

CHARTER TOWNSHIP OF YPSILANTI
Resolution No. 2019-13

**Professional Service Fees for Township,
Attorney, Planner, Engineer and Fire Department**

WHEREAS, on April 17, 2018 the Charter Township of Ypsilanti adopted Resolution No. 2018-10 Professional Service Fees for Township, Attorney, Planner, Engineer and Fire Department, which fee schedule has from time to time been amended; and

WHEREAS, the Charter Township of Ypsilanti wishes to amend Resolution No. 2018-10, Professional Service Fees for Township, Attorney, Planner, Engineer and Fire Department inclusive of all subsequent fee resolution amendments approved since adoption of Resolution No. 2018-10; and

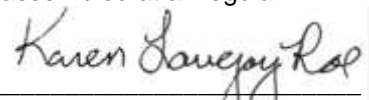
WHEREAS, the attached Professional Services Fees for Township, Attorney, Planner, Engineer and Fire Department incorporate all of these changes.

NOW THEREFORE BE IT RESOLVED that the Charter Township of Ypsilanti specifically adopts and incorporates by reference the attached Professional Services Fees for Township, Attorney, Planner, Engineer and Fire Department with hourly rate exhibits in its entirety.

BE IT FURTHER RESOLVED that any previous Professional Service Fees not in conformity with those contained in the attached fee schedule shall be repealed.

BE IT FURTHER RESOLVED that the Professional Service Fees for Township, Attorney, Planner, Engineer and Fire Department shall become effective immediately.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2019-13 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on April 2, 2019.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

Professional Services Fees for Township, Attorney, Planner, Engineer and Fire Department

Effective April 2, 2019

- Fee Schedule	1-8
- Hourly Rate Schedules	
• Carlisle Wortman Associates	9
• OHM Advisors	10
• Stantec Consulting	11
• Township Staff & Attorney	12

2019 Fee Schedule

Pre-Application Meeting		
	Non-Refundable Fee	Refundable Deposit
Pre-Application Meeting	\$700	N/A

Rezoning		
	Non-Refundable Fee	Refundable Deposit
Rezoning	\$1,500	\$1,500

Preliminary Site Plan Review		
	Non-Refundable Fee	Refundable Deposit
Full	\$500	less than one (1) acre: \$3,000 one (1) acre to five (5) acres: \$4,000 over five (5) acres to ten (10) acres: \$5,500 greater than ten (10) acres: \$5,500 + \$50 per acre over ten (10) acres
Sketch	\$500	less than one (1) acre: \$1,500 one (1) acre to five (5) acres: \$2,000 over five (5) acres to ten (10) acres: \$2,500 greater than ten (10) acres: \$2,500 + \$50 per acre over ten (10) acres
Administrative	\$100	less than one (1) acre: \$1,000 one (1) acre to five (5) acres: \$1,200 over five (5) acres to ten (10) acres: \$1,500 greater than ten (10) acres: \$1,500 + \$50 per acre over ten (10) acres
Planned Development Stage I and Rezoning	\$1,500 + \$20 per acre	less than one (1) acre: \$3,000 one (1) acre to five (5) acres: \$4,000 over five (5) acres to ten (10) acres: \$5,500 greater than ten (10) acres: \$5,500 + \$50 per acre over ten (10) acres

Special Land Use/Uses Subject to Special Conditions		
	Non-Refundable Fee	Refundable Deposit
Special Land Use/Uses Subject to Special Conditions (other than group day care home)	\$1,000	\$1,000
Group day care home	\$100	N/A

Zoning Board of Appeals Application		
	Non-Refundable Fee	Refundable Deposit
Residential	\$125	N/A
Non-Residential	\$500	N/A

Zoning Board of Appeals Meeting		
	Non-Refundable Fee	Refundable Deposit
Regular Meeting	N/A	N/A
Special Meeting	\$1,100	N/A

Planning Commission Meeting		
	Non-Refundable Fee	Refundable Deposit
Regular Meeting	N/A	N/A
Special Meeting	\$1,100	N/A

Detailed Engineering Review*

***Fees cover two (2) detailed engineering reviews. A mandatory meeting will be scheduled to review design specifics after the 2nd detailed engineering review (if not approved) before submittal of a 3rd detailed engineering review. Township engineer, Township staff representative(s), developer, and project engineer must be in attendance for the mandatory meeting.**

	Non-Refundable Fee	Refundable Deposit
Full	\$500	1.5% of cost for infrastructure improvements including water, sanitary, storm, retention/detention basins, grading, earth balance and paving (minimum \$2,000). With costs over \$2,000,000 the engineer may reduce the rate through estimated hourly review cost. A mandatory meeting shall be scheduled after the 2nd review (if not approved) before submittal of 3rd review.
Sketch	\$500	1.5% of cost for infrastructure improvements including water, sanitary, storm, retention/detention basins, grading, earth balance and paving (minimum \$2,000). With costs over \$2,000,000 the engineer may reduce the rate through estimated hourly review cost. A mandatory meeting shall be scheduled after the 2nd review (if not approved) before submittal of 3rd review.
Administrative	\$100	1.5% of cost for infrastructure improvements including water, sanitary, storm, retention/detention basins, grading, earth balance and paving (minimum \$2,000). With costs over \$2,000,000 the engineer may reduce the rate through estimated hourly review cost. A mandatory meeting shall be scheduled after the 2nd review (if not approved) before submittal of 3rd review.
Planned Development	\$500	1.5% of cost for infrastructure improvements including water, sanitary, storm, retention/detention basins, grading, earth balance and paving (minimum \$2,000). With costs over \$2,000,000 the engineer may reduce the rate through estimated hourly review cost. A mandatory meeting shall be scheduled after the 2nd review (if not approved) before submittal of 3rd review.

Soil Erosion and Sedimentation Control Review and Inspections		
	Non-Refundable Fee	Refundable Deposit
Soil Erosion and Sedimentation Control Review	\$100	less than two (2) acres: \$1,000 two (2) acre to ten (10) acres: \$1,500 over ten (10) acres to forty (40) acres: \$2,500 over forty (40) acres to 100 acres: \$3,500 greater than 100 acres: \$3,500 + \$30 per acre over 100 acres
Soil Erosion and Sedimentation Control Inspections	N/A	less than two (2) acres: \$2,000 two (2) acre to ten (10) acres: \$2,500 over ten (10) acres to forty (40) acres: \$3,500 over forty (40) acres to 100 acres: \$5,000 greater than 100 acres: \$5,000 + \$30 per acre over 100 acres

Final Site Plan Review		
	Non-Refundable Fee	Refundable Deposit
Full	\$500	less than one (1) acre: \$3,000 one (1) acre to five (5) acres: \$4,000 over five (5) acres to ten (10) acres: \$5,500 greater than ten (10) acres: \$5,500 + \$50 per acre over ten (10) acres
Sketch	\$500	less than one (1) acre: \$1,500 one (1) acre to five (5) acres: \$2,000 over five (5) acres to ten (10) acres: \$2,500 greater than ten (10) acres: \$2,500 + \$50 per acre over ten (10) acres
Administrative	\$100	less than one (1) acre: \$1,000 one (1) acre to five (5) acres: \$1,200 over five (5) acres to ten (10) acres: \$1,500 greater than ten (10) acres: \$1,500 + \$50 per acre over ten (10) acres
Planned Development Stage II	\$1,000 + \$20 per acre	less than one (1) acre: \$3,000 one (1) acre to five (5) acres: \$4,000 over five (5) acres to ten (10) acres: \$5,500 greater than ten (10) acres: \$5,500 + \$50 per acre over ten (10) acres

Development Agreement		
	Non-Refundable Fee	Refundable Deposit
Full	N/A	\$2,500
Sketch	N/A	\$2,500
Administrative	N/A	\$2,500
Planned Development	N/A	\$2,500

Pre-Construction Requirements and Meeting		
	Non-Refundable Fee	Refundable Deposit
Pre-Construction Meeting	\$575	\$500

Earth Balancing and Excavation		
	Non-Refundable Fee	Refundable Deposit
Earth Balancing and Excavation	\$300 + \$20 per acre	\$500

Private Road		
	Non-Refundable Fee	Refundable Deposit
Private Road Review	\$500	\$2,000
Private Road Inspection	N/A	\$1,000

Future Land Use Map/Master Plan Amendment		
	Non-Refundable Fee	Refundable Deposit
Future Land Use Map/Master Plan Amendment	\$1,500	\$1,500

Miscellaneous Administrative Review		
	Non-Refundable Fee	Refundable Deposit
Miscellaneous Administrative Review	\$100	\$1,000

Miscellaneous Engineering Review (Structural/Traffic/ect.)		
	Non-Refundable Fee	Refundable Deposit
Miscellaneous Engineering Review	\$100	\$1,000

Landscape, Bike Path/Sidewalk, Open Space Site Inspections		
	Non-Refundable Fee	Refundable Deposit
Landscape, Bike Path/Sidewalk, Open Space Site Inspections	\$150 per inspection	N/A

Miscellaneous Inspection		
	Non-Refundable Fee	Refundable Deposit
Miscellaneous Inspection	\$50 per inspection	N/A

Zoning Verification Letter		
	Non-Refundable Fee	Refundable Deposit
Residential	\$50	N/A
Non-Residential	\$100	N/A

Zoning Permit		
	Non-Refundable Fee	Refundable Deposit
Zoning Permit	\$50	N/A

Sign Permit		
	Non-Refundable Fee	Refundable Deposit
Sign Permit	\$25 + \$50 per sign face	N/A

Woodlands		
	Non-Refundable Fee	Refundable Deposit
Woodlands	\$100	\$1,000

Wetlands		
	Non-Refundable Fee	Refundable Deposit
Wetlands	\$100	\$1,000

Addressing		
	Non-Refundable Fee	Refundable Deposit
Single Address	\$50 per lot (1 or 2 addresses)	N/A
Residential Development	\$25 per lot (3 or more addresses)	N/A
Re-Addressing Development	\$475 + \$25 per lot	N/A

Land Division, Combination, and/or Boundary Change		
	Non-Refundable Fee	Refundable Deposit
Land Division, Combination, and/or Boundary Change	\$25 per lot	N/A

Collection Box Permit		
	Non-Refundable Fee	Refundable Deposit
Collection Box Application Fee	\$200	N/A
Cash Surety	\$250	N/A
Annual Permit Renewal Fee	\$50	N/A
Code Violation Response Fee	\$75	N/A

Junk Yard Permit		
	Non-Refundable Fee	Refundable Deposit
Junk Yard License Application Fee	\$150	N/A
Junk Yard Annual Inspections	\$150	N/A
Junk Yard Re-Inspections	\$50 per inspection	N/A

Liquor License Inspection		
	Non-Refundable Fee	Refundable Deposit
Liquor Annual Inspections	\$150	N/A
Liquor Re-Inspections	\$50 per inspection	N/A

Smoking Lounge Permit		
	Non-Refundable Fee	Refundable Deposit
Smoking Lounge Application Fee	\$200	N/A
Smoking Lounge Annual Inspections	\$150	N/A
Smoking Lounge Re-Inspections	\$50 per inspection	N/A
Smoking Lounge Zoning Compliance	N/A	\$180

Business License		
	Non-Refundable Fee	Refundable Deposit
Business License Fee	\$200	N/A

Fees shall be paid prior to processing applications and/or permits.

Outstanding fees, bills, and deposits shall be paid prior to advancing project in the development review process.

Site plan review fees paid are for one (1) review by Township, Planning, Engineering and Fire unless otherwise noted.

Effective Date: 2-24-92 Amended: 3-21-95; 6-30-95; 2-1-97; 2-4-97; 2-28-97; 6-17-97; 9-15-98; 7-22-99; 5-18-00; 12-18-01; 12-12-02; 3-10-04; 5-1-05; 12-8-05; 12-20-05; 4-4-06; 01-08; 1-5-09; 2-14-14; 1-5-15; 9-1-16; 04-17-18; 04-02-19



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

**MUNICIPAL CONSULTATION
2019**

<u>Personnel</u>	<u>Hourly Rate</u>
Principal (R. Carlisle)	\$135
Principal (B. Carlisle)	\$110
Senior Associate	\$100
Graphics (GIS) Technician	\$75
Support Staff	\$65



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

RATE SCHEDULE A MUNICIPAL CONSULTATION

<u>Personnel</u>	<u>Hourly Rate</u>
Principal	\$135.00
Senior Associate	\$120.00
Associate	\$110.00
Community Planner/Landscape Architect	\$100.00
Graphics (GIS) Technician	\$85.00
Support Staff	\$70.00
<u>Expenses</u>	<u>Rate</u>
AutoCAD Operation	\$30/hr
Mileage	52¢/mi.
Supplies, Prints, Mailing	cost + 20%

Schedule A Effective: 1-1-2018



OHM ADVISORS 2019 HOURLY RATE SCHEDULE

Professional Engineer IV/Architect IV	\$175.00
Professional Engineer III/Architect III	\$158.00
Professional Engineer II/Architect II	\$145.00
Professional Engineer I/Architect I	\$133.00
Graduate Engineer IV	\$138.00
Graduate Engineer III	\$130.00
Graduate Engineer II	\$125.00
Graduate Engineer I	\$115.00
Graduate Architect III/Landscape Architect III	\$125.00
Graduate Architect II/Landscape Architect II	\$105.00
Graduate Architect I/Landscape Architect I	\$95.00
Technician IV	\$132.00
Technician III	\$115.00
Technician II	\$98.00
Technician I	\$78.00
Engineering/Architectural Aide	\$62.00
Professional Surveyor III	\$158.00
Professional Surveyor II	\$145.00
Professional Surveyor I	\$132.00
Graduate Surveyor	\$113.00
Surveyor III	\$110.00
Surveyor II	\$102.00
Surveyor I	\$82.00
Surveyor Aide	\$60.00
Planner IV	\$158.00
Planner III	\$135.00
Planner II	\$115.00
Planner I	\$90.00
Planner Aide	\$62.00
Graphic Designer	\$108.00
Administrative Support	\$68.00
Clerical Aide	\$55.00
Principal	\$200.00
Sr. Associate	\$190.00
Associate	\$178.00

Rates as reflected subject to review and adjustment on an annual basis.



OHM ADVISORS 2018 HOURLY RATE SCHEDULE

Professional Engineer IV/Architect IV	\$170.00
Professional Engineer III/Architect III	\$155.00
Professional Engineer II/Architect II	\$140.00
Professional Engineer I/Architect I	\$130.00
Graduate Engineer IV	\$135.00
Graduate Engineer III	\$125.00
Graduate Engineer II	\$120.00
Graduate Engineer I	\$110.00
Graduate Architect III/Landscape Architect III	\$120.00
Graduate Architect II/Landscape Architect II	\$100.00
Graduate Architect I/Landscape Architect I	\$90.00
Technician IV	\$130.00
Technician III	\$115.00
Technician II	\$100.00
Technician I	\$78.00
Engineering/Architectural Aide	\$60.00
Professional Surveyor III	\$155.00
Professional Surveyor II	\$140.00
Professional Surveyor I	\$130.00
Graduate Surveyor	\$110.00
Surveyor III	\$107.00
Surveyor II	\$100.00
Surveyor I	\$80.00
Surveyor Aide	\$60.00
Planner IV	\$155.00
Planner III	\$135.00
Planner II	\$120.00
Planner I	\$80.00
Planner Aide	\$60.00
Graphic Designer	\$105.00
Data Base Developer	\$185.00
Administrative Support	\$65.00
Clerical Aide	\$50.00
Principal	\$195.00
Sr. Associate	\$185.00
Associate	\$175.00

Rates as reflected subject to review and adjustment on an annual basis.

2018 Public Rates 17-1120

Title	Hourly Rate	Description
Construction Technician CAD Technician	\$87 - \$105	<ul style="list-style-type: none"> • Junior-level position • Independently carries out assignments of limited scope using standard procedures, methods, and techniques • Assists senior staff in carrying out more advanced procedures • Completed work is reviewed for feasibility and soundness of judgment • Graduate from an appropriate post-secondary program or equivalent • Generally, four years' work experience
Engineering Assistant Engineer-In-Training Construction Technician	\$110 - \$121	<ul style="list-style-type: none"> • Fully qualified professional position • Carries out assignments requiring general familiarity within a broad field of the respective profession • Makes decisions by using a combination of standard methods and techniques • Actively participates in planning to ensure the achievement of objectives • Works independently to interpret information and resolve difficulties • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, six years experience
CAD Manager Designer Process Designer Project Engineer Senior Project Engineer Survey Manager Construction Technician Senior Civil Engineer Environmental Engineer Survey Crew Chief	\$131- \$147	<ul style="list-style-type: none"> • First level supervisor of first complete level of specialization • Provides applied professional knowledge and initiative in planning and coordinating work programs • Adapts established guidelines as necessary to address unusual issues • Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgment • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, nine years' experience
Associate Senior Associate Project Manager Field Services Manager Landscape Architect	\$151 - \$166	<ul style="list-style-type: none"> • Highly-specialized technical professional or supervisor of groups of professionals • Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise • Participates in short and long range planning to ensure the achievement of objectives • Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures • Reviews and evaluates technical work • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, ten years' experience with extensive, broad experience
Principal	\$184 - \$227	<ul style="list-style-type: none"> • Senior level consultant or management function • Recognized as an authority in a specific field with qualifications of significant value • Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise • Independently conceives programs and problems for investigation • Participates in discussions to ensure the achievement of program and/or project objectives • Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, fifteen years' experience with extensive professional and management experience
Survey Crew	\$160 \$225	1 person crew 2 person crew

Title	Hourly Rate	Description
Construction Technician CAD Technician	\$80 - \$95	<ul style="list-style-type: none"> • Junior-level position • Independently carries out assignments of limited scope using standard procedures, methods, and techniques • Assists senior staff in carrying out more advanced procedures • Completed work is reviewed for feasibility and soundness of judgment • Graduate from an appropriate post-secondary program or equivalent • Generally, four years' work experience
Engineering Assistant Engineer-In-Training Construction Technician	\$102 - \$115	<ul style="list-style-type: none"> • Fully qualified professional position • Carries out assignments requiring general familiarity within a broad field of the respective profession • Makes decisions by using a combination of standard methods and techniques • Actively participates in planning to ensure the achievement of objectives • Works independently to interpret information and resolve difficulties • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, six years experience
CAD Manager Designer Process Designer Project Engineer Senior Project Engineer Survey Manager Construction Technician Senior Civil Engineer Environmental Engineer Survey Crew Chief	\$121- \$137	<ul style="list-style-type: none"> • First level supervisor of first complete level of specialization • Provides applied professional knowledge and initiative in planning and coordinating work programs • Adapts established guidelines as necessary to address unusual issues • Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgment • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, nine years' experience
Associate Senior Associate Project Manager Field Services Manager Landscape Architect	\$144 - \$180	<ul style="list-style-type: none"> • Highly-specialized technical professional or supervisor of groups of professionals • Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise • Participates in short and long range planning to ensure the achievement of objectives • Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures • Reviews and evaluates technical work • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, ten years' experience with extensive, broad experience
Principal	\$180 - \$210	<ul style="list-style-type: none"> • Senior level consultant or management function • Recognized as an authority in a specific field with qualifications of significant value • Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise • Independently conceives programs and problems for investigation • Participates in discussions to ensure the achievement of program and/or project objectives • Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, fifteen years' experience with extensive professional and management experience
Survey Crew	\$150 \$220	1 person crew 2 person crew

2019
YPSILANTI TOWNSHIP
HOURLY COST RECOVERY RATES

Fire Marshal	\$60
Planning & Development Coordinator	\$43
Clerical Support	\$35
Ordinance Officer	\$30
Ordinance Administrator	\$54
Building Inspector	\$47
Chief Building Official	\$63
Community Standards Director	\$58
Township Attorney (development agreement rate)	\$200