

CITY OF NILES SCHEDULE

GENERAL MUNICIPAL FEE SCHEDULE 2026

Assessment Record	0.10 per page
Notary Services	\$5.00 for City of Niles residents
Marriage Service conducted by the Mayor	\$10.00
NSF Fee (For Bounced Payment Checks)	\$25.00 per check
Event Application Fee	• \$25.00 Class I • \$75.00 Class II with Council Approval and Liability Insurance Certificate Required • \$50.00 Inflatables on City Property Plus Liability Insurance • \$100.00 Late Fee Class II (Within 60 Days of Event)
FOIA	• The fee varies based on the type of record and the labor costs for retrieval and review of the documents. • Research – 1st 15 min. Free • Thereafter – 15 min increments – Hourly wage of lowest paid employee that can provide the requested material • \$0.10 per page (double sided) • Half fee deposit – if estimated total cost is over \$50 • See MCL 15.234 for fee guidelines • Digital Media – various costs based on size
Deed Recorded for Sale of City Owned Property	Actual Cost
DDA Main Street Sponsored Program Transient Merchant Fee **	\$20/Year
Mobile Food Truck and Vendor	\$20/Year
Ordinances	Obtained from Website www.nilesmi.org Actual Cost - Hardbound Copy
Peddlers/Transient Merchant License	• \$20/day • \$50/week • \$150/month Background Check Required Veterans and Non-Profit Excluded
Public/Legal Notice	Actual Cost
Elections	\$25. 00 Registered Voters List
	\$5.00 Each Precinct Maps
Credit Card Transactions	2.39 % or \$3.95 flat fee transaction fee
E-Check Transactions	\$3.95

BUILDING AND SAFETY DIVISION

Garage Sale Permit	No fee / Mandatory permit so we can go over rules
Demolition	\$75 Residential \$300.00 Commercial \$500.00 Waiver - Plus Professional Service Costs
Construction Board of Appeals Hearing	\$575.00

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Rental Registration & Inspections	\$30 Registration \$20 Per Unit, inspector rate of pay is \$17.05/hr.
Landfill Voucher	Free – Annual with address & ID provided
Building Permits	Based on cost of project
Electrical Permits	Per line-item schedule on application (Appendix A)
Mechanical Permits	Per line-item schedule on application (Appendix B)
Plumbing Permits	State of Michigan issue

CODE ORDINANCE ENFORCEMENT

Weed/Grass Removal	\$25 Admin fee plus costs incurred / lienable
Nuisance/Blight Removal	\$25 Admin fee plus costs incurred / lienable
Hazardous Materials Removal	\$25 Admin fee plus costs incurred / lienable
Property Maintenance Code – Administrative Fee	Citation fees set by Berrien County Court System

Note: All expenses incurred for the removal of weeds or grass will be calculated by either using the total charge for a contractor to do the work or by using a minimum of one hour of labor/equipment charges for DPW employees if the work is done by the City.

POLICE DEPARTMENT

Accident Report	\$10.00 per Report
Police Report (FOIA)	- The fee varies based on the type of record and the labor costs for retrieval and review of the documents. - Research – 1st 15 min. Free - Thereafter – 15 min increments – Hourly wage of lowest paid employee that can provide the requested material \$0.10 per page (double sided) - Half fee deposit – if estimated total cost is over \$50 - See MCL 15.234 for fee guidelines
Fingerprints	\$5.00
License to Purchase a Firearm	\$5.00
Local Background Check	\$5.00
Gem Dealer Application	\$50.00
PBT Test	Test: \$0.00 New Straw: \$2.00

PLANNING, ZONING, AND ECONOMIC DEVELOPMENT FEE SCHEDULE

Planning and Zoning Documents	\$25.00 or \$0.10/page Master Plan \$25.00 or \$0.10/page Zoning Ordinance \$5.00 Tabloid Page Zoning Map
Zoning Compliance Permit	\$50.00
New Construction	\$50.00 Single Family \$150.00 All Others
Site Plan Review	\$1,000.00
Site Plan Amendment Review	\$500.00

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Rezoning/Zoning Amendments – Request to Rezone	• \$500.00 Residential + Atty Fee • \$500.00 Non-Residential + Atty Fee • \$500.00 Conditional + Atty Fee
Planned Unit Development (PUD)	\$1,000.00
Variance	\$500
Signs – Sign Package Permits	• \$25/ea. Single Sign 1 Sign • \$100 Sign Package 2-5 Signs • \$500 Sign Package 6+ Signs
Fence	\$25.00
Special Land Use	\$250
Written Zoning Information Request	• \$35 Residential • \$100 Non-Residential
Written Zoning Compliance Review	• \$50 Residential • \$150 Non-Residential
Medical & Adult Use Marijuana/Marihuana License	\$5000/Annual per License Type
Medical and Adult Use Marijuana/Marihuana Inspection	\$1000/Facility
Medical and Adult Use Marijuana/Marihuana Late Application Renewal Fee	\$2000 plus \$250/day
Adult Use Marijuana/Marihuana Event Permit	\$5000
Sewer Tap Permit (Per Frontage Foot)	\$500.00 + Attorney Fees: Alley/Street Vacation

GRANT ADMINISTRATION FEE SCHEDULE

MSHDA Rental Rehab Grant Applications	\$500 application fee
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PARK RENTAL

Park Rental and Softball Fields	\$25.00
Riverfront Amphitheater Rental	\$25.00
Class I Event at Riverfront Amphitheater	\$25.00 (No City Services Requested)
Class II Event	\$75.00 + City Services Fees (Fees Estimated)

PLYM PARK GOLF COURSE

Green Fees	Weekdays	• \$11.00 for 9 Holes • \$17.00 for 18 Holes
	Weekends/Holidays	• \$12.50 for 9 Holes • \$19.00 for 18 Holes
	Leagues	• \$10.50 for 9 Holes
	Annual Pass	• \$425.00 Regular • \$300.00 Spouse • \$390.00 Senior • \$240.00 Senior Spouse • \$160.00 Junior (17 and under) • \$210.00 League (Annual Pass Used for League Golfing Only)

CITY OF NILES SCHEDULE

	Electric Golf Cart	• \$14.00 for 9 Holes • \$26.00 for 18 Holes
<u>JERRY TYLER MEMORIAL AIRPORT</u>		
Ground Lease		\$0.18/Sq. Ft.
<u>DIAL-A-RIDE TRANSPORTATION</u>		
Demand Response		
Within City Limits		• \$3.00 • \$1.50 for students and reduced fare*riders
To, From, Within Township		• \$4.00 • \$2.00 for students and reduced fare*riders
Deviated Fixed Route - within 1/2 mile of fixed stop		• \$2.00 • \$1.00 for students and reduced fare*riders • \$0.50 for route deviations
Buchanan Rates		• \$1.50
Within City Limits		• \$0.75 Reduced Fare
To, From, Within Township		• \$4.00 • \$2.00 for students and reduced fare* riders
*Reduced fare applies to persons receiving Supplemental Security Income, Social Security Disability Income, Veteran's Administration Disability, or Medicare and/or persons age 60 or older. A reduced fare card is required. Applications are available at the DART office and on the buses.		
<u>HISTORY CENTER FEE SCHEDULE</u>		
Research Fees		• No Charge – First half-hour • \$15.00 Each Subsequent half-hour
Reproduction Fees		• \$0.25 – Black and White Copies 8 ½ x11) • \$1.00 - Color Copies (8 ½ x11) • \$5.00/Scan emailed or saved on personal drive– ○ Digital File (TIF or jpg image,300dpi)
Commercial Use/Publication Rights Fee		• \$30.00 – Business Use Fee (per photo) • \$50.00 – Publication Use Fee (for the first photo) ○ \$25.00 for subsequent photos in the same work • \$50.00 – Website Use Fee ○ \$25.00 for subsequent photos at the same website
• Note: The payment of use fees does not constitute permission to use items. A separate, signed Permission of Produce or Reproduce form must accompany each order.		
Chapin Mansion Tours		• \$5 per person • 18 and under free
Chapin Mansion Photography Fee		• \$50/hour Monday – Friday • \$75/hour Weekends

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SILVERBROOK CEMETERY

Graves	• \$800 Flush Marker • \$900/\$1000 Upright Marker-Premium for near Creek • \$600.00 Veteran's Section • \$250.00 Baby Section • \$600.00 Cremation • \$600.00 2nd Burial Graves (Baby, Cremains, etc.) Flush Marker area only
Burial	• \$900.00 Adult with Tent & Greens • \$700.00 Adult without Tent & Greens • \$200.00 Baby • \$225.00 Baby, Cemented • \$350.00 Cremains Cemented Urn • \$350.00 Cremains Urn Vaults • \$650.00 Mausoleum Small Opening • \$700.00 Mausoleum Large Opening
Columbarium Niche w/Plaque (open and close of grave included)	• \$1,200-\$1,800 Double
Monument/Marker	\$0.75 Foundation per square inch
Transfer of Deed	\$50.00
Regular Working Day	Additional \$85.00 per ½ hour After 3pm thru gate.
Saturday & Holidays (None Scheduled after 11:00am)	• Additional \$600.00
Saturday and Holiday Funerals After 11:00 A.M. thru gate	• Additional \$600 plus \$85/ ½ Hr. With No Funerals Thru Gate After 1:00 P.M.
Sunday and Holiday Funerals (None Scheduled after 11:00 A.M.)	• \$1,000.00
Late Notice Fee (less than 8 working hours notice before funeral)	• \$150.00
Disinter Body	• \$700.00
Disinter Cremains	• \$350.00
Set and Seal Vaults	• \$150.00

SEWER TAP PERMIT

Sewer Tap Permit	
Per Frontage Foot	• \$6.00 Trunk • \$1.00 Special Assessment • N/C Excavation Permit • N.C Sidewalk Permit • N/C Driveway Permit • N/C Dumpster Permit • N/C Tree Removal/Planting Permit • N/C Parade Permit

CITY OF NILES SCHEDULE

POLE ATTACHMENT FEE

Annual Pole Attachment Fee	\$5.69	Per Attachment/Per Year
NON-RECURRING FEES		
One-time License Agreement Fee	\$100.00	
Permit Application Fee (1-50 Poles)	\$50.00	Per Permit Application
Permit Application Fee (50 or More Poles)	\$100.00	Per Permit Application
Make Reach Work Charges		See Article IV(C) (1-6) of Agreement
Miscellaneous Charges		See Article IV and V of Agreement
Inspection Fee	T&M	Actual Cost of Time & Material
UNAUTHORIZED ATTACHMENT PENALTY FEE		
FAILURE TO TIMELY TRANSFER, ABANDON, OR REMOVE FACILITIES PENALTY		5X Annual Attachment Fee, per Occurrence 1/5 Annual Attachment Fee per day, per pole, first 30 days; after the initial 30 days, the penalty shall be equal to the annual attachment fee per day, per pole.
CITY OF NILES UTILITY ATTACHMENT FEE		\$200 minimum per pole or time and materials, whichever is greater.

WASTE FEES

Recreational Vehicle Waste Dumping	\$20.00	Per Discharge
Wastewater Surcharge Rate for \$/lb.	• \$0.15 • \$0.16 • \$2.20 • \$0.50	• BOD \$/lb. • TSS \$/lb. • TP \$/lb. • Ammonia \$/lb.

UTILITIES DEPARTMENT

SERVICE TRUCK	Current Fee	Comment
New Service turn on/ Read and Transfer/turn on-turn off service for repairs	\$28.00	Before 4pm
Seasonal turn on/off	FREE	1 free/yr additional \$28
Service Call before 4 pm-Truck 9	\$28.00	
Missed appointment	\$15.00	
Courtesy calls to forewarn of shut off	FREE	
Tag Customers on pre-shut off list	\$20.00	
Tag renter for property owner - to put account in their name	\$20.00	
Meter Testing @ Customer Request	\$60.00	
After hours turn on/off for customer repairs WATER	\$145.00	\$275 if confined space requiring 2 workers
After hours turn on/off for customer repairs ELECTRIC	\$190.00	
Reconnection/Disconnection at ELECTRIC at pole before 4pm	\$140.00	
Reconnection/Disconnection at ELECTRIC at pole after 4pm	\$345.00	
-- If confined space and/or two workers are required	\$275.00	
AMI Opt-Out Program for Electric Meter:		
• One-time Setup Fee	\$30	Fee applied for each meter that is enrolled in opt-out
• Monthly Recurring Fee	\$40	Fee applied for each meter per month while enrolled in opt-out

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New Water Tap Fee 1" Service	\$1,600.00	
New Water Tap Fee Service 2" and higher	T & M	
Appt to review new sprinkling meter set up with customer	\$28.00	
Sprinkling Meter Install	\$250	
Bulk Meter Install and Pick Up	\$85.00	
Bulk Meter Monthly Reading	\$40.00	
Bulk Meter Rental Fee	\$27.00	
Hook up new electric service	T & M	
Field Investigation (1 person, no OT) ELECTRIC	\$85 per hr.	\$50hr/additional worker
Field Investigation (1 person, no OT) WATER	\$55 per hr.	\$40hr/additional worker
Field Investigation - additional material, vehicles, equipment, subcontractors, etc.	T & M	
Field Investigation (1 person, OT) ELECTRIC	\$190 (first 3 hrs.)	\$110/hr. after 3 hours
Field Investigation- each addt'l person OT ELECTRIC	\$155 (first 3 hrs)	\$75/hr. after 3 hours
Field Investigation (1 person, OT, Truck) WATER	\$125 (first 3 hrs.)	\$60/hr. after 3 hours
Field Investigation- each addt'l person OT WATER	\$110 (first 3 hrs.)	\$55/hr. after 3 hours
Plan Reviews- 1 hour minimum, thereafter 1/2 hour	\$85 per hr.	
Inspections by City per inspector, thereafter ½ hour	ACTUAL COST	Salary/2080+67% fringe+ 10% OH
Inspections by City per inspector/per hour		
Pavement Patch HWY	\$800 + T & M	
Pavement Patch	\$475 + T & M	
Banner Installation	\$150.00	
Electric Deposits – Residential (Non-Homeowners Only)	\$200.00	
Electrical Panel	\$60/day	Temporary for Events
Water Deposits - Residential (Non-Homeowners Only)	\$50.00	
Electric Deposits - Commercial	\$200.00	Or 1 month estimated bill
Water Deposits - Commercial	\$100.00	Or 1 month estimated bill
Additional Deposits – up to a 3-month bill if account is in disconnect status		
Sewer Dumping Deposit	\$500.00	
Returned Check Fee	\$25.00	
Returned Check Fee ACH	\$35.00	
Provide property owners with copies of their leases	\$5.00	\$4.67 + copying costs = \$5
Provide letter of credit for customer	\$5.00	\$4.67 + copying costs = \$5
Fax/email DHS workers customer information, paid receipts	\$5.00	\$4.67 + copying costs = \$5
Print account history for customer	FREE	
Reprint bills (utility or tax) for customer	FREE	
Make copies for customer	page	
Temporary Construction Dewatering Fee	\$0.03/gal.	

INDUSTRIAL PRETREATMENT PROGRAM RATES

IPP Quarterly Administration Expense	\$1,210.00	
IPP Volume Rate	\$0.89	
IPP Sampling Rate	\$341.00	
IPP Analytical Rate		
IPP Commercial User Inspection Fee	\$152.00	
IPP Commercial Ordinance Fee	\$266.00	
IPP Compliance Assistance Rate Per Hour	\$54.62 Superintendent \$65.54 Superintendent \$43.56 Chemist \$52.28 Chemist	- In City - Outside City - In City - Outside City

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<u>IPP ANALYTICAL RATES</u>		
Ammonia	\$15.00	
BOD5	\$30.00	
COD	\$25.00	
Fecal Coliform	\$35.00	
Hexavalent Chromium	\$30.00	
Dissolved Oxygen	N/A	
Available Cn	\$65.00	
Total Cn	\$30.00	
Ph	\$5.00	
Grease and Oil	\$45.00	
Non-Polar Oil and Grease	\$20.00	
Total Phosphorus	\$20.00	
Suspended Solids	\$10.00	
EPA 245.1 Hg	\$30.00	
EPA 1631 LL Hg	\$65.00	
Volatile Suspended Solids	\$10.00	
Total Solids	\$10.00	
Total Volatile Solids	\$10.00	
ICP Samples (Ar, As, B, Cd, Cr, Cu, Pb, Ni, Mo, Se, & Zn	\$15.00	Per Constituent
Other Elements Not Listed Above		Additional Costs