

**TORCH LAKE TOWNSHIP
ANTRIM COUNTY, MICHIGAN**

FEE & PERMIT SCHEDULE

Effective July 20, 2021

TYPE OF PERMIT OR LEGAL PROCESS	FEE AMOUNT*
Zoning Permit- any residential related construction; such as, new buildings of any kind, additions, and structures	\$150
Zoning Permit- any residential- , decks, walkways, fences located in property set back areas, etc.	\$50
Zoning Permit- business or commercial	\$150
Zoning Permit- Camper as Temp Dwelling (30) days	\$50
Zoning Permit- Temporary Dwelling	\$100
Zoning Permit- Revision/ Renewal	\$25
Zoning Permit- after the fact	Triple Regular Fee
Permit- Land Division (split) or Merger	\$300
Special Use Permit (including site plan review). Excluding communication towers.	\$450 + escrow (min. \$2,000)
Special Use Permit- communication towers (including site plan review).	\$3500 + escrow (min. \$2,000)

Site Plan Review- New PUD/PRD/Subdivision/Condominium,	\$1000 + escrow (min. \$2,000)
Site Plan Review- Commercial	\$325 + escrow (min. \$2,000)
Site Plan Review-Revision / Amendments	\$250 + escrow (min. \$2,000)
Rezoning and zoning amendments	\$500+ escrow (min. \$2,000)

Appeal- Zoning Board of Appeals Variance/ interpretation -	\$200
Appeal- Zoning Board of Appeals - appeal of Zoning Administrator's decision	\$400

Special Meetings (on day other than scheduled regular or normal monthly meeting day), Planning Commission or Zoning Board of Appeals.	\$600 (in addition to application fee)
Zoning Violation- un-remedied – Municipal Civil Infraction (MCI) 1st Offense \$100 Plus Court Costs; Future \$200 + Court Costs. \$100 Plus Costs 1st \$200 Plus Costs 2nd	\$100 Plus Costs (1 st) \$200 Plus Costs (2 nd)
Rentals-Short term rental Municipal Civil Infraction	\$500.00
Nuisance Ordinance Violation Ordinance #2021-02	\$500.00 per day.
Marijuana TLTW Prohibitions of Recreation Ordinance # 2019-3	Not < \$100.00 Not > \$500.00
Land Use Ordinance # 9 &10- 2007	Not > \$100.00/ Not > 90 days jail or both
Notary- non-resident only	\$10
Notary – Township property owner	FREE

Cemetery, Parks, Public Access, Launches, Road Ends, and Preserves

Access and Road Ends Ordinance Ordinance #10-2007	Civil Infraction
Cemetery Ordinance #6-2018	Not > \$100.00
Public Access and Mooring Ordinance #09-2007	1 st Offense \$100.00, 2 nd Offense with-in 2 yrs. of violation date \$250.00 3 rd Offense \$500.00. Knowingly violating ordinance is a misdemeanor. Penalty not > \$500.00 and/or imprisonment not > 90 days.
407 Launch- Ordinance # 9-2018	1st. Offense Not < \$100.00 plus other costs. Repeat offense Not < \$200.00 3 rd . Offense Not < \$400.00. Violator/s may be asked to leave the property.
Torch Bay Nature Preserve Ordinance # 10-2007	Not > \$100.00 or imprisonment Not > 90 days or both. A Misdemeanor.

William K. Good Day Park Ordinance # 2024-01	Not < \$100.00 plus costs, and other sanctions. 1st. Repeat Not < \$200.00 2nd Repeat not < \$400.00
Beach Protection Ordinance # 0-75-0	\$100.00 fine

FOIA Fee Schedule

Copies 2 sided when possible	White copies Ten (\$.10) per page Color copies: Twenty (\$.20) per page
CD	\$5.00 per disc
Flash Drives	\$1.00 fee for each single transfer to individuals flash drive
FAX copies	\$2.00 for first page and \$1.00 for each additional page.
Labor	Calculated in 15-minute increments, a charge for the production of FOIA documents.
Deposit	50% of fees that will exceed \$50.00
Actual Postage or Shipping costs ; cost of envelopes and/or mailers	Current Fee
Attorney Fees	Not to exceed 6 times the current State minimum hourly wage ex: (\$9.87): \$59.22
IT Support	Based on Charge to Township

Fee Schedule Amendment Record:

Amended 12/21/2005, Effective 12/22/2005

Amended 12/19/2017 (Board meeting), Effective 04/01/2018

Amended 1/19/21 (Board meeting), Effective March 16, 2021

Amended 7/20/21 (Board meeting), Effective July 20, 2021

FEE & PERMIT SCHEDULE (continued)

*If in the opinion of the zoning administrator, and with the approval of the supervisor, a decision is made to obtain additional professional (i.e., attorney, engineer, planner, etc.) review(s) that are necessary to ensure compliance with all applicable ordinances, standards, regulations and the Township Master Plan, the amount of the fee shall be determined by the Zoning Administrator after obtaining a cost estimate from the professionals who will be used. This additional fee amount shall be paid in advance and placed in escrow by the Township. This money shall be used to pay for said professional services. In the event that the full amount of the escrow for professional services is not used, it shall be returned to the applicant at the time of issuing the permit. All fee or escrow amounts shall be set by the Zoning Administrator with the approval of the supervisor, in an amount sufficient to reimburse the Township for costs that will be incurred by the Township and which will be reasonably necessary to process the application or request. In the event that the initial escrow amount is insufficient to reimburse the Township for its actual costs for professional services, the difference shall be paid by the applicant prior to receiving any permit. The applicant will be informed of such a decision and be given the opportunity to suggest an alternate to their request or to withdraw their application. Any disagreement with this requirement may be appealed to the township board.

At the request of the applicant, or if presented to the township board by another member of the board or by the zoning administrator, the waiving of any fee, with cause, may be consider by the township board.