



**RESOLUTION 2008-02:  
ESTABLISHING  
ADMINISTRATIVE FEES AND ESCROW FEES**

**WHEREAS**, the cost of Township review of applications for zoning and other approvals can be considerable, can differ greatly between different applications, and cannot always be accurately predicted at the time application is made; and

**WHEREAS**, the actual cost of review should properly be borne by the applicant; now therefore,

**BE IT HEREBY RESOLVED**, as follows:

1. The stated administrative fees for applications for zoning and other approvals as set forth on the attached **Exhibit A** are hereby established. The administrative fees established by the Township Board are to be considered basic application fees, which cover only consideration of the application at regularly scheduled Planning Commission, Zoning Board of Appeals, and/or Township Board meetings, mailings, legal notice preparation, etc. as applicable.

2. In addition to the basic application fee, applicants for zoning and other approvals, shall pay escrow fees as set forth in the attached **Exhibit A** to cover the costs of review of applications for variances, special use permits, business sign permits, site plans, rezoning, planned unit developments, subdivision, site condominiums, and other requests as indicated on **Exhibit A**. Such escrow fees shall be in addition to the basic administrative fee, and the total amount paid (or reimbursed to the Township) from the funds in an escrow account established by the applicant as provided herein shall be equal to the Township's actual expenses incurred for reviewing and processing the application, including but not limited to the cost of:

- (a) Planning Commission subcommittee meetings;
- (b) Special meetings;



- (c) Publications, notice of hearings, legal notices, etc. as applicable.
- (d) Review by Township attorney and preparation of appropriate approving resolutions or ordinances;
- (e) Review by Township planner;
- (f) Review by Township engineer;
- (g) Review by Fire Department;
- (h) Services of other professions working for the Township which are directly related to the application;
- (i) Traffic studies;
- (j) Environmental impact studies;
- (k) Similar services and expenses.
- (l) Any additional public hearings, required mailings and legal notices necessitated by the application and/or applicant.

3. If the Township Clerk or Township Zoning Administrator determines that the application is one for which such costs for review are likely to exceed the escrow fee set forth in **Exhibit A**, the Zoning Administrator or Clerk shall require the applicant to pay into escrow, in advance, an amount over and above the stated escrow fee estimated to be sufficient to cover the expected costs. No application(s) shall be processed and no Certificate of Occupancy(s), inspections, or permit(s) shall be issued prior to the required escrow fee having been deposited with the Township Clerk. If an applicant objects to the amount of the escrow funds required to be deposited, it may appeal that determination to the Township Board within 30 days after the initial decision by the Zoning Administrator or Clerk.



4. If funds in the escrow account are depleted, the applicant shall make an additional deposit sufficient to cover any deficit and to reestablish a balance of at least \$500.00 or such greater amount as is determined by the Zoning Administrator or Clerk to be reasonably necessary in order to cover anticipated remaining or future expenses. No further action shall be taken on an application until the escrow account has been reestablished to such appropriate level, as determined by the Zoning Administrator or Clerk.

5. The Zoning Administrator or Clerk shall maintain accurate records regarding the expenditures made on behalf of each applicant from the escrow account. Such escrow funds (from one or more applicants) shall be kept in a separate bank account or bank account category.

6. Any excess funds remaining in the escrow account after the application has been fully processed, reviewed, and the final decision has been rendered regarding the project will be refunded to the applicant with no interest to be paid on those funds. If the balance of the expenses for the application for any reason exceeds the amount remaining in escrow following final action by the Township, the Township shall send the applicant a statement for such additional fees. Until the applicant pays such fees for the expenses of review, no further inspections, building permit(s) or certificate of occupancy(s) or other permit(s) for the project shall be issued, and if such expenses remain unpaid for a period of 14 days, the Township Zoning Administrator, Code Enforcement Official or Building Official may issue appropriate stop work orders or take other action to halt work on the project. In addition, The Township may take legal action to collect unpaid fees.

7. The application for zoning approval or other application approvals covered by this resolution shall indicate that the applicant agrees to pay the Township's expenses for review of the application and other above-stated expenses.

Office of the Clerk  
248-634-9331 ext. 301  
Fax: 248-634-5482



Dale M. Smith, Supervisor  
Karin S. Winchester, Clerk  
Bernice M. Alexander, Treasurer  
Edward O'Connor, Trustee  
Steve Ruth, Trustee

ADOPTED by the Holly Township Board of Trustees this 19<sup>th</sup> day of February, 2008.

Motion by: B. Alexander  
Supported by: E. O'Connor  
Ayes: 4  
Nays: 1  
Absent: 0

Certification

*I, Karin S. Winchester, duly elected Clerk of Holly Township, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution 2008-02 adopted by the Holly Township Board of Trustees at its regular meeting held on February 19, 2008.*

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Karin S. Winchester, CMC

Holly Township Clerk  
Oakland County, Michigan

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248-634-9331 ext. 301  
Fax: 248-634-5482



**Holly Township**  
**102 Civic Drive**  
**Holly, MI 48442**  
**(248) 634-9331**

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**EXHIBIT A – RESOLUTION 2008-02**

DESCRIPTION	ADMINISTRATIVE FEE	ESCROW FEES
Gun Permit	\$5.00	
Land Division (Lot Splits and Combinations)	\$ 150.00 + \$10.00 per parcel created	
Landscape Plans (provided separately from site plan)	\$ 200.00 + \$10.00/acre	\$ 500.00 + \$10.00/acre
Mining Operations Annual Permit	\$1000.00 + \$10.00/acre	\$3500.00
Moving Buildings	\$ 100.00	
Ordinance Interpretation Fee	\$ 475.00	\$ 500.00
Pre-Meeting Review with consultant at request of applicant		\$ 200.00
Private Roads Construction Plan Fees Final Road Review	\$ 750.00 \$ 750.00	\$3500.00
Rezoning	\$ 750.00	\$1500.00 + \$40.00/acre
Sign Permits - Permanent	\$ 50.00 + 1.00 per square foot of sign	\$ 500.00 for Business Signs
Sign Permits - Temporary	\$ 10.00 + 1.00 per square foot of sign	
Site Plan Reviews	\$ 750.00 + \$10.00/acre	\$1500.00 + \$40.00/acre
Planned Residential Development Conceptual (Preliminary Review) Preliminary Plan (Public Hearing) Final Plan	\$ 750.00 + \$10.00/acre \$1000.00 + \$10.00/acre \$1000.00 + \$10.00/acre	\$ 2500.00 + \$40.00/acre \$ 2500.00 + \$40.00/acre \$ 2500.00 + \$40.00/acre
Planned Unit Development Conceptual Preliminary Plan Final Plan	\$ 750.00 + \$10.00/acre \$1000.00 + \$10.00/acre \$1000.00 + \$10.00/acre	\$2500.00 + \$40.00/acre \$2500.00 + \$40.00/acre \$2500.00 + \$40.00/acre
Site Condominiums (Single Building Units) Preliminary Plan Final Plan	\$ 750.00 + \$10.00/acre \$ 750.00 + \$10.00/acre	\$2500.00 \$2500.00
Site Plan Plans - All Type Containing the following additional fees with construction plans as follows: Sanitary Sewer Water Main Well & Pump Station Private Road	\$ 350.00 + \$10.00/acre \$ 350.00 + \$10.00/acre \$ 600.00 + \$10.00/acre \$ 350.00 + \$10.00/acre	\$3500.00
Solicitors Permit	\$ 25.00	
Special Land Use (does not include site plan fee)	\$ 750.00	\$1500.00
Special Meetings (Commissions and Boards)	Township Board \$475.00 Planning Commission \$545.00 ZBA \$475.00	
Subdivision Plats Sketch Plan (Optional) Tentative Preliminary Plat Final Preliminary Plat Final Plat Construction Plans	\$ 350.00 + \$10/acre \$ 750.00 + \$45.00/lot \$ 750.00 + \$45.00/lot \$ 850.00 + \$45.00/lot \$ 900.00 + \$60.00/lot	\$1500.00 + \$10.00/acre \$1500.00 + \$40.00/acre \$1500.00 + \$40.00/acre \$1500.00 + \$40.00/acre
Temporary Dwelling, Construction Office, Real Estate Office, etc.	\$ 50.00	
Variances (includes ZBA per diem)	\$ 475.00	\$ 500.00
Zoning Compliance - Fences and for structures not requiring building permits	\$ 25.00	