Twp Planner and other Twp consultants, shall determine the Initial Escrow amount.]

**Additional Escrow Deposit**

Once an Initial Escrow Deposit has been exhausted, Additional Escrow Deposits may be required in the same manner as the Initial Escrow Deposit by the Zoning Administrator.

Unused escrow amounts shall be returned to the Applicant in a minimum of 90 days. (This is to insure that all consultant billing has been received and deducted from the escrow account.)

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\*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 after issuance of the Permit; after footings are dug and before they are poured. It is the responsibility of the applicant to contact the Zoning Inspector 24 hours prior to pouring footings.

\*\*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 five (5) 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.