SAUGATUCK TOWNSHIP CONSOLIDATED FEE SCHEDULE

November 15, 2025

Article I – General Provisions

Purpose. This Consolidated Fee Schedule shall establish and require the payment of fees for administrative expenses incurred by the Township of Saugatuck, in processing requests for reviews, approvals, permits, certificates, inspections, meetings, licenses, ordinance amendments, and such other requests requiring action by the Township of Saugatuck; as allowed or provided by federal, state, county, or local law or ordinance.

Definition. For purposes of interpreting this Consolidated Fee Schedule, the following words and phrases in this section have the following meanings:

Applicant. Any person who requests, or is required by law to receive from the township any review, approval, denial, inspection, permit, certificate, license, hearing, meeting, ordinance amendment or other administrative or legislative action by the township for which a fee has been established.

Fees. Fees mean those sums of money established and required to be paid to the township as a charge for administrative or legislative activity in accordance with the provisions of this fee schedule which are a part hereof.

Inspection/Review Escrow. Sums of money required to be deposited by an applicant with the township from which actual costs for inspection and/or review services required by the township will be paid.

Township. Township of Saugatuck, including its officers, employees, boards, commissions, agents, and professional consultants.

Article II – Fee and Escrow Regulations

Time of Payment. Fees shall be paid by the applicant at the time a request for action is submitted to the township. The inspection/review escrow shall be paid to the township prior to commencing any construction or site alterations which will require inspection and/or review.

Non-Payments. No application, petition, or request from an applicant shall be accepted, reviewed, processed, or acted upon until the required fees or escrow are paid. Checks used for payment must be finally paid by the payer bank and unconditionally credited to the township's account in order for fees or escrow to be considered paid.

Duplicate of Escrow. Upon a request from an applicant, the township board may waive or reduce any escrow upon a finding that the applicant has supplied an escrow to another governmental agency for the same service and that the other governmental agency's inspection and/or review will satisfy the purpose for which the township inspection and/or review is required.

Duplication and Escrow. The fees set forth in the schedules are intended to reflect the actual cost of the administrative or legislative activity indicated as of the date of the schedule, and as such, may be hereafter amended by the township board.

Additional Escrow. The township may at any time, require the applicant to place additional monies in escrow if the township reasonably determining existing escrows to be insufficient to cover anticipated inspection or review services. Where the actual cost or providing inspection or review exceeds or is anticipated to exceed the escrow which has been paid. The township may bill the applicant for the excess costs which shall be paid prior to any further inspection or review by the township.

Refunds of Escrow. Where the actual cost of inspection and/or review is less than the escrow which has been paid, the township will refund the unused portion within 30 days of completion of the project which required inspection and/or review.

Waiver of Fees. Where an applicant is a township official, agent, or employee making a request for the purpose of receiving assistance, clarification, or guidance on a matter within his duties and responsibilities, no fees shall be required to be paid.

Reduction of Fees. Fees established pursuant to this schedule may be waived or reduced by the Saugatuck Township Board in accordance with this section.

A. Fees may be waived or reduced by the township board if any of the following conditions exist:
   1. If the applicant can demonstrate that the actual costs to the township are materially less than the fees proposed to be charged.
   2. If the applicant can demonstrate that a reduced or waived fee would provide an incentive to improve a pre-existing non-conforming site.
   3. If the applicant can demonstrate that the fees to be charged will result in a significant financial hardship to the applicant.
   4. Any other reason as determined by the township board in its sole discretion.

Article III – Interpretation and Effective Date

Repealer. Any previously adopted resolution, fees, fee schedules, inconsistent or conflicting with this schedule are, to the extent of the conflict or inconsistency and upon this ordinance taking effect, repealed.

Severability. If any section, paragraph, clause, provision, or schedule of this schedule is held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining provision thereof.

Effective Dates. This schedule takes effect on November 15, 2025.

Saugatuck Township

Schedule I

Flat Escrow Deposit – *(held to three (3) months after Certificate of Occupancy issued)* $2,500
Replenishment of Escrow required when account balance reaches $500 or less.

*Flat Escrow Fee Applies

A. *Rezoning $1,300
$10 additional fee per parcel per acre as it appears on township tax rolls is to be considered a separate application for purpose of determining fees.

B. Zoning Board of Appeals $1,300

C. Construction Board of Appeals……..... $1,300

D. Dangerous Structure Hearing ...……..……....……$500

E. Fire Board of Appeals

1. The application fee for a homeowner appealing the IFC for his/her primary residence shall be $400.
2. The application fee for a builder, developer, or any other person or entity not appealing a primary residence shall be $1,000. In addition to the standard fee of $1,000 for a building, developer, or any other person or entity not appealing a primary resident, the applicant shall be required to pay the amount of $1000 as an escrow fee to be held by the Saugatuck Township Fire District. The Fire Board may use the escrow funds to retain a planning consultant, experts, attorneys, and/or similar professional consultants. In the event the escrow drops to $250, the applicant shall replenish it to the original amount of $1,000. Any escrow balance remaining when the appeal is completed shall be returned to the applicant.

F. Land Divisions
Resulting in Two (2) Lots……..... $500
Resulting in Three (3) or more Lots……. $1,000

G. Boundary Line Adjustments or Combination .....$100 per parcel effected
Boundary line adjustments include compliant movement of a lot line in a platted subdivision that the Township Board must approve, or an adjustment of a lot line for a metes and bounds survey which may be administratively approved by the Zoning Administrator.

H. Zoning Determination
Regular Determination…….....$150
Baseline Environment Assessment……..……....$500

I. Special Meeting Request – *(other than a regularly scheduled meeting)*..... $1,300

J. Signs – as required by Sign Ordinance ….. .....$1.50/sq. ft per number of sides
+ $100 Zoning Permit Fee
Temporary Sign……..$1.50/sq. ft per number of sides

K. Home Occupation Permit $100
(one-time fee)

L. *Pond Permit..... $500

M. *Private Road Permit $500

N. *Site Condominium, PUD, Multiple or Mobile $350
(one time issue)

O. Temporary Mobile Home Location Permit $100
(one time issue for 1 year)

P. Temporary/Seasonal Use Permit
6-month duration $300
2-month duration..... $100

Q. Building Permit Fees – see Schedule of Building Permit Fees

R. Zoning Permit $100

S. Utility Investigation
Flat Escrow ..…..…..…

Saugatuck Township

Schedule II

Flat Escrow Deposit – *(held to three (3) months after Certificate of Occupancy issued)* $2,500
Replenishment of Escrow required when account balance reaches $500 or less.

* Flat Escrow Fee Applies

Site Plan Review

Added to all the fees below will be the **actual cost** of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. Applicants are encouraged to provide the most complete application possible to avoid subsequent review costs. An escrow fund may be established at the beginning of the project or the actual cost billed to the applicant at the end. These costs must be paid whether the project is approved or denied.

A. *Site Plan Review……$1,300
B. *Condominium *(site condo not included)*..……..$1,300
C. *Site Condominium Plan Review…..……..…….$1,300
D. Administrative Site Plan Review (*for minor projects under 1,000 sq. ft*…….…… $600

(Flat Escrow Fee of $500)

E. *Plat Review…….....……...$1,300

Planned Unit Development

A. *Planned Unit Development……...…..$1,300

Special Approval Use

A. *Special Approval Use- plus appropriate fees from Schedule II……..…..$1,300

Additional Fees

Each review for Site Plan and Plat Review entitles applicant to two plan submissions (original and one revision) for each stage listed. Each additional submission (revision 2, 3, etc.) will require an additional fee equal to 50% of the initial fee for that stage. All review fees will be the actual cost of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. Applicants are encouraged to provide the most complete application possible to avoid subsequent review costs.

Construction Inspection $100/inspection

Any site or improvement will be done in accordance with approved plans and will be inspected by the township. Actual inspection timing and costs will be determined by the township following a pre-construction meeting.

Building Permit Fees

This fee schedule applies to all construction types including residential /commercial, new/improved, and additions. Up to 5 inspections and plan review are included. Additional inspections are $100 each. Permit fees are capped at $10,500 for a single residential structure of up to four units not including additional inspections or professional services deemed necessary.

$100 base fee plus

$4.00 per thousand dollars of project value

$10,500 cap for a residential structure up to four units

Demolition and moving of a building $100

All project values declared on the permit application will be compared to the "Bureau of Construction Codes Square Foot Construction Cost Table" and will be adjusted if found to be substantially lower than the table indicates.

If a project is begun before a building permit is issued a $100 investigation fee will be added to the permit fee. If additional inspections are necessary, they will be billed to the permit holder at $100 per inspection. The Certificate of Occupancy will not be issued until all fees are paid.

Building permits are valid for 1 (one) year from the issue date. If an extension is needed the fee will be 25% of the original permit cost. The permit is then valid for 2 years from the original issue date. **Permit fees are due prior to the issuance of the permit**. A permit may only be cancelled if no inspections have been performed. In the event you wish to cancel a permit, only 25% of the permit fees are refundable, the other 25% is kept as a processing fee.

Certificate of Occupancy Fees

New Structures/Additions …..……..……..…..……. $100

Remodels/Small Projects …..……..……..……. $25

Saugatuck Township

Schedule III

Administration Fees:

Photocopies B/W	$.25 per side
Photocopies Color	$.35 per side
Envelope Labels	$.75 per sheet
USB loaded (not provided)	$5.00 per drive
Non-Sufficient Funds or Returned check Payment	$25/per check
F.O.I.A. photocopies	$0.10 per side
F.O.I.A. USB loaded (not provided)	$5/ 15 minutes
F.O.I.A. Copy Service	$5/ 15 minutes

Donation/Advertisement/Memorial Fees:

Memorial Park Bench	$1,500.00 each (*plus cost of installation)*
Memorial Picnic Table	$3,000.00 each (*plus cost of installation)*
Memorial Litter Receptacle	$1,500.00 each (*plus cost of installation)*
Memorial Recognition Plaque	To be determined by contracted time and materials of Township.
Small Memorial Space on Dog Park Pavilion(s)	$150.00 per space (*sign not included*)
Small Sign Advertisement Space on Dog Park Fence	$150.00 per space annual fee (*sign not included*)
Large Sign Advertisement Space on Dog Park Fence	$250.00 per sign annual fee (*sign not included*)

Saugatuck Township

CEMETERY STANDARDS, RULES AND REGULATIONS

& FEE SCHEDULE

Section 1. PURPOSE

In accordance with Chapter 12 Saugatuck Township Code of Ordinances the Cemetery Standards, Rules and Regulations as amended and adopted by the Saugatuck Township Board are to govern the management, maintenance, operation and use of all municipal cemeteries of the township and to carry out the purposes of the Cemetery Ordinance.

Section 2. CARE OF LOTS

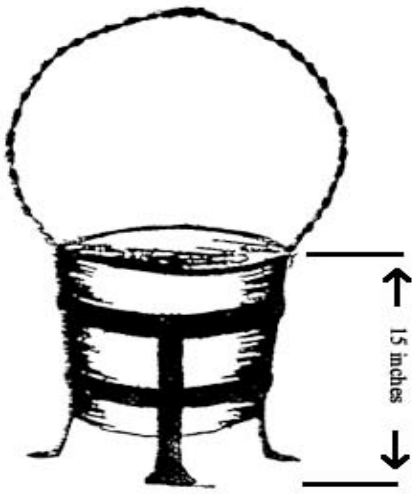
(a) No trees, shrubs or flowers shall be planted on any burial space or in any part of the cemetery grounds except by and with the permission of cemetery personnel.

(b) No artificial flowers may be placed on any lot in any part of the cemeteries. Fresh flowers, wreaths and emblems are permitted to be laid on a lot for a short period only immediately following a burial, and immediately before, during and after Memorial Day observances, and, will be disposed of when determined necessary by cemetery personnel. Wreaths and winter holiday associated trees may be placed on the gravesite during the winter holiday season and shall be removed during the first week of January.

(1) Glass containers are not permitted for use.

(2) Flowerpots, upright vases and urns are prohibited in all areas of the cemeteries. Stone or concrete urns that were existent prior to May 1st 1995 are permitted to remain only as long as they continue to be in reasonable condition as determined by cemetery personnel. Damaged or deteriorated urns will be removed, without notice, by cemetery personnel and may not be replaced.

(3) Flower and plant containers that are movable are allowed on individual or group lots in the cemeteries provided the height of such containers does not exceed 15 inches. The illustrated type of basket (see below) is recommended because it is visually attractive and is so constructed that it can be moved and will not readily fall over. All such containers shall be green in color. The location of such containers will be subject to determination by cemetery personnel, and for purposes of reasonable grounds maintenance procedures, all such containers should be removed in the fall (for the winter months). Cemetery personnel, without notice, will remove containers not removed after October 1st annually, as time and weather conditions dictate.



Section 3. MONUMENT FOUNDATIONS

All cemetery monuments and markers shall be on a foundation of a depth and size and of a material deemed adequate by cemetery personnel. All foundations shall be installed by cemetery personnel only.

Markers and monuments will not be permitted to be delivered to cemetery grounds until a proper order for a foundation installation has been issued to cemetery personnel. All orders must be made through the Saugatuck Township Office.

Section 4. CREMATION INTERMENTS

Cremation interments are permitted in all useable burial spaces in the Cemeteries. Interments involving multiple cremations are permitted but must be authorized by the Cemetery Sexton.

Section 5. OPENING AND CLOSING OF BURIAL SPACE

All burial space shall be open and closed by cemetery personnel only. Funeral Service agents are not permitted to open or close burial space in the cemeteries except with the permission of cemetery personnel.

* Burial in any cemetery burial space is restricted to the certificate holder for such lot or space and the certificate holder's spouse, child or stepchild, parent or stepparent, or grandchild or step grandchild. In the event of unforeseen circumstances or questions of identity, the township sexton shall reach a determination for the right of usage taking into consideration any and all available evidence either written or oral. The determination of the township sexton is considered to be final unless appealed to the township board within 30 calendar days. Upon appeal the township board decision is conclusive and binding on all parties.

Saugatuck Township

Schedule IV

Cemetery Fees

*Foundation $ .25 per sq. in.

A. Standard Burial

*Weekday Non-Holiday $660

*Saturday $710

*Sunday/Holiday..... $800

B. Cremation Burial

*Weekday Non-Holiday $250

* Saturday/Sunday/Holiday $300

Standard Burial Plot Fees

A. Resident or Taxpayer
   a. Standard Plot 1-2 spaces $500/space
   b. Standard Plot 3-6 spaces $1,000/space
   c. Standard Plot more than 6 spaces $2,500/space
B. Non-Resident / Non-Tax Payer
   a. Standard Plot.....$2,500/space

Cremation Burial Plot Fees

A. Resident or Taxpayer
   a. Cremation Plot 1-2 spaces $350/space
   b. Cremation Plot 3-6 spaces $700/space
   c. Cremation Plot more than 6 spaces.....$1,750/space
A. Non-Resident / Non-Tax Payer
   a. Cremation Plot $1,750/space

The fees and charges for burial rights are for the use of cemetery grounds and lots and the purpose of recovering the costs for acquisition, construction, reconstruction, maintenance and operation, and shall be established, adopted and amended from time to time by the Township Board. Such fees and charges may be established for but are not limited to the sale of lots and perpetual care of such lots, burials, removals, foundations, certificate issuance, certificate transfer, and operational and maintenance services as may be determined. The Township will repurchase unused plots at current fee schedule rates.