



**ACME TOWNSHIP  
ORDINANCE #2004-01  
SCHEDULE OF FEES  
(REPLACES SCHEDULE ADOPTED AS ORDINANCE #88-5 IN ENTIRETY)  
As AMENDED 12/07/04**

**LAND USE PERMITS:**

**Residential**

Single family dwellings and/or accessory structures \$ 75.00  
Duplexes/Multi-Family Residential \$ 50.00/unit

**Commercial**

\$2.00/100 sq. ft. of land use  
\$150.00 minimum

**PLANNING COMMISSION REVIEWS:**

Special Use Permit/Site Plan Review\* \$ 800.00  
Communications Tower Permit, Add for Consultant Review\* \$5,000.00  
Subdivision/Site Condominium/Open Space Development Review\*  
1-20 lots \$ 800.00  
Each lot over 20 add \$ 10.00  
Mixed Use Development/Planned Unit Development Review\* \$ 800.00  
Zoning Designation Change\* \$ 800.00  
Special Meeting – Per meeting, in addition to standard review fee \$1,100.00

**ZONING BOARD OF APPEALS:**

Any Application for Variance/Appeal of Determination/Interpretation\* \$400.00  
Special Meeting - Per meeting, in addition to standard review fee\* \$650.00

**SIGN PERMITS:**

Site signage for Mixed Use or Planned Unit Developments\* \$200.00  
All other permanent or temporary sign permits \$40.00  
Charge for collection/storage of signage placed in violation of ordinance/without permit  
\$50.00 per sign plus legal expenses incurred if necessary to collect.

\* These are minimum fees based on estimated actual costs to process the application. In addition to these fees, Acme Township utilizes an escrow policy that requires these applications to include a minimum escrow balance. The escrow policy is attached.

**MISCELLANEOUS:**

**Paper copies:**

Zoning Ordinance (including color zoning map) \$50.00  
Master Plan \$50.00  
If mailed, actual postage expenses will be added

**Electronic copies:**

Meeting audio or any data available on CD ROM or 3.5" floppy disk \$7.50/disk  
Audio is formatted to play in both computers and stereos: 1 meeting = 2-4 disks.  
Audio formatted to play in computers only, multiple meetings will fit on one CD.  
Additional charges for labor apply if scope of request requires more than 15 minutes to fulfill  
Cassette tapes of public meetings \$10.00/cassette  
Most meetings are 2-4 45-minute tapes cassette tapes long.

**Many official documents, including the Zoning Ordinance, Master Plan, Parks & Recreation Plan, Yuba Creek Natural Area Management Plan, approved meeting minutes and upcoming meeting agendas are available FREE OF CHARGE at [www.acmetownship.org](http://www.acmetownship.org).**



Date: June 7, 2005

**Acme Township  
6042 Acme Road  
Williamsburg, MI 49690  
231/938-1350; fax 231/938-1510**

**ESCROW POLICY  
Originally adopted December 7, 2004  
As Amended June 7, 2005**

1. In an effort to place the cost of processing an application for Planning Commission, Township Board, or Zoning Board of Appeals action where it belongs, on the applicant, the Township has established an Escrow Policy. The escrow policy shall apply to actions for any of the following:

- a. Special Use Permit/Site Plan Review
- b. Subdivision/Site Condominium/Open Space Development Review
- c. Mixed Use Development/Planned Unit Development Review
- d. Zoning Designation Change
- e. Application for Variance/Appeal of Determination/Interpretation

2. The initial filing fees for the above actions are based on estimated actual costs to process the application. However, on occasion the costs to process an application exceed the estimate. These costs include, but are not limited to the following:

- a. Fees related to review, research, consulting, drafting, or meeting appearances by Township Attorney
- b. Costs incurred for outside professional consultants for review and consultation on application
- c. Township staff time
- d. Additional public hearings, required mailing and/or legal notices in the newspapers

3. The initial filing fee, as set out in the Acme Township Schedule of Fees, shall be the initial escrow payment and shall be provided at the time of application. The application will not be processed without the initial filing fee. The application must also include a completed and signed "Escrow Policy Acknowledgment."

The application's escrow balance shall not fall below 20% of the initial filing fee. If the application's escrow balance falls below 20% of the initial filing fee, **within 14 days of the date on the invoice provided by the Township** the applicant shall redeposit into the account the full amount of the filing fee in order to continue the review. Additional amounts above the filing fee may be required at the discretion of the Chairperson of the Planning Commission or Township Board.

Any excess funds upon completion will be refunded with no interest accumulating on those funds. The Township Board shall maintain records and authorize disbursement of escrow funds.

Any application before the Planning Commission, Township Board, or Zoning Board of Appeals must have greater than or equal to 20% of the initial filing fee in the application's escrow fund at all times. A balance of less than 20% will be cause for any action concerning the application to be removed from the current agenda and the action will not be heard until such time as the funds are current.

No building permit or final approval shall be granted until escrow funds are paid in full.

The Planning Commission or Township Board may, at their sole discretion, waive this escrow policy for a particular application.

Special Meeting fees as set out in the Acme Township Schedule of Fees do not require an escrow account.

Date: \_\_\_\_\_

**Acme Township  
6042 Acme Road  
Williamsburg, MI 49690  
231/723-3138; fax 231/723-3191  
ESCROW POLICY ACKNOWLEDGMENT**

I have read, and agree to abide by, the Acme Township policy concerning escrow fees.

Name (please print) \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Project Name \_\_\_\_\_

Person/Company responsible for account (billing purposes):

Name \_\_\_\_\_

Mailing Address/P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**ALL ESCROW CHARGES MUST BE CURRENT OR PROJECT WILL BE REMOVED  
FROM AGENDA AND NO ACTION WILL BE TAKEN.**

**NO BUILDING PERMITS WILL BE ISSUED IF A BALANCE IS OWING.**