

Resolution 23-35

Resolution authorizing the fee Schedule for Development , Zoning Board of Appeals, Zoning Compliance applications, Special Meetings and Cost Recovery.

Whereas; at a meeting of the Addison Township Board held on May 15, 2023 at the Addison Township complex, 1440 Rochester RD. Leonard, The Board reviewed the following fee schedule; and

**Moved the Resolution Trustee Geibel
Offered support Treasurer Fisher**

Whereas; the Township has an obligation to maintain and impose a fee schedule to recover the cost of services provided by the Township; and

Whereas; to offset and attempt to recapture the development, planning fees, legal fees and engineering fees incurred, adopted the fee schedule as follows:

All application fees include a non-refundable \$500 administration fee for processing and retention.

Land Divisions	\$1,300 and \$100 per new parcel ID number
Property Line Adjustment/Combination (No Divisions Created or review)	\$700
Private Road/Accessway	\$2,500
Rezoning: Multiple parcels, an additional Conditional Rezoning same as rezoning. Zoning Text Amendments same as rezoning.	\$2500 and \$50 per acre \$1500 per parcel and \$50 per acre
Site Plans: Residential Site Plans such as: Commercial, industrial, public, office Site condos, cluster, P.U.D. Open Space, or as applicable	\$1,500 \$5,500 and \$ 50 per building site
Special Use: Residential personal use Special Use such as: Commercial, industrial, public, office Site condo, cluster, PUD, open space or as applicable.	\$1,500 \$2,500 and \$50 per building site

The above application fees are a set fee. Legal or professional fees may apply in addition to the application fees.

Engineer fees: Private Roads and Site Plan

Residential personal \$4,000 and \$50 per building site

Commercial, business, industrial, public or office
Site plan, special use, rezoning,
Site condo, PUD, Open space \$10,500 and \$50 per building
site

Engineer fees are invoiced or refunded based on the actual expenditure incurred by the Township. Additional fees may be applied. Applicant will be provided an invoice and copy of the fees incurred by the Township.

Zoning Board of Appeals
Personal residential use \$1,000

Zoning Board of Appeals such as \$2,500
Commercial, Industrial, Public, Office
Site Condo, PUD, Open Space and Land Divisions
Professional fees may be applicable and will be invoiced accordingly.

ZBA Applications (all types) with multiple parcels additional \$150 per parcel

Zoning Compliant Permits \$125
Zoning Compliant Permits with planner review \$250

Special Meetings: Township Board, \$1,200
Planning Commission, or Zoning Board of Appeal \$1,000
Application fees or professional service fees may apply.

In person appointments scheduled with the Planner up to one hour and requires submittal of information one week prior. Scheduled same day as Planning Commission meeting.
Township retains \$75 for processing/attending \$275

In person appointments scheduled with Engineer or Legal will be determined by the estimate received for such a meeting which includes review of the material.

Re-reviews by the Township Planner are one half of the applicable fee.
Applications that qualify for a re-review must be submitted within six months of denial date. If information is not received within six months the application shall be invoiced and considered a new application.

Whereas; the Township authorizes cost recovery and any and all professional fees not covered by ordinance or resolution for land development or application paid by the Township will be invoiced to applicant, including but not limited to environmental

studies, wetland determinations, planner, engineer and/or legal fees. Departments should obtain an estimate and invoice applicant prior to releasing the information.

Whereas; All fees shall be paid prior to final approval of the application. Unpaid fees shall render an application incomplete. Invoices received after final approval shall be forwarded to the building department for assistance in collection and the Township authorizes the building department to withhold final or issuance of a permit until such time paid in full. Final invoices not paid by the applicant, which includes building permits, the Board authorizes the Treasurer to process accordingly with property taxes, liens or a collection company as determined by the Treasurer. The Treasurer may also include the fees incurred for processing.

Whereas; any provision in conflict with other resolutions or agreements this resolution is rescinded.

Now be it resolved the Township approves the land development fee schedule with an effective date of June 1, 2023 for the fees with immediate effect for cost recovery and authorized the appropriate departments to modify the applications with the fee schedule.


The Supervisor requested a roll call vote:

Ayes: Pearson, Clerk Bennett, Treasurer Fisher, Trustee Geibel, Trustee Frost, Trustee Brakefield, and Trustee Gierak

Nays: None

Absent: None

The Supervisor declared the resolution adopted.



I, Pauline Bennett the duly elected and acting Clerk of the Township of Addison, hereby certify that the foregoing resolution was adopted by the Township Board by a roll call vote at a regular meeting of the Board held on May 15, 2023, at which meeting a quorum was present.

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