

CITY OF MASON
DIRECTORY OF CHARGES

June 15, 2015

Amended June 15, 2015
Amended October 6, 2014
Amended June 16, 2014
Amended July 15, 2013
Amended January 21, 2013
Amended June 18, 2012
Amended January 16, 2012
Amended July 1, 2011
Amended January 17, 2011
Amended December 7, 2009
Amended April 7, 2008

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GENERAL CHARGES

Copies	\$.25 per copy
City Charter	\$.25 per page
City Audit	\$15.00 each
City Budget	\$20.00 each, black and white copy only
Water, Storm, & Sanitary Sewer Maps	\$6.00 large \$4.00 small
City Map-Zoning-Colored	\$6.00 each
Computer Runs	In house: \$35.00 per hour + \$5 for disk Out of house: Cost + 10%
Loudspeaker Set-up & Take-down Charge Based on actual time & equipment rental charges	\$255.00 Approximate
Search of Cemetery Records for Genealogy Purposes	\$23.00 per hour (minimum of ½ hour)
Quit Claim Deed	\$14.50
Tax Search for Records or any part thereof	\$23.00 per hour
Master Plan Book	\$25.00
Master Plan Map Only	\$6.00
Recreational League Fees	\$15.00 per game
These fees are collected seasonally from the league.	
Softball Tournament Fees: Field and Lighting availability Staff maintenance time, equipment rental, materials	\$200 Actual Cost + 10% Admin Fee
Rental of Gazebo at Griffin Park - Resident	\$25.00
Rental of Gazebo at Griffin Park – Non-Resident	\$50.00
Hayes Park or Laylin Park Pavilion per day - Resident	\$50.00
Hayes Park or Laylin Park Pavillion per day – Non-Resident	\$75.00
Rayner Park Pavilion per day – Resident (Full Pavilion)	\$100.00
Rayner Park Pavilion per day – Non-Resident (Full Pavilion)	\$150.00
Rayner Park Pavilion per day - Resident (½ Pavilion)	\$65.00
Rayner Park Pavilion per day – Non-Resident (1/2 Pavilion)	\$90.00

GENERAL CHARGES (Continued)

Community Room Rental - Residents	\$100.00
Community Room Rental – Non-Residents	\$200.00 plus \$50.00 deposit
Training Room Rental – Residents	\$50.00
Training Room Rental – Non-Residents	\$100.00 plus \$50.00 deposit
Rental of City Property – Residents	\$50.00
Rental of City Property – Non-Residents	\$100.00
Zoning Ordinances	\$50.00
Mowing after Hours Flat rate \$150.00 per hour with 2 hour minimum	
Check or ACH Return	\$25.00
Notary Public Service	\$5.00 per document
<u>License to Perform Construction in City Right of Way</u>	
A request for license must begin by contacting the Director of the Department of Public Works. Requirements: present proof of workers compensation insurance, obtain a bond in the amount of \$10,000, obtain a certificate of insurance in the amount of \$1,000,000 with the City of Mason named as additional insured and pay a license fee in the amount of \$75.00 before work begins.	
Penalty for performing work in Right of Way without approval	\$200.00

CITY CLERK

MARRIAGE CEREMONY	\$15.00
 <u>ELECTIONS</u>	
Candidate Filing Fee – School Board Candidates Only	\$100.00
Precinct Map	\$1.50
Voter’s CD	\$30.00
Voter’s Labels	\$30.00 <i>(plus cost of labels)</i>
Voter’s List	\$30.00
Daily Absentee Voter List Update	\$5.00
 <u>FREEDOM OF INFORMATION ACT (FOIA)</u>	
Clerical	\$22.93 per hour
<i>(subject to increase depending on the requested information and employee wages)</i>	
Copy Rate	\$.10 per page
Postage	Current Rate
Good Faith Deposit	Half of the Estimated Total Fee <i>(if it is estimated to exceed \$50.00)</i>
 Industrial Facilities Exemption Certificate Application Fee	 \$200.00
 <u>PERMITS & LICENSES</u>	
Going out of Business License	\$50.00
 Outdoor Seating, Sales & Service License (one-time fee only)	 \$25.00
 <u>PEDDLER PERMIT</u>	
Application Fee	\$11.00
 On Foot	
Per Day	\$ 7.50
Per Month	\$ 30.00
Per Year	\$100.00
 With Vehicle	
Annual Fee	\$100.00
Plus Per Person, Annual Fee	\$7.50
 Minimum Bond	
Indemnity Bond	\$750.00
Rug Merchant Indemnity Bond	\$1250.00
Concessionaire Indemnity Bond	\$750.00

ASSESSOR

Computer Generated Assessment Record (Lookup) - per parcel	
Picked up at office	\$1.00
Faxed record	\$3.00 per parcel

Financial Information &/or Listing Card	
Picked up at office	\$1.00
Faxed record	\$3.00 per parcel

All requests are filled within 24 working hours. If a "RUSH" is requested, the listed charge is doubled.

Land Division (not platted)	
Application fee plus;	\$100.00
per parcel	\$25.00

Application fee for Industrial Facility Certificate	\$200.00
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BUILDING AND ZONING

The following charges are for the Building and Zoning Department.

SCHEDULE OF FEES

Permits and Schedule of Fees - All applications for permits under this Ordinance shall be filed in duplicate with the Building Inspector or his/her duly-authorized representative. No applications shall be accepted for filing unless accompanied by a receipt from the City Treasurer showing payment of the appropriate fee as set forth in this Article.

BUILDING PERMITS

Permit to move a building < 500 sq ft	\$125.00
Permit to move a building > 500 sq ft	\$1,000.00
Permit for excavation for, the erection of, addition to, or alteration of a building or structure. (Includes Certificate of Occupancy when requested) Minimum	\$50.00 (for \$1.00 to \$5,000, plus \$6.00 for each addl. \$1,000 cost)
Commercial Review	\$100.00
Mfg Housing/Mobile Home Placement	\$125.00
Special Inspection or Reinspection	\$50.00
Residential Razing Permit	\$150.00
Fee for Construction without permit	1.5 times permit charge
Roofing (roof-over only)	\$50.00
Re-roofing (tear off and new roof)	\$100.00
Siding Permit	\$50.00

CERTIFICATES OF OCCUPANCY PERMITS

Change in use of building and/or land	\$30.00
Nonconforming Use	None

APPLICATION FOR SPECIAL USE PERMIT

Planned Unit Development (PUD)	\$300.00
Sketch Plan Stage	
Complete Proceedings	
Other Applications	
Administrative Site Plan Review	\$70.00
Special Use Permit	\$275.00
Preliminary Site Plan Review	\$200.00
Final Site Plan Review	\$100.00

All construction under a Special Use Permit shall require a Building Permit.

Parking Plan Review	\$125.00
Petition for Rezoning	\$300.00

BUILDING AND ZONING (continued)

Zoning Board of Appeals, Appeals and Variances	\$250.00 (standard fee)
Bldg. Code Board of Appeals, Appeals and Variances	\$250.00
Sign Permit	\$ 4.00 per \$1,000 of construction and erection cost with \$25.00 minimum permit fee.
Sign Board of Appeals, Appeals and Variances	\$250.00
Swimming Pool	\$75.00
<u>DEVELOPMENT OF SUBDIVISIONS</u>	
Tentative Preliminary Plat	\$800.00 + \$10/lot
Final Preliminary Plat	\$250.00 + \$10/lot
Final Plat	\$300.00 + \$10/lot
Other Applications	\$50.00
Sound Equipment Registration Fee (per section 22-61 of the Mason Code)	\$50.00
Commercial Fire Suppression Upgrade	\$150.00

BUILDING AND ZONING (continued)

City of Mason

Soil Erosion & Sedimentation Control Program

FEE SCHEDULE

****All fees must be paid prior to the issuance of a permit****

RESIDENTIAL PROJECTS

Application Fees – (Application/plan review, site inspection, issuance of permit and close out site review)

Minor disturbance	\$40.00
6 months	\$150.00
9 months	\$180.00
12 months	\$210.00
Renewal	½ times base fee

COMMERCIAL PROJECTS

Application Fee:

First Acre	\$350.00
Each Additional Acre	\$35.00
Renewal	½ times base fee

Inspection Fees – If the property the earth disturbance is located on is:

Less than ½ acre	\$250.00
½ to 1 acre	\$750.00
1 to 5 acres	\$1,500.00
5 to 10 acres	\$2,500.00
Each additional 10 acres or fraction thereof	\$1,250.00

OTHER FEES

Waiver	No Fee
Violation and Cease and Desist Follow-up Inspections	\$270.00
Tax Lien Processing Fee	\$100.00
Permit Transfer	
Residential	\$25.00
Commercial	\$75.00
Working without a permit	1 ½ times permit fee

FINANCIAL GUARANTEE REQUIREMENT

A bond, irrevocable letter of credit or cash deposit in the amount of the **estimated total cost of all temporary and permanent soil erosion and sedimentation control measures**, and an amount sufficient to assure installation and completion of corrective measures must be submitted before a SESC permit will be issued.

The total cost shall be estimated by the Applicant and reviewed by the Zoning and Development Department. The bond shall include penalty provisions for failure to complete the work on schedule as specified on the Permit.

MAPLE GROVE CEMETERY

Mason, Michigan

Price List Effective October 6, 2014

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Full Lot.....	\$ 1,875	\$ 3,875
Perpetual Care.....	710	710
TOTAL	\$ 2,585	\$ 4,585
Half Lot	\$ 940	\$ 1,940
Perpetual Care	355	355
TOTAL	\$ 1,295	\$ 2,295
Single Space.....	\$ 555	\$ 1,055
Perpetual Care.....	145	145
TOTAL	\$ 700	\$ 1,200
Baby Grave.....	\$ 190	\$ 390
Perpetual Care.....	75	75
TOTAL	\$ 265	\$ 465

<u>GRAVE OPENING</u>	<u>WEEKDAYS</u>	<u>SATURDAY</u>
Adult	\$ 575	\$ 700
Baby	\$ 135	\$ 200
Cremation	\$ 135	\$ 200

OVERTIME CHARGE: \$150 extra for any funeral entering the Cemetery after 3:30 P.M.

Disinterment: 250% of Grave Opening Charge.

GRAVE OPENING CHARGES

<u>Vault No.</u>	<u>Grave Size</u>	<u>Weekdays</u>	<u>Weekdays After 3:30 PM</u>	<u>Saturdays</u>	<u>Saturdays After 3:30 PM</u>
0	19 X 36	\$ 135	\$ 285	\$ 200	\$ 350
1	26 X 50	\$ 135	\$ 285	\$ 200	\$ 350
1 ½	30 X 68	\$ 575	\$ 725	\$ 700	\$ 850
2	32 X 80	\$ 575	\$ 725	\$ 700	\$ 850
5	38 X 94	\$ 575	\$ 725	\$ 700	\$ 850
6	40 X 98	\$ 575	\$ 725	\$ 700	\$ 850

Foundations: \$.50 Square Inch with a \$125.00 minimum

Any regular Employee killed in the line of duty will receive a Cemetery space at no charge to the family.

EMPLOYEE'S CHARGES

Employee Cost for Copies .10 per copy
maximum 20 without approval

Long Distance Phone Calls - Cost of Call

FIRE

The following charges are for the Fire Department:

Reports - Copies	\$3.00 per report Each additional page .50
Standby Fees for Townships	
Aurelius (2014-2015)	\$61,624.55
Vevay (2014-2015)	\$74,800.05
Alaiedon (2014)	\$ 4,379.53
Fire Runs - City (See Ordinance #113)	\$250.00 per hour plus personnel cost
Aurelius and Vevay Townships (non-structure)	\$250.00 per hour plus personnel cost
Aurelius and Vevay Township (structure)	\$400.00 per hour plus personnel cost
Alaiedon Township response area (all calls)	\$600.00 for the first hour \$400 each additional hour
False Alarms (Code 26, Division 3)	\$250.00 per incident plus personnel costs
Annual Recreational Fire (calendar year) <u>Application Fee</u>	
City	\$25.00
Aurelius Township – Columbia Lakes	\$25.00

REFUSE COLLECTION

Refuse Collection Per Dwelling Unit

\$154.44 for 2015

These charges are assessed on the City tax rolls each July. Eligible senior citizens may be exempt if they meet the following qualifications; 65 years of age, resident home owner in Mason, household income for the previous year did not exceed the stated amount on the exemption application, and the application must be filled out and turned in by September 15 of each year.

TAXES

Tax Interest & Penalties

Interest Applied September 1

4% of unpaid total on Tax Bill

Penalty Applied February 15

3% of unpaid total on Tax Bill

Tax Penalty Exemption

Certain property owners who qualify may receive a tax deferment for the July tax period and have these taxes included with the December taxes with no penalties added. Senior citizens; paraplegics; quadriplegic; eligible servicemen; eligible veterans or eligible widows; blind persons; and totally and permanently disabled persons; also certain agricultural real estate may be exempt. All exemption forms must be submitted on or before September 15 of each year.

Delinquent Unpaid Water Bills Placed on Tax Roll

\$50.00 per account

POLICE CHARGES

The following charges are collected by our Police Violation Bureau:

Bike Licenses	
Lifetime of Bike	\$10.00
Copies	
Incident Reports – first two (2) pages	\$5.00
Each page thereafter	\$2.00
Accident Reports	\$5.00
Parking Lot Permits	
3-Month Permit	\$35.00
6-Month Permit	\$65.00
9-Month Permit	\$90.00
Annual Permits – City parking lots	\$100.00
Gun Notarization Fee	\$20.00
Request for Police Services	
Overtime assignment	Average hourly salary
Cars and Motorcycles	Average hourly salary + 1 1/2
Court Ordered Alcohol Test	\$10.00
Finger Printing – All	\$15.00
FOIA Requests	Hourly Employee Rate
FOIA Copy Rate	\$.10 per page
Local Records Checks	\$10.00
Notary Fee	\$5.00 per document
Salvage Vehicle Inspection	\$100.00
Impounded or Abandoned Vehicle Storage Fee	
First Day	\$25.00
Each Additional Day	\$10.00
Traffic Count Request (Volume only)	\$250.00
Traffic Count Request (Volume & Speed)	\$500.00
DVD Reproduction (per event) (PREPAY ONLY)	\$45.00

POLICE CHARGES (continued)

<u>FALSE ALARM FEES</u>	\$50.00 – 2 nd alarm within 120 days
	\$100.00 – 3 rd alarm within 120 days
	\$200.00 – 4 th alarm within 120 days
	\$400.00 – 5 th alarm within 120 days
<u>OFFENSES - PARKING</u>	
Parking too far from curb	\$20.00
Angle Parking violation	\$20.00
Obstructing traffic	\$25.00
Prohibited parking - signs unnecessary	
On sidewalk	\$20.00
Blocking driveway	\$20.00
Within intersection	\$25.00
Within 15 feet of hydrant	\$25.00
On crosswalk	\$25.00
Within 20 feet of crosswalk or 15 feet of corner lot lines	\$20.00
Within 30 feet of street side traffic signal or sign	\$20.00
Between safety zone & adjacent curb	\$20.00
Within 50 feet of railroad crossing rail	\$50.00
Within 20 feet of fire station driveway	\$50.00
Beside street excavation with traffic obstructed	\$30.00
Double parking	\$20.00
On any bridge or viaduct	\$30.00
Within 200 feet of accident scene attended by police	\$50.00
Blocking emergency exit	\$50.00
Blocking fire exit	\$50.00
Within 500 feet of fire scene attended by fire apparatus	\$100.00
In prohibited zone - signs required	
Prohibited parking	\$20.00
Handicap parking space	\$100.00
In alley	\$20.00
Overtime parking - sign violation	\$30.00
Loading Zone	\$20.00
Tow away zone or fire lane plus towing and storage	\$25.00
Parking for prohibited purposes	
Displaying vehicle for sale	\$10.00
Working on or repairing vehicle	\$10.00
Displaying advertising	\$10.00
Selling merchandise	\$10.00
Storage more than 48 hours	\$10.00
Not parking within space	\$20.00

POLICE CHARGES (continued)

Parked facing traffic	\$20.00
Failure to set brakes	\$20.00
Parked on grade, wheels not turned to curb	\$20.00
All night parking 2AM-6PM	\$20.00
Between sidewalk and curb	\$20.00
Abandoned vehicle- plus towing and storage	\$30.00
Bus or taxicab, parking other than bus stop or cab stand	\$20.00
Bus or taxicab stand violations	\$20.00
Keys in vehicle	\$50.00
Residential Permit Parking	\$20.00

FINES INCREASE BY \$20.00 if not paid within 72 hours, except Saturdays, Sundays and Legal Holidays. If not paid after 72 hours, A Citation will be filed with the 55th District Court.

Liquor License Investigation/Processing New and Transfers	\$100.00
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WATER AND SEWER RATES
Effective July 1, 2015

Water

1.	<u>Regular Meters</u>	
	First 2,000 gallons, or any part thereof: a minimum charge of	\$6.22
	Each 1,000 gallons thereafter, or any part thereof Per 1,000 gallons of water	\$3.62
	Capital Improvement per 1,000 gallons	\$2.55
	Meter charger per quarter	\$2.56
2.	<u>Sprinkler Meters</u>	
	Water only per 1,000 gallons	\$3.62
	Meter charge per quarter	\$1.67
3.	<u>Calibration of Large Water Meters</u>	
	The AWWA recommends that 3" or larger meters be calibrated every 3 years. The cost of calibration includes materials plus labor.	
4.	<u>Additional Charges</u>	
	Delinquent Unpaid Water Bills Placed on Tax Roll	\$ 50.00 per account
	Water Meter Installation	\$100.00
	Testing Water Meters Including: Shipping, Labor, Testing, and Re-Installation	\$100.00
	Data Logging Costs	
	5/8 or 3/4 Encoder Register Head	\$73.00
	5/8 or 3/4" Pit Meter Encoder Register Head	\$86.00
	Meter Install Fee for Data Logging	\$100.00
	Data Logging Report Fee 2 hour minimum at \$47.00 per hour	
	Hydrant Fees	\$100.00
	Water Turn-On Charge/New Account Fee	\$40.00
	Water Shutoff when Meter is Pulled Calculated 2 laborers for 1 hour	\$55.00
	Water Shutoff when Meter is Plugged	\$75.00
	Water Deposit (Landlord's responsibility)	\$100.00

WATER AND SEWER RATES (continued)

Water Deposit (City's responsibility) Three times the average quarterly billing of \$150.00	\$450.00
Labor to Change Frost Plate	\$55.00
Replace Antenna for Pit Radio	\$197.36
Base Water Capital Charge (Connection Fee for 3/4" line) plus \$1,200 for each additional ¼ inch increase thereafter	\$1,200.00
Service Charge (second call backs for the same thing - i.e., thawing water lines in the winter)	\$27.00
Water meter/radio repair cost if the homeowner or representative is responsible for the damage	\$36.05/hr
Water Turn-On After 3:30 P.M.-Monday-Friday, Saturdays, Sundays, or holidays will be charged at contractual rates and hours.	
Water Turn-On Wrench (refundable deposit)	\$25.00
Check or ACH Return	\$25.00
Back Flow Inspection Fee .5 Hour Minimum at \$24.00. Additional charge of \$12.00 for each additional 15 minutes Per Ordinance Section 82-89	
Water Meter Use Fee - 5/8" Meter	\$388.00
5/8" Meter with radio	\$215.00
Setter	\$118.00
Materials	\$ 15.00
New Account Fee	\$ 40.00
Water Meter Use Fee - 3/4" Irrigation Meter	\$431.00
3/4" Meter with radio	\$258.00
Setter	\$118.00
Materials	\$ 15.00
New Account Fee	\$ 40.00

Water Meter Installation Fee of \$100.00 charged for each new meter install. Only one \$100.00 charge if a regular and sprinkler meter are installed at the same time.

WATER AND SEWER RATES (continued)

Water Meter Use Fee - Pit Meter & Radio (pit meter applications)

5/8" Pit Meter & Radio	\$241.00
Meter setter has to be ordered (Call Tom for price)	
Materials	\$ 15.00
New Account Fee	\$ 40.00
3/4" Pit Meter & Radio	\$283.00
Antenna needed	\$ 23.00
Meter setter has to be ordered (Call Tom for price)	
Materials	\$ 15.00
New Account Fee	\$ 40.00

All meters and setters over 3/4" need to be ordered through Tom

SEWER

1. Regular Charges

First 2,000 gallons or any part thereof
a minimum charge of \$10.12

Each 1,000 gallons thereafter, or any part thereof
Per 1,000 gallons \$5.10

Capital Improvement per 1,000 gallons \$0.69

2. Other Charges

Base Sewer Connection Fee \$2,300.00

\$.34 per pound BOD for wastewater BOD in excess of that for normal domestic wastewater.

\$.24 per pound suspended solids in excess of that for normal domestic wastewater.

\$1.69 per pound phosphorous (as P) for wastewater with phosphorus in excess of that for normal domestic wastewater.

Commercial Waste Disposal \$50.00 per 1,000 gallons

Check or ACH Return

\$25.00 shall be charged to the user for any check or ach that is returned from the bank marked, "non-sufficient-funds."

Base-Sewer Connection Fee

Where connection is made to a building or structure, a Base Sewer Connection charge of \$2,300.00 per residential equivalent shall be made. The minimum equivalent factor for any premises shall be 1.0. Residential equivalent units assigned for each premises connected to the system shall be determined according to the table of residential equivalent units in Section 82 of the Mason Code.

License to Perform Construction in City Right of Way

A request for license must begin by contacting the Director of the Department of Public Works. Requirements: present proof of workers compensation insurance, obtain a bond in the amount of \$10,000, obtain a certificate of insurance in the amount of \$1,000,000 with the City of Mason named as additional insured and pay a license fee in the amount of \$75.00 before work begins.

Penalty for performing work in Right of Way without approval \$200.00

WATER & SEWER (continued)

Other Charges

These charges are based on actual costs repair, replacement, or services rendered for such items as accidents damaging City property, repairs of water and sewer lines, sidewalk, street, restoration of lawns from accidents done by contractors, Consumers Energy, or Ameritech. An additional 10% will be added to the actual cost.

The contractor or owner shall pay the base connection fees for both water and sewer at the same time as the building permit fees are paid. This is done before the building permit is issued and before any construction begins. Any sewer suspense assessments should also be paid at this time.

When the water and sewer connections are complete the Director of the Department of Public Works shall calculate the actual charges and the contractor or owner shall be billed for additional charges.

Further information concerning water or sewer transmission lines may be obtained from the Director of Public Works at 676-1166.

Further information concerning wastewater and discharging of wastewater may be obtained from the Director of Publicly Owned Treatment Work Plant at 676-1166.