

**SUPERIOR CHARTER TOWNSHIP  
FEES PERTAINING TO ZONING ORDINANCE**

**SUPERIOR CHARTER TOWNSHIP  
Washtenaw County, Michigan**

**A Resolution to Amend Fees Pertaining to the  
Superior Charter Township Zoning Ordinance  
November 21, 2016  
Resolution 2016-29**

WHEREAS, this Board is authorized by the Zoning Ordinance of the Charter Township of Superior to set fees by resolution for various matters arising in the course of administration of the Zoning Ordinance to defray the cost of processing and evaluating applications, permits and requests; and

WHEREAS, this Board has reviewed the fees previously in effect and has found that they are in need of revision; and

LET IT THEREFORE BE RESOLVED that the Charter Township of Superior, Washtenaw County, Michigan, does hereby correct the total amounts that were included in the fee schedule adopted on March 21, 2016 by resolution 2016-03, for

**1. APPLICATION FEE REQUIRED**

An application fee is required to cover the fixed costs and expenses incurred by the Township for processing of applications for planning review, engineering review, construction inspection and other actions as applicable. These fees are used to cover costs such as 1) The cost of the Planning Commission meetings; 2) Mailing and publication of notices; 3) Maintain the accounting of and processing payments to professionals and consultants; 4) In-house staff time for review of plans, development agreements, performance guarantees, etc.

Application fees are non-refundable.

**2. ESCROW ACCOUNT ESTABLISHED**

An escrow fund shall be established whenever an application is submitted. Escrow funds are used to defray anticipated variable costs and expenses incurred by the Township where professional input, study or review is desired before a final decision is made. This includes the Township consultants' engineering, planning, legal reviews and other costs as appropriate. All escrow funds shall be deposited in a non-interest bearing account and are refundable if they are not used.

**3. ADDITIONAL DEPOSITS TO ESCROW FUND REQUIRED**

Whenever the escrow account falls below a specific level, the applicant will be notified in writing and requested to submit additional escrow. For projects that require a minimum escrow deposit of \$2,500, if the escrow falls below \$1,000, the applicant will be required to deposit a

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minimum of \$2,500 plus an additional application fee. For projects at the engineering review stage or the construction inspection stage, if the escrow falls below \$5,000, the applicant will be required to deposit \$5,000 plus an additional application fee. If the deposit is not made in a timely manner, the Township may stop further reviews and Township work on the project until the requested deposit is made ( See Superior Township Zoning Ordinance Section 1.12, B, 3, b). Any account balance remaining upon completion of the project and acceptance of the record plans will be returned to the applicant.

**4. APPLICATION FEES AND MINIMUM ESCROW DEPOSITS REQUIRED**

The following fees and minimum escrow deposits shall be paid by the petitioner to the Superior Charter Township Treasurer at the time of submittal of an application for each of the following. The Township may reduce or waive the escrow deposit and/or the application fee if it determines the project will require minimal review or application work.

<b>Planning Commission Review</b>	<b>Escrow Deposit</b>	<b>Application Fee</b>	<b>Total</b>
Area Plan/Rezoning for Special District*	\$5,000	\$900	\$ 5,900
Site Plan – Preliminary	\$5,000	\$900	\$5,900
Site Plan – Final	\$5,000	\$900	\$5,900
Site Plan – Revised	\$2,500	\$300	\$2,800
Major/Minor Change Determination by the PC	\$2,500	NA	\$2,500
Minor Site Plan Review	\$2,500	\$100	\$2,600
Application Review	\$2,500	NA	\$2,500
Extension of Site Plan	\$2,500	NA	\$2,500
Rezoning Petition, Other than a Special District	\$2,000	\$500	\$2,500
Conditional Use Permit	\$2,500	\$500	\$3,000
Additional escrow when required	Either \$2,500 or \$5,000	\$100 for each \$2,500 of added escrow	\$2,600 or \$5,200
Zoning reviews for new homes, additions, agricultural buildings, property divisions and re-descriptions	\$2,500 if there is a need for consultant review	\$50	\$50 or \$2,550

\*Includes Major Change Amendments to previously approved Area Plans

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<b>Engineering Review</b>	<b>Escrow Deposit</b>	<b>Application fee</b>
At the time of submittal of detailed construction plans, specifications, and detailed estimates of total costs of the proposed construction and improvements, the applicant shall make a deposit in the project escrow account.		
Residential	1 ½% of project cost plus \$1 per du	\$500
Non-residential	1 ½ % of project cost plus \$1 per 1,500 s.f. of bldg. size	\$500
Additional escrow when required	\$5,000 minimum	\$200 for each added \$5,000

<b>Engineering Inspection</b>	<b>Escrow Deposit</b>	<b>Application fee</b>
The review escrow shall cover the costs of actual engineering inspection and any application engineering time incurred by the Township’s engineers in association with the project.	Established by Township Engineer	\$500
The extent of inspection and field engineering required may be determined by the Township’s engineer based upon the contractor’s performance and the applicant’s engineering involvement. The costs associated with any field design changes, reviews, evaluations or interpretations of the plans due to discrepancies evolving from the construction operation shall be deducted from the inspection escrow accounts.		
Additional deposit to escrow account	\$5,000 minimum	\$200 for each added \$5,000

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**5. MISCELLANEOUS FEES**

**A ZONING BOARD OF APPEALS PETITION**

At the time of filing an appeal to the Zoning Board of Appeals, application fees shall be paid by the petitioner to the Superior Charter Township Treasurer as follows: Appeals brought by the owner of a single-family dwelling and involving a variance request regarding “Density and Height Regulations” for one such dwelling: \$175.00. Any other appeal: \$500.00. The Township may require the applicant establish an escrow account when the Township determines review is required by the planner, engineer, attorney or other consultants. The amount of escrow shall be determined by the Township but shall be a minimum of \$1,500. As with all escrow funds, any monies not used shall be returned to the applicant.

**B. SPECIAL MEETING OF THE TOWNSHIP BOARD**

At the time of filing a request with the Township Clerk for a special meeting of the Township Board, an application fee of \$600.00 shall be paid by the requester to the Superior Charter Township Treasurer. If the Board determines for any reason that special meeting cannot be held, \$450.00 of the \$600.00 application fee shall be refunded, with the remaining portion of the fee to be retained by the Township for application costs.

**C. SPECIAL MEETING OF THE TOWNSHIP PLANNING COMMISSION**

At the time of filing a request with the Township Clerk for a special meeting of the Township Planning Commission, an application fee of \$750.00 shall be paid by the requester to the Superior Charter Township Treasurer. If the Planning Commission determines for any reason the special meeting cannot be held, \$650.00 of the \$750.00 application fee shall be refunded, with the remaining portion of the fee to be retained by the Township for application costs.

**D. PRE-APPLICATION CONSULTANT MEETING**

At the time of scheduling a pre-application meeting with the Township Planner, an application fee of \$100.00 shall be paid by the applicant to the Superior Charter Township Treasurer. If additional meetings are requested, an additional application fee of \$75.00 per meeting shall be paid.

**E. PRE-APPLICATION REVIEW**

Before an application for rezoning, conditional use or site plan review is filed, the petitioner may request a pre-application review by the Township’s planner and/or engineer. An application fee of \$500.00 shall be paid by the applicant to the Superior Charter Township Treasurer before such a review is undertaken.

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**F. TOWNSHIP ADMINISTRATION**

The Township shall maintain accurate accounting records of all funds received and all funds expended. Upon request by the applicant, the Township shall provide a statement of all funds received and expended.

**G. PUBLICATION AND EFFECTIVE DATES**

This resolution and fee schedule shall become effective immediately upon publication in MLive's Ann Arbor edition, aka, the Ann Arbor News, a newspaper of general circulation within the Township on 2016.

**CERTIFICATION**

I, Lynette Findley, the duly qualified Clerk of the Charter Township of Superior, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Superior Charter Township Board held on November 21, 2016 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

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Lynette Findley, Clerk  
Superior Township