

7-12-10 Board adopted

**CANNON TOWNSHIP
Planning Commission Fees/Escrow**

FEES:

Cell Tower Collocation	\$400.00
Minor Land Division	\$350.00
PUD Application	\$500.00
Private Road Permit	\$50.00
Site Plan Review Application	\$500.00
Special Land Use Application	\$500.00
Special Meeting	\$400.00
Subdivision Platting	\$500.00

Escrow: Initial Deposit

Minor Land Division	\$500.00
Pre-application conference: staff/planner	\$500.00
planner/engineer/attorney	\$1,000.00
Private Road	\$1,000.00
PUD or Subdivision Plat with 10 or fewer home sites	\$3,000.00
PUD or Subdivision Plat with 10 or more home sites	\$5,000.00
Site Plan Review	\$2,000.00
Special Land Use Review	\$2,000.00
 OTHER PLANNING COMMISSION ACTIONS	 \$2,000.00

Revised July 12, 2010

**CANNON TOWNSHIP
6878 BELDING ROAD NE
ROCKFORD MI 49341
616 874-6966 FAX 616 874-8940**

ESCROW POLICY

In an effort to place the cost of processing an application for Planning Commission action where it belongs on the applicant, the Commission has established an Escrow Policy. The basic application fee covers the following:

- 1) Applicant's appearances at regular Planning Commission meetings.
- 2) Mailing and legal notices required for a public hearing.

All other expenses directly incurred in executing and processing the application shall be paid from an escrow account. These expenses include but are not limited to:

- 1) Planning Commission subcommittee meetings
- 2) Review and resolution or ordinance drafting by Township Attorney
- 3) Review by Township Planner
- 4) Review by Township Engineer
- 5) Additional public hearings, required mailing and legal notice in newspaper

ESCROW DEPOSIT SCHEDULE

Land Division - \$500
Private Road - \$1000
Site Plan Review - \$2,000
Special Land Use - \$2,000
PUD with 10 or less home sites - \$3,000
PUD with 11 or more sites - \$5,000
Other Planning Commission Actions - \$2,000

The planner may suggest an additional escrow amount based on the size of the project.

The initial deposit, based on the escrow deposit schedule, shall be provided at the time of application. The application will not be processed without the minimum escrow deposit. Additional escrow funds will be established so that there is a minimum balance equal to the initial deposit at all times. The Township Clerk will notify the applicant when payment is due. This payment must be received within 15 days of receipt of the letter.

The Township Clerk shall maintain records and the Township Board will authorize disbursement of escrow funds. Any excess funds will be refunded with no interest accumulating on those funds. Funds will be refunded after final bills have been received for the project.

PRIVATE ROADS

Private Road escrow funds are an exception to the policy stated above. In the case of private roads, the minimum required balance in the account is \$1000.00.

LAND DIVISION

Land Divisions are an exception to the policy stated above. In the case of Land Divisions, the minimum required balance in the account is \$500.00. Land Division escrow fees are charged in accordance with Resolution 2010-17.

POLICIES & PROCEDURES:

Any action before the Planning Commission must have a current balance in the project's escrow account. Any balance owing will be cause for the action to be removed from the current agenda and the applicant will not be heard until such time as the funds are current.

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

PRE-APPLICATION CONFERENCE

In order to comply with Section 16.02 A. of the PUD ordinance, the Township Board adopted an escrow amount of \$500.00 - \$1,000.00 depending on the project to be deposited before a prospective applicant schedules a Pre-application Conference. This amount will be used to pay any expenses related to this conference. Any funds remaining in this account will be refunded if the prospective applicant decides not to submit an application for PUD zoning. If an application is submitted, additional funds (see escrow deposit schedule) must be deposited into the escrow account at that time.

All Planning Commission applicants must hold a preliminary meeting unless it is determined by the Zoning Administrator that one is not necessary for a minor project. During this (or other) review, the applicant will be given an estimate of how many meetings might be needed to approve the project based on past history of similar projects. The site plan should be completely ready to come to the Planning Commission before the applicant is placed on the agenda.

**TOWNSHIP OF CANNON
COUNTY OF KENT, MICHIGAN**

ESCROW AFFIDAVIT

Escrow Account No. _____

The undersigned states the following:

1. Project Name: _____

2. Date of Application: _____

3. Action Requested: _____

4. The following person/company shall be responsible for the reimbursable expenses incurred (please provide correct name and address for billing purposes):

Address

City _____ State _____ Zip _____

Phone No. _____ Fax No. _____

E-mail Address _____

5. Authority/Capacity: If the applicant named is different from the person/company responsible for the payments on the escrow account, please provide documentation establishing that applicant has authority to bind the person/company responsible for payments on the escrow account.

6. I have read and acknowledge the Township Policy Regarding Fees for Reimbursable Expenses, dated July 12, 2010 and Resolutions 2000-6 and 2006-24 which provide for reimbursement of Township expenses in zoning matters and/or land division approvals (as applicable). The Policy authorizes the establishment of escrow accounts for such reimbursement and adopt other provisions relating to zoning permits and approvals and land division approvals. I am, with this affidavit, making the initial deposit in accordance with the terms of the applicable Policy.

7. I acknowledge that all escrow charges must be current or project/application will be removed from the Planning Commission agenda, Township Board agenda, Zoning Board of Appeals agenda, or Land Division Administrator consideration, as applicable, and no action will be taken.

8. I acknowledge that no building permits or certificates of occupancy or other permits will be issued if there is an unpaid escrow account balance.

Date: _____

(Applicant/responsible party)

By _____

Its _____

For Township office use only.

Reviewed by: _____

Initial escrow required _____

Date Received and Check # _____

Supplemental escrow amounts _____

Date Received and Check # _____

Total fee: \$ _____ Balance returned, if any \$ _____

Date _____

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TOWNSHIP OF CANNON
COUNTY OF KENT, MICHIGAN

Minutes of a regular meeting of the Township Board of the Township of Cannon, Kent County, Michigan, held in the Cannon Township Center, 6878 Belding Road, N.E., in said Township on the 13th day of March, 2000, at 7:00 p.m.

PRESENT: Members: Alles, Barker, Shupe, Cline, Tidey

ABSENT: Members: Davies, Bloom

The following preamble and resolution were offered by Member Shupe and seconded by Member Barker:

Resolution to provide for reimbursement of Township expenses in zoning matters, to establish escrow accounts for such purposes and to adopt other provisions relating to zoning permits and approvals.

WHEREAS, the cost of the Township review of applications for zoning approval 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 fees for applications for zoning approvals, established by resolution of the Township Board from time to time, 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 and publication and mailing of notice of hearing, as applicable.

2. In addition to the basic application fee, applicants for zoning approval shall pay the costs of review of applications for variances, special use permits, site plans, rezoning, planned unit developments, subdivisions, site condominiums, and similar requests. Such charges shall be in addition to the basic application fee, in an amount equal to the Township's actual expenses incurred for reviewing the application, including but not limited to the cost of:

- (a) Planning Commission subcommittee meetings;
- (b) Special meetings;
- (c) Review by Township attorney and preparation of appropriate approving resolutions or ordinances;
- (d) Review by Township planner;
- (e) Review by Township engineer;
- (f) Additional notices of public hearing;
- (g) Traffic studies;
- (h) Environmental impact studies;
- (i) Notice of additional hearings;
- (j) Review and consideration of proposed private roads; and
- (k) Similar services and expenses.

3. If the Zoning Administrator determines that the application is one for which such costs for review are likely to be incurred, the Zoning Administrator shall require the applicant to pay into escrow, in advance, an amount estimated to be sufficient to cover the expected costs. The

amount to be paid into escrow shall be established in increments of at least \$500, commencing with an initial deposit of not less than \$1,000. No application shall be processed prior to the required escrow fee having been deposited with the Zoning Administrator. 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.

4. If funds in the escrow account are depleted, the applicant shall make an additional deposit sufficient to cover any deficit and to re-establish a balance of at least \$500. The amount of additional deposit sufficient to cover any deficit in the account shall be at least \$500, or such greater amount as is determined by the Township Clerk to be reasonably necessary in order to cover anticipated remaining or future expenses. No further action shall be taken on an application until the escrow account has been re-established to such appropriate level.

5. The Township 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 building permit or certificate of occupancy or other permit for the project shall be issued, and if such expenses remain unpaid for a period of 14 days, the Township Zoning Administrator 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 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.

AYES: Members: 5

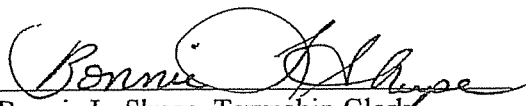
NAYS: Members: 0

ABSENT: Members: 2

RESOLUTION DECLARED ADOPTED.


Bonnie L. Shupe, Township Clerk

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township of Cannon at a regular meeting thereof held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.


Bonnie L. Shupe, Township Clerk

**TOWNSHIP OF CANNON
COUNTY OF KENT, MICHIGAN**

At a regular meeting of the Township Board of the Township of Cannon, held at the Cannon Township Center, 6878 Belding Road, N.E., in said Township, on the 27th day of November, 2006, at 7:00 p.m.

PRESENT: Members: Barker, Blackledge, Bloom, Davies, Jones, LaPeer, and MacGregor

ABSENT: Members: None

The following preamble and resolution were offered by Member Blackledge and seconded by Member Jones:

RESOLUTION NO. 2006-24

**RESOLUTION ESTABLISHING ESCROW FEES
FOR LAND DIVISION APPROVALS**

WHEREAS, the cost of the Township review of applications for land division 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.

IT IS, THEREFORE, RESOLVED AS FOLLOWS:

1. Applicants for land division approval shall pay the costs of review incurred by the Township, including the cost of services by the Township Attorney, Township Engineer or other consultant as may be necessary or helpful to review the application. Such charges shall be in an amount equal to the Township's actual expenses incurred for reviewing the application.

2. If the Land Division Administrator determines that the application is one for which such costs for review are likely to be incurred, the Township Clerk shall require the applicant to pay

into escrow, in advance, an amount estimated to be sufficient to cover the expected costs. The applicant's land division application shall not be considered complete until required fees are paid to the Township. The amount to be paid into escrow shall be established in increments of at least \$250, commencing with an initial deposit of not less than \$250. 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 Land Division Administrator.

3. If funds in the escrow account are not sufficient, the applicant shall deposit sufficient funds to cover any deficit and to re-establish a balance of at least \$250, or deposit in such greater amount as is determined by the Township Clerk to be reasonably necessary in order to cover anticipated remaining or future expenses. An application shall be denied as incomplete if the escrow account has not been re-established to such appropriate level.

4. The Township Clerk shall maintain accurate records regarding the expenditures made on behalf of each applicant from the escrow account. Escrow funds from one or more applicants shall be kept in a separate bank account.

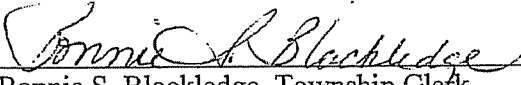
5. Any excess funds remaining in an escrow account after the application has been fully processed, reviewed and the final decision has been rendered regarding the project shall be refunded to the applicant, without payment of interest. If the balance of the expenses for the application for any reason exceeds the amount remaining in escrow following final action by the Township, the Township shall send the applicant a statement for such additional amount due. If any such expenses remain unpaid for a period of 14 days, the Township may take legal action to collect unpaid amounts and/or refuse to issue building permits.

6. The application for land division approval shall indicate that the applicant agrees to pay the Township's expenses for review of the application and other above-stated expenses.

AYES: Members: Barker, Blackledge, Bloom, Davies, Jones, LaPeer, and MacGregor

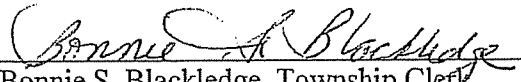
NAYS: Members: None

RESOLUTION DECLARED ADOPTED.



Bonnie S. Blackledge, Township Clerk

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Cannon Township Board at a regular meeting thereof held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.



Bonnie S. Blackledge, Township Clerk

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