

APPLICATION FOR REZONING
ALMENA TOWNSHIP
27625 CR 375
PAW PAW, MI 49079
269-668-6910 FAX 269-668-6913
www.almenatownship.org

Date: _____

Fee: \$500 Escrow Fee: \$500

Property Address: _____

Parcel Number: _____

Legal Description (Attach additional sheets if necessary): _____

Name, Address & Telephone of Applicant _____

Name, Address & Telephone of Owner (if different): _____

Zoning is Requested to be Changed from _____ to _____

It is Proposed that the Use of the Property will be (use attachments if necessary): _____

It is Proposed that the Following Buildings be Built (use attachments if necessary): _____

Please submit this application along with payment and a scaled map or plot of survey as well as an area map clearly showing the property's location

Signature of Applicant

Signature of Owner (if different)

**ALMENA TOWNSHIP
PLANNING AND ZONING APPLICATION AND ESCROW FEE SCHEDULE**

As approved by the Board of Trustees on May 15, 2019
Amended February 15, 2023

Application Type	Application Fee	Escrow Fee
Planning Commission and Township Board		
Rezoning	\$500	\$500
Planned Unit Development	\$500	\$1,500
Subdivision or Condominium Project	\$500	\$1,000
Tentative Preliminary Plan	\$500	\$1,000
Final Preliminary Plan	\$500	\$1,000
Special Land Use	\$335	\$500
Site Plan	\$485	\$750
Private Street	\$485	\$1,000
Outdoor Assembly	\$485	-
Wireless communications equipment	\$1,000 (Per Michigan Zoning Enabling Act)	-
Marihuana Facility Fee (Initial)	\$5,000	-
Marihuana Facility Fee (Annual Renewal)	\$1,000	-
Zoning Board of Appeals		
Variance	\$400	-
Appeal	\$400	-
Interpretation	\$350	-
Other matters referred	\$350	-
Administrative Review		
Building Permits	Variable	-
Zoning Permit- Dwelling	\$25 per Unit	-
Zoning Permit- Accessory, Garage, Additions/Demolitions	\$15	
Land Divisions	\$200 for the initial split (create one new parcel and a remainder) and \$50 for each additional parcel created	-
Lot Line Adjustments	\$100	-
Lot Combinations	\$50	-
Other		
Photo Copies	\$.03 per page	-
Zoning Ordinance Book	\$40	-
Land Subdivision Regulation	\$30	-
Copy of Audio Tape (meeting)	\$50	-

* Application and escrow fees shall be in the amount established by resolution of the Township Board of Trustees. Application and escrow fees are for the purpose of reimbursing the Township for its expenses in the handling and review of applications. Application fees are not refundable. Additional escrow will be required if escrow funds are insufficient prior to the resolution of the case. Unused escrow fees will be refunded within 90 days of project close-out.

Applicant Acknowledgment of Fees

I have received, read and understand Almena Township's above stated policy regarding planning and zoning application and escrow fees. I acknowledge and accept responsibility for the prompt payment of the required application fee, advance escrow payment into an escrow account and any subsequent required escrow account payments.

I understand that the payment of the prescribed application and escrow fees is intended to cover the Township's cost associated with the processing and/or review of my planning or zoning application and should not in any manner be construed as suggesting any particular outcome for the application. I agree that I shall be obligated to pay the fees prescribed under the policy regardless of whether my application is approved, denied, modified, or withdrawn.

Applicant Name

_____ (Sign)
_____ (Print)
_____ (Date)