



# Charter Township of Texas

7110 West Q Avenue, Kalamazoo, MI 49009  
www.texastownship.org

P:269.375.1591  
F:269.375.0791

## OFFICE OF PLANNING & ZONING Planning/Zoning Fee Schedule

Adopted: September 11, 2017

The Charter Township of Texas Board of Trustees has adopted the below fee schedule for processing planning, zoning, and development reviews. If you have any questions about this fee schedule, please do not hesitate to contact the Planning Department at 269.375.1591.

Planning Commission Fee Schedule (PC)		
Project	Application Fee	Escrow Fee
Site Plan Review	<ul style="list-style-type: none"> <li>Application Fee: \$600</li> </ul>	<ul style="list-style-type: none"> <li>\$1500</li> </ul>
Special Exception Use or Planned Unit Dev. (PUD) (PUD Also requires Plat/Site Condo/Condo Dev Application)	<ul style="list-style-type: none"> <li>Application Fee: \$400</li> </ul>	<ul style="list-style-type: none"> <li>\$500</li> </ul>
Text Amendment	<ul style="list-style-type: none"> <li>Application Fee: \$600</li> </ul>	<ul style="list-style-type: none"> <li>\$1,500</li> </ul>
Rezoning/Zoning Map Amendment	<ul style="list-style-type: none"> <li>Application Fee: \$600</li> <li>Fee for Concurrent Master Plan Amendment: \$200</li> </ul>	<ul style="list-style-type: none"> <li>\$1,500</li> </ul>
Plats/Site Condominiums/ Condominium Development/Mixed Use Site Condominium	<ul style="list-style-type: none"> <li>Application Fee for Step 1: \$600 (Includes Site Plan Review)</li> <li>Application Fee for Step 2: \$600</li> <li>Application Fee for Step 1 &amp; Step 2 Concurrent: \$600</li> <li>Application Fee for Step 3: \$600</li> </ul>	<ul style="list-style-type: none"> <li>Escrow for PC Step 1: \$1,500</li> <li>Escrow for PC Step 2: \$TBD**</li> <li>Escrow for PC Step 1 &amp; 2 Concurrent: \$1500 + \$TBD**</li> <li>Escrow for Step 3: N/A</li> </ul>
Request for Special Meeting	<ul style="list-style-type: none"> <li>\$900 (In addition to application costs)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<p><i>**Escrow for Plats/Site Condominiums Step 2: The Township Engineer must provide an estimate of construction inspection expenses with their Step 1 project review. The Zoning Administrator will review the estimate and the Planning Commission will make the escrow deposit in the amount of the estimate a condition of Step 2 approval.</i></p>		

ZBA Fee Schedule (ZBA)		
Request for Variance	<ul style="list-style-type: none"> <li>Application Fee: \$900</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Appeal/Zoning Admin. Interpretation	<ul style="list-style-type: none"> <li>Application Fee: \$600</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Request Special Meeting	<ul style="list-style-type: none"> <li>\$900 (In addition to application costs)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

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Administrative Review Fee Schedule		(ADM REV)
Zoning Administrator Site Plan/Sketch Plan Amendment	▪ Application Fee: \$200	▪ N/A
Zoning Permit	▪ Application Fee: \$75	▪ N/A
Zoning Verification Letter	▪ Application Fee: \$50	▪ N/A
Sign Permit	▪ Application Fee: \$75 + \$25 per sign	▪ N/A
Temporary Sign Permit	▪ No Charge	▪ N/A
Cell Tower Co-Location	▪ Application Fee: \$250	▪ N/A
Land Division	▪ Application Fee: \$175 (Includes up to 4 divisions - Every division thereafter is \$25 per parcel)	▪ N/A

## PLANNING/ZONING FEES

The table below outlines the various fees associated with Planning/Zoning projects and which of these fees are accounted for by the application fee and which fees are deducted by the escrow account fee. Please see the Township’s Escrow Affidavit for more information about escrow accounts.

Application Fee	Escrow Account Fee
<p>The application fee for Planning/Zoning applications, reviews, and projects cover the following costs:</p> <ul style="list-style-type: none"> <li>▪ Applicant’s appearance at regular Planning Commission, Zoning Board of Appeals, and/or Township Board meetings</li> <li>▪ First-class mailing of 300’ public notices as necessitated by the application</li> <li>▪ Involvement by Township officers and employees (excluding outside contractors or professionals such as engineers, planners, architects, landscape architects, arborists, legal counsel, etc.)</li> <li>▪ <b>Please note that no part of the Application Fees shall be refundable.</b></li> </ul>	<p>The escrow account fee for Planning/Zoning applications, reviews, and projects cover the following costs:</p> <ul style="list-style-type: none"> <li>▪ Services of the Township Attorney directly related to the application (including the preparation of development agreements, or review of Master Deeds, if applicable)</li> <li>▪ Services of consulting civil engineers directly related to the application</li> <li>▪ Services of consulting traffic engineers and planners directly related to the application</li> <li>▪ Services of consulting land use planners directly related to the application</li> <li>▪ Services of other consulting professionals upon request of the Township directly related to the application</li> <li>▪ Publication of public notices in the Kalamazoo Gazette as necessitated by the application</li> <li>▪ <b>Please note that the Escrow Account Fees shall be refunded within (90) ninety days of final action on a project</b></li> </ul>

**Note: The ZBA Variance application is the only exception to the escrow account fee. The Township Board does not feel that the attorney & publication costs for a variance application should fall directly on the applicant, and as such, have waived an escrow account fee for ZBA Variance applications.**