



# **CITY OF PETOSKEY**

## **Schedule of Fees and Charges**

**Effective: January 1, 2024**

Approved by City Council: December 4, 2023

Schedule of Fees and Charges  
January 1, 2024

**OFFICE OF CITY CLERK**

Business Licenses

Auction - per event	\$50.00
Bed and Breakfast	
Initial Fee	\$250.00
Annual Renewal Fee	\$200.00
Boarding House	
Initial Fee	\$250.00
Annual Renewal Fee	\$200.00
Dining Decks	\$350.00
Door to Door Sales and Canvassing	\$75.00
Going Out of Business - up to 90 days maximum	\$50.00
Hotel/Motel Operation	
Initial Fee	\$250.00
Annual Renewal Fee	\$200.00
Liquor Licenses - Council Approval Required for State Licensing	\$100.00
Medical Marijuana Provisioning Facilities:	
Application Fee	\$5,000.00
Annual Renewal Fee	\$5,000.00
Mobile Food Vending - Annually	\$150.00
New Business Registration	\$75.00
Outdoor Beverage and Food Service	
Annual Fee Without Alcohol	\$200.00
Annual Fee With Alcohol	\$250.00
Redevelopment Liquor License	
MCL 436.1521 a(1)(a)	\$750.00
Expended for new construction not less than \$75,000 preceding five years	
MCL 436.1521 a(1)(b)	\$500.00
Total of public and private investment not less than \$200,000 preceding five years	
Transient Merchant	
Per Day	\$25.00
Per Week	\$75.00
Per Season	\$200.00
Short-term Rental Fee Annually	\$350.00
Short-term Rental Waitlist Fee Annually	\$50.00
Short-term Rental Return Inspection Per Visit	\$25.00

Voting/Election Information

Voter List	
Paper Copy Per Ward	\$45.00
E-mail Per Ward	\$15.00
Electronic Media	\$10.00

FOIA Requests based on City FOIA Policy

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**OFFICE OF CITY PLANNER**

Special Meeting (requested by applicant)

Planning Commission	\$1,000	plus application fee
Zoning Board of Appeals	\$400	plus application fee

Zoning Permit\*

Administrative Review	\$75	plus fee below
Single-family residence less than 2,000 sq. ft. (incl. garage)	\$75	
Single-family residence 2,000 - 3,999 sq. ft. (incl. garage)	\$100	
Single-family residence 4,000 - 8,000 sq. ft. (incl. garage)	\$200	
Single-family residence greater than 8,000 sq. ft. (incl. garage)	\$250	
Residential expansion less than 50%	\$50	
Residential expansion greater than 50%	\$100	
Two-family residence/duplex	\$250	
Multiple-family residence (3 or more units)	\$250	plus \$5 per unit
Accessory Building	\$50	

Zoning Board of Appeals Review	\$600
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Zoning Amendment

Map	\$600
Master Plan	\$750
Text	\$750

Zoning Verification Letter	\$75
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Site Plan Review	\$1,000
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Parking Plan Review	\$500
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Land Division/Combination

Platted	\$100
Unplatted	\$100
Land Combination	\$100

Planned Unit Development (PUD)

Preliminary PUD	\$1,500
Final PUD	\$3,000
PUD Amendment - Minor	\$800
PUD Amendment - Major	\$1,500

Special Condition Use

Residential - Use Change Only	\$800
Residential - Including Site Plan	\$1,800
Non-residential - Use Change Only	\$2,500
Non-residential - Including Site Plan	\$3,500
Minor Amendment - All	\$500
Major Amendment - All	\$1,500

Fence Permit*	\$50
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Sign Permits\*

Temporary Sign	\$30	for a max. of two signs
Directional Sign	\$30	for a max. of five signs
Wall Mounted Sign	\$50	per sign
Projecting Name Plate	\$50	per sign
Sandwich Board	\$50	per sign
Freestanding Sign	\$50	per sign
Overhanging Sign	\$50	per sign
Sign Committee Review	\$200	

\* All fees are doubled if work begins prior to a permit being issued.

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**DEPARTMENT OF FINANCE**

Notary Charge for Non-City Business	\$5.00	
Fax – per page	\$1.00	
Copies for Public – per page 8.5" x 11"	\$1.00	
Copies for Public - large (ex. Plan documents)	\$4.00	
Tax Abatement Application – CFT, IFT, etc.	\$200.00	
Residential Utility Deposit - Renters		
Water, Sewer and Electric	\$150.00	
Electric Only	\$75.00	
Water & Sewer Only	\$85.00	
*Residential utility deposits are returned after 1 year, if monthly bills are paid on time		
Final Meter Reading - termination of utility service	\$10.00	
 <u>Electric</u>		
Net Metering Application	\$100.00	
Service Upgrade	\$150.00	
Temporary Overhead	\$150.00	
Temporary Underground	\$150.00	plus \$2.00 per foot
* Customer provides trenching and installation of conduit, other costs may apply.		
Permanent Overhead		
1 Phase	\$200.00	
Permanent Underground	\$200.00	plus \$2.00 per foot
* Customer provides trenching and installation of conduit, other costs may apply.		
* All 3 Phase services shall be underground. Costs determined on a case by case basis.		
<u>Electric Turn On/Off Service</u>		
During Office Hours - 7:30 A.M. to 4:00 P.M.	\$50.00	
After Office Hours - 4:00 P.M. to 7:30 A.M.	\$150.00	
 <u>Electric Vehicle (EV) Charging Fees</u>		
<u>Level II</u>		
Base Charging Fee	\$0.37	per kWh
Administration Fee - per each charging session	\$1.00	
Grace Period - 15 minutes - no occupancy fee/idle time fees assessed		
<u>DC Fast Charge</u>		
Base Charging Fee	\$0.55	per kWh
Administration Fee - per each charging session	\$1.00	
Grace Period - 15 minutes - no occupancy fee/idle time fees assessed		
<u>Other Fees (If Applicable)</u>		
Occupancy Fee/Idle Time - at 15-minute increments after grace period is exhausted	\$1.50	
 <u>Water</u>		
<u>Water Turn On/Off Service</u>		
During Office Hours - 7:30 A.M. to 4:00 P.M.	\$50.00	
After Office Hours - 4:00 P.M. to 7:30 A.M.	\$150.00	
Water Meter Removal and Installation - construction	\$50.00	
Radio Read MXU Removal and Installation - Construction	\$50.00	

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**DEPARTMENT OF FINANCE**

Water and Sewer

Meter Size	<u>Water Capital Charges</u>		<u>Sewer Capital Charges</u>		<u>Tap-In Fees</u>	
	<u>Inside</u>	<u>Outside</u>	<u>Inside</u>	<u>Outside</u>	<u>Inside</u>	<u>Outside</u>
5/8"	\$1,400.00	\$2,100.00	\$4,600.00	\$4,600.00	\$1,470.00	\$1,615.00
3/4"	\$2,100.00	\$3,150.00	\$6,900.00	\$6,900.00	\$1,470.00	\$1,615.00
1"	\$3,500.00	\$5,250.00	\$11,500.00	\$11,500.00	\$1,680.00	\$1,845.00
1-1/2"	\$7,000.00	\$10,500.00	\$23,000.00	\$23,000.00	\$4,360.00	\$4,795.00
2"	\$11,200.00	\$16,800.00	\$36,800.00	\$36,800.00	\$4,640.00	\$5,100.00
3"	\$24,500.00	\$36,750.00	\$80,500.00	\$80,500.00	\$5,040.00	\$5,545.00
4"	\$42,000.00	\$63,000.00	\$138,000.00	\$138,000.00	\$7,075.00	\$7,780.00
6"	\$87,500.00	\$131,250.00	\$287,500.00	\$287,500.00	\$9,730.00	\$10,700.00

Tap-in fees include tapping of the water main by City crews (excavation by owner/contractor) and City supplied valving components for water service connection point at main. Owner/contractor is responsible for all excavating, trenching, service pipe and components from water main connection point to building, street and sidewalk replacements, and right-of-way restorations.

Schedule of Fees and Charges  
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**DEPARTMENT OF PARKS AND RECREATION**

**Magnus Park**

	Non-Peak	Peak*
Full Hookup	\$36.00	\$44.00
Electric Only	\$34.00	\$39.00
Cabin	\$200.00	\$225.00

\* Memorial Day to Labor Day

**Note:** Sewer drop station for non-campers = \$5.00/each time  
Firewood = \$5.00 per bundle

**Marina Services**

Daily Launch	\$5.00 per day
Annual Launch	\$25.00 per year
Senior Launch (55 years +)	\$20.00 per year
Pump Out (LOA < 60')	\$10.00 per tank
Pump Out (LOA > 60')	\$20.00 per tank
Pump Out-Seasonal Slip	Free
Block & Cube Ice	\$4.00 per bag

**Marina Seasonal**

30 foot Boat Slip	\$3,060.00
38 foot Boat Slip	\$3,876.00
42 foot Boat Slip	\$4,284.00
45 foot Boat Slip	\$4,590.00
60 foot Boat Slip	\$6,120.00

**Note:** Continuous slip holders prior to and including the year 1996 are "grandfathered" into the boat length method for rate calculation. Slip holders entering the Marina after 1996 are charged under the state endorsed slip length method of rate calculation.

The above are DNR Waterways Commission rates (Rate 2) for 2024 seasonal slips.

**Marina Transient: (Daily well rental- fees per foot rounded to nearest \$1.00)**

\$1.75 per foot

The above is the DNR Waterways Commission rate (Tier H) for 2024 transient slips.

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**DEPARTMENT OF PARKS AND RECREATION**

**Parks Reservation Fees**  
**For Gazebos, Shelters, and Special Areas**

<b><u>Gazebos</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
<b>Sunset Park Gazebo (max. 50 people)</b>	(Must live within City Limits)	(Lives outside City Limits)
9:00 A.M. to Noon	\$75.00	\$150.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$150.00
5:00 P.M. to Dusk	\$75.00	\$150.00
 <b>Pennsylvania Park Gazebo*</b>		
9:00 A.M. to Noon	\$75.00	\$150.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$150.00
5:00 P.M. to Dusk	\$75.00	\$150.00
 *Exception – Tuesdays	11:00 A.M. to 2:00 P.M.	Closed for concert series
Fridays	11:00 A.M. to 2:00 P.M. 6:00 P.M. to 9:00 P.M.	Closed for concert series Closed for concert series
 <b><u>Shelters/Open Space</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
<b>Bayfront Park Festival Shelter (max. 75 people)</b>	(Must live within City Limits)	(Lives outside City Limits)
9:00 A.M. to Noon	\$125.00	\$200.00
1:00 P.M. to 4:00 P.M.	\$125.00	
5:00 P.M. to Dusk	\$125.00	\$200.00
 <b>Bayfront Park West (max. 150 people)*Open Space Only</b>		
9:00 A.M. to Noon	\$75.00	\$150.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$150.00
5:00 P.M. to Dusk	\$75.00	\$150.00
 <b>Bear River Shelter/Mitchell Street Bridge (max. 140 people)</b>		
9:00 A.M. to Noon	\$125.00	\$200.00
1:00 P.M. to 4:00 P.M.	\$125.00	\$200.00
5:00 P.M. to Dusk	\$125.00	\$200.00
 <b>Mineral Well Shelter (max. 32 people)</b>		
9:00 A.M. to Noon	\$75.00	\$150.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$150.00
5:00 P.M. to Dusk	\$75.00	\$150.00
 <b>West Side Shelter (max. 32 people)</b>		
9:00 A.M. to Noon	\$75.00	\$150.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$150.00
5:00 P.M. to Dusk	\$75.00	\$150.00
 <b>Waterfall Area (max. 150 people)*Open Space Only</b>		
9:00 A.M. to Noon	\$125.00	\$200.00
1:00 P.M. to 4:00 P.M.	\$125.00	\$200.00
5:00 P.M. to Dusk	\$125.00	\$200.00
 <b>Special Event Application</b>	\$75.00	\$125.00
Fee applied to rental costs if applicable		

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**DEPARTMENT OF PARKS AND RECREATION**

**Parks Reservation Fees**  
**For Gazebos, Shelters, and Special Areas**

<b><u>Shelters/Open Space</u></b>	<b><u>Resident</u></b>	<b><u>Non-resident</u></b>
<b>Riverbend Park Pavilion (max. 75 people)</b>	(Must live within City Limits)	(Lives outside City Limits)
9:00 A.M. to Noon	\$75.00	\$150.00
1:00 P.M. to 4:00 P.M.	\$75.00	\$150.00
5:00 P.M. to Dusk	\$75.00	\$150.00
 <b>Resource Center (max. 20 people)</b>		
2-hour Reservation	\$50.00	\$75.00
Additional Hour	\$25.00	\$35.00
 <b>Winter Sports Park</b>		
Skate Rental (reduced price for schools & non-profit groups - Please Call)	\$7.00 per person	\$7.00 per person
Hockey Rink - 1 hour block (Zamboni once)	\$25.00	\$25.00
Hockey Tournament Fee	\$500.00	\$750.00
<b>Birthday Party Rates</b>		
Upstairs during winter open hours (2 tables/2 hours)	\$25.00	\$35.00
Additional Hour	\$10.00	\$15.00
Downstairs Private Room (3 hour block) (private party room and restroom)	\$125.00	\$200.00
Additional Hour	\$25.00	\$35.00

**Sports Fields – Non-affiliated Sports Groups**

Unlighted Ball Field	\$ 75.00 per fitting plus \$25 per game
Lacrosse Field	\$150.00 per striping with a two day maximum
Soccer Field	\$150.00 per striping with a two day maximum
Volleyball Court	\$25.00 per court/day includes initial drag
Mowing	\$50.00 per mow

\*\* Groups must provide proof of insurance and verify coverage with the City of Petoskey listed as co-insured.

**Park Resources**

Request for picnic tables - Specify Park Event (maximum of ten (if available))	\$50.00	\$100.00
Request for extra trash barrels (maximum of 5)	\$25.00	\$35.00
Performance Stage (up to 4 hours)	\$150.00	\$175.00
Additional Hour	\$30.00	\$40.00
P.A. System (up to 4 hours)	\$25.00	\$35.00
Street Closure	\$100.00	\$150.00
Staffing requests, if approved, will be billed at overtime rates		

**Cancellation Fees**

\* A cancellation fee of \$25.00 will be assessed if a reservation is cancelled five days prior to the event and the full reservation fee will be assessed if the reservation is cancelled less than five days prior to the event unless the facility is closed due to weather.

\*\* A separate \$50.00 refundable damage deposit is required with payment at time of reservation.



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**DEPARTMENT OF PUBLIC SAFETY**

Accident Reports	\$5.00
Fingerprinting	\$25.00
<u>Private Events</u>	
Use of fire engine	\$500.00
Personnel for fire engine per hour (includes 2 officers)	\$120.00
Overtime per hour	\$160.00
Use of patrol unit	\$250.00
Personnel for patrol unit per hour	\$60.00
Overtime per hour	\$80.00
FOIA Requests based on City FOIA Policy	

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**DEPARTMENT OF PUBLIC WORKS**

Construction Services

Street Open Cut/Right-of-Way Excavating/Occupancy Deposit	\$500.00
Permit to Use Public Right-of-Way Fee	\$50.00
Soil Erosion and Sediment Control Permit	
Individual Residential Sites	
Plan Review	\$50.00
Permit and Inspection during the first year	\$150.00
Individual Garage, Pole Building, etc.	
Plan Review	\$50.00
Permit and Inspection during the first year	\$150.00
Subdivisions, Multiple Housing, Commercial Sites, etc.	
Plan Review	\$50.00
Permit and Inspection during the first year	\$800.00
Underground Cables and Pipelines	
Plan Review	\$50.00
Permit and Inspection during the first year	\$300.00
Miscellaneous Earthwork, Fills, Excavations, etc.	
Plan Review	\$50.00
Permit and Inspection during the first year	\$150.00

Additional fees will be charged for inspections required beyond the first year of the permit. (The additional fee will be one half the original permit fee, per additional year.)

Electric

Pole Attachment and Use Permit	
Standard Attachment Application Fee:	
1-10 Poles	\$50.00
11-20 Poles	\$150.00
21-25 Poles	\$250.00
26+ Poles	TBD
Standard Attachment Fee - Per foot of usable space per year	\$1.07 per pole
Wireless Application Fee - Wireless Antenna, Micro/Small Cell	\$100.00 per pole
*Additional \$100 per pole if an engineering analysis is required	
Wireless Application Fee - Small Cell Stand Alone Facility	\$200.00 per pole
Wireless Attachment Fee - Wireless Antenna, Micro/Small Cell	\$50.00 annually

Additional fees will be charged as referenced in the Standard Pole Attachment License Agreement. Applicant will be responsible for all costs associated with engineering, make-ready work, safety inspections and