

OSHTEMO TOWNSHIP PLANNING FEES

Adopted 10/12/2021

Updated 7/12/2022

Item	Fee
General Fees	
Pre-Application Review	\$500
Meeting Fee: If a Planning Commission, Zoning Board of Appeals, and/or Township Board meeting is required this fee is charged per meeting.	\$500
Resubmissions of revised plans	50% of original fee outlined below (not including escrow)
Resubmissions of revised plans after 90 days or major revisions	100% original fee outlined below (not including escrow)
Development Reviews	
Site Plan Review (commercial/office/industrial)	\$800 + \$75 per acre + \$1,000 escrow
Site Plan Review (residential)	\$800 + \$10 per lot/unit + \$1,000 escrow
Site Plan Review for Cell Towers*	\$1,000
Site Plan Amendment	
Minor (Administrative: construction, relocation or screening walls, fences, waste receptacles, lights, and poles)	\$100
Minor (Administrative: other)	\$400 + \$500 escrow
Major (commercial/office/industrial)	\$800 + \$75 an acre + \$1,000 escrow
Major (residential)	\$800 + \$10 per lots/unit + \$1,000 escrow
Special Exception Use <i>Note: If a site plan review is required as part of the proposal, site plan review fees shall also apply.</i>	\$700 + \$50 per acre + \$400 escrow
Special Exception Use Amendment (within 6 months of prior approval) <i>Note: If a site plan review is required as part of the proposal, site plan review fees shall also apply.</i>	\$400 + \$50 per acre + \$400 escrow
Plat or Site Condominium	
Step 1 - Preliminary Plan Review – Tentative Approval	\$850 + \$10 per lot + \$1,000 escrow
Step 2 – Preliminary Plan Review – Final Approval	\$500 + \$10 per lot + \$4,500 escrow
Step 3 – Final Plat Review	\$500 + \$10 per lot + \$1,000 escrow
PUD/Open Space Community/Open Space Preservation Residential Development	
Step 1 - Concept Plan	\$1,400 + \$50 an acre + \$1,000 escrow
Step 2- Site Plan	\$1,500 + \$75 an acre + \$1,000 escrow
Amendment to Concept Plan	\$500 + \$400 escrow
Zoning Board of Appeals	
Variance Request	\$500 + \$400 escrow
Ordinance Interpretation	\$200 + \$500 escrow

Signage	
New	\$75 + \$25 for each additional sign
Face Change	\$50 + \$25 for each additional sign
Temporary	\$25 per sign
Agricultural Directional	\$10 per sign
Temporary Outdoor Events	
New (one day)	\$150
New (multiple day)	\$400 + \$400 escrow
Pre-Approved Resubmittal (multiple day)	\$50
Zoning/Master Plan Amendments	
Rezoning	\$700 + \$50 per acre +\$400 escrow
Master Plan Amendment	\$700 + \$1,200 escrow
Zoning Ordinance Text Amendment	\$1,000 + \$500 escrow
Other	
Zoning Verification Letter	\$100
Accessory Building Review (residential)	\$100
Temporary Residence Permit	\$100
Address Request Fee	\$40
Land Division of Parcels	\$150
Re-Description of Parcels, Lots, or Building Sites	\$100
Combination of Parcels, Lots, or Building Sites	\$100

Escrow accounts are intended to cover actual costs incurred by the Township for public notices, engineering, legal, landscape architecture, and any outside consultant fees. If costs exceed the escrow payment, additional funds will be required. Residuals will be returned to the applicant.

*Per FCC regulations, the charge for wireless communications facilities permits shall not exceed \$1,000 or actual costs, whichever is less.