



## **RESOLUTION 2026-02: ADMINISTRATIVE 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) Boards and Commissions 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

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



George A. Kullis, Supervisor  
Karin S. Winchester, Clerk  
Jennifer Ryan, Treasurer  
Ryan Matson, Trustee  
Michael McCannery, Trustee  
Richard Kinnaman, Trustee

be taken on an application until the escrow account has been reestablished to such an 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.

ADOPTED by the Holly Township Board of Trustees this 21<sup>st</sup> day of January, 2026.

Motion by:

Supported by:

Ayes:

Nays:

Absent:

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Richard Kinnaman, Trustee

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN )  
                          )  
COUNTY OF OAKLAND ) ss  
                          )

Clerk's Certificate

*The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 15<sup>th</sup> day of November, 2023, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.*

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Karin S. Winchester, MMC  
Holly Township Clerk  
Oakland County, Michigan



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## EXHIBIT A – RESOLUTION 2026-02

DESCRIPTION	ADMINISTRATIVE FEE	ESCROW FEES
Land Division (Lot Splits and Combinations)	\$ 150.00 + \$10.00 per Parcel Created	Cost of Professional Review Service if Required Plus Any Related Expenses
Landscape Plans (provided separately from site plan)	\$ 350.00 + \$10.00/acre	Cost of Professional Review Service if Required Plus Any Related Expenses
Liquor License	\$850.00	
Mining Operations Annual Permit	\$1000.00 + \$10.00/acre	\$4,500.00
Moving Buildings	\$ 100.00	
Ordinance Interpretation Fee by the Zoning Board of Appeals	The Cost of the Board to Meet and Any Related Expenses per Current Approved Salary Resolution	Cost of Professional Review Service if Required Plus Any Related Expenses
Pre-Meeting Review with consultant at request of applicant		Cost of Professional Review Service if Required Plus Any Related Expenses
Private Roads – Existing Road Amendments Only (No New Private Roads)		
Construction Plan Fees	\$ 750.00	\$3500.00
Final Road Review	\$ 750.00	
Rezoning	\$ 750.00	\$1500.00 + \$40.00/acre
Seasonal Sales – up to 150-day Permit	\$150.00	
Seasonal Sales – Planning Commission Reviewing	\$150.00	\$750.00
Sign Permits - Permanent	150.00	\$ 500.00 for Business Signs
Sign Permits – Temporary	\$25.00	
Pre-application Review		\$1,000.00
Site Plan Reviews	\$ 750.00 + \$10.00/acre	\$2,500.00 + \$40.00/acre
Planned Residential Development	\$ 750.00 + \$10.00/acre	\$3,500.00 + \$40.00/acre
Conceptual (Preliminary Review)	\$1000.00 + \$10.00/acre	\$3,500.00 + \$40.00/acre
Preliminary Plan (Public Hearing)	\$1000.00 + \$10.00/acre	\$3,500.00 + \$40.00/acre
Final Plan		
Planned Unit Development	\$ 750.00 + \$10.00/acre	\$3,500.00 + \$40.00/acre
Conceptual	\$1000.00 + \$10.00/acre	\$3,500.00 + \$40.00/acre
Preliminary Plan	\$1000.00 + \$10.00/acre	\$3,500.00 + \$40.00/acre
Final Plan		
Site Condominiums (Single Building Units)	\$ 750.00 + \$10.00/acre	\$3,500.00
Preliminary Plan	\$ 750.00 + \$10.00/acre	
Final Plan		
Site Plan Plans - All Type Containing the following additional fees with construction plans as follows:		\$5,000.00
Sanitary Sewer	\$ 350.00 + \$10.00/acre	
Water Main	\$ 350.00 + \$10.00/acre	
Well & Pump Station	\$ 600.00 + \$10.00/acre	
Private Road	\$ 350.00 + \$10.00/acre	
Solicitors Permit	\$ 25.00 Plus \$10.00 Per Day	Cost of Professional Review Service if Required Plus Any Related Expenses
Special Land Use (does not include site plan fee)	\$ 750.00	\$2,500.00
Special Meetings (Commissions and Boards)	The Cost of the Boards and Commissions to Meet and Any Related Expenses per Current Approved Salary Resolution	Cost of Professional Review Service if Required Plus Any Related Expenses
Subdivision Plats Sketch Plan (Optional)	\$ 350.00 + \$10/acre	\$2,500.00 + \$10.00/acre



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Tentative Preliminary Plat	\$ 750.00 + \$45.00/lot	\$2,500.00 + \$40.00/acre
Final Preliminary Plat	\$ 750.00 + \$45.00/lot	\$2,500.00 + \$40.00/acre
Final Plat	\$ 850.00 + \$45.00/lot	\$2,500.00 + \$40.00/acre
Construction Plans	\$ 900.00 + \$60.00/lot	
Temporary Dwelling, Construction Office, Real Estate Office, etc.	\$ 50.00	
Variances (includes ZBA per diem)	The Cost of the Board to Meet and any Related Expenses per Current Approved Salary Resolution	Cost of Professional Review Service if Required Plus Any Related Expenses
Zoning Compliance - Fences and for structures not requiring building permits	\$ 25.00	

ADOPTED by the Holly Township Board of Trustees this 21<sup>st</sup> day of January 2026.

Motion by: D. Burton  
Supported by: R. Matson  
Ayes: 7  
Nays: 0  
Absent: 0

## RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF OAKLAND )  
*Clerk's Certificate*

The undersigned, being the duly qualified and acting Clerk of the Township of Holly, Oakland County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on the 21<sup>st</sup> day of January, 2026, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

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