



CITY OF PETOSKEY

Schedule of Fees and Charges

Effective: January 1, 2023

Approved by City Council: November 21, 2022

*Charges for FOIA requests are based on the City's FOIA Policy.

Schedule of Rates and Charges
January 1, 2023

OFFICE OF CITY PLANNER

Zoning Board of Appeals Application	\$400.00
Site Plan Review	\$600.00
Special Condition Use (Use Change Only)	\$400.00
Special Condition Use with Site Plan	\$800.00
Parking Plan Review	\$300.00
Rezoning Application (Map and Text)	\$600.00
Land Division Review:	\$60.00
Planned Unit Development:	
Preliminary PUD	\$900.00 plus consultant costs
Final PUD	\$1,100.00 plus consultant costs
Special Meeting	\$150.00
Zoning Permit	\$50.00
Fence Permit	\$25.00
Zoning Verification Letter	\$60.00
Sign Permit Applications**	
Temporary Sign	\$25.00
Directional Sign	\$25.00
Wall mounted Signs	\$50.00
Projecting Name Plate	\$50.00
Sandwich Board	\$25.00
Special Condition Sign	\$60.00
Freestanding Signs	\$50.00
Overhanging Signs	\$50.00
**Penalty fee for installation before approval (In addition to regular sign fee amount)	\$60.00

Schedule of Rates and Charges
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DEPARTMENT OF FINANCE

Notary Charge for non-City business	\$5.00
Business Licenses:	
Auction	\$50.00 per event
Bed and Breakfast	\$225.00 initial; \$175.00 annually
Boarding House	\$225.00 initial; \$175.00 annually
Door to Door Sales and Canvassing	\$50.00
Going Out of Business	\$50.00, up to 90 days maximum
Hotel Operation	\$225.00 initial; \$175.00 annually
Liquor Licenses - Council Approval Required for State Licensing	\$100.00
Medical Marijuana Provisioning Facilities:	
Application Fee	\$5,000.00
License/Renewal Fee	\$5,000.00 annually
Mobile Food Vending	\$100.00 annually
New Business Registration	\$50.00 at the business start-up
Outdoor Beverage and Food Service - without alcohol	\$150.00
Outdoor Beverage and Food Service - with alcohol	\$200.00
Redevelopment Liquor License - MCL 436.1521 a(1)(a) - new construction	\$750.00
Redevelopment Liquor License - MCL 436.1521 a(1)(b)	\$500.00
Transient Merchant	\$25/day; \$75/week; \$200/season
Vacation/Short-term Rental	\$225.00 initial; \$175.00 annually
Vacation/Short-term Rental - return inspection visit	\$25.00 fee each additional visit
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
FOIA Requests – hourly rate after 1 st hour	\$15.00*
*plus copying and postage costs	
Voter List per Ward: paper copy per ward	\$40.00
Voter List per Ward: E-mail listing per ward	\$10.00
Electronic media	\$10.00
Tax Abatement Application – CFT, IFT, etc.	\$200.00
Street Open-Cut Deposit	\$500.00
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
Net Metering Application	\$100.00
Radio Read MXU Replacement Due to Damage	\$160.00
Radio Read MXU Removal and Installation - Construction	\$50.00
Electric:	
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.	

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DEPARTMENT OF FINANCE

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.

Turn on/off Service:

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 Service:

Turn on/off Service:

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

Meter replacement due to damage \$240.00

Water Meter Removal and Installation - construction \$50.00

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DEPARTMENT OF FINANCE

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 Rates 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 2023 seasonal slips.

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DEPARTMENT OF PARKS AND RECREATION

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

\$1.75 per foot

Above is the DNR Waterways Commission rate (Tier H) for 2023 transient slips.

Schedule of Rates and Charges
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DEPARTMENT OF PARKS AND RECREATION

Parks Reservation Fees
For Gazebos, Shelters, and Special Areas

<u>Gazebos</u>	<u>Resident</u>	<u>Non-resident</u>
Sunset Park Gazebo (max. 50 people)	(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
 Pennsylvania Park Gazebo*		
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
 <u>Shelters/Open Space</u>	<u>Resident</u>	<u>Non-resident</u>
Bayfront Park Festival Shelter (max. 75 people)	(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
 Bayfront Park West (max. 150 people)*Open Space Only		
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
 Bear River Shelter/Mitchell Street Bridge (max. 140 people)		
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
 Mineral Well Shelter (max. 32 people)		
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
 West Side Shelter (max. 32 people)		
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
 Waterfall Area (max. 150 people)*Open Space Only		
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
 Special Event Application	\$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

<u>Shelters/Open Space</u>	<u>Resident</u>	<u>Non-resident</u>
Riverbend Park Pavilion (max. 75 people)	(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
 Resource Center (max. 20 people)		
2-hour Reservation	\$50.00	\$75.00
Additional Hour	\$25.00	\$35.00
 Winter Sports Park		
Skate Rental (reduced price for schools & non-profit groups - \$2/person)	\$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
Birthday Party Rates		
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	\$ 50.00 per fitting plus \$15 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

Fingerprinting	\$25.00
DVD Copies	\$10.00
CD-ROM Photo Reproduction	\$10.00
Accident Reports	\$5.00
Private Events	
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

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DEPARTMENT OF PUBLIC WORKS

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.)

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 miscellaneous charges and materials associated with attachment or colocation.