**TORCH LAKE TOWNSHIP**

**ANTRIM COUNTY, MICHIGAN**

**FEE & PERMIT SCHEDULE**

**Effective July 20, 2021**

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| **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) |

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| **Site Plan Review-** N**ew** 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) |

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| **Appeal- Zoning Board of Appeals** Variance/ interpretation **-** | $200 |
| **Appeal**- **Zoning Board of Appeals -** appeal of Zoning Administrator’s decision | $400 |

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| **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 Costs1st  $200 Plus Costs 2nd | $100 Plus Costs (1st)    $200 Plus Costs (2nd) |
| **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**

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| Access and Road Ends Ordinance  Ordinance #10-2007 | Civil Infraction |
| Cemetery  Ordinance #6-2018 | Not > $100.00 |
| Public Access and Mooring  Ordinance #09-2007 | 1st Offense $100.00, 2nd Offense with-in 2 yrs. of violation date $250.00  3rd 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  3rd. 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**

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| 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.