

# Village of Grass Lake Master Fee Schedule

## Building Department

### Zoning and Planning

Fee Item	Fee	Set By	Regulation
Zoning Compliance Permit	\$35.00		Ord.: 154.293
Administrative Plan Review	\$100.00		Ord.: 154.292
Zoning Amendment (Rezoning)	\$600.00		Ord.:154.345-347
Appeal to Zoning Board of Appeals	\$600.00		Ord.:154.310-331
Site Plan Review	\$600.00		Ord.:154.185-194
<u>Performance Guarantees (if required)</u>			
Verification of Cost Estimates	\$200.00		Ord.:154.194(c)
<u>Planned Unit Developments (PUD)</u>			
Pre-Petition Conference (per meeting)	\$0.00		
Filing Fee	\$500.00		
Zoning Amendment (Required)	\$600.00	Res.:	Ord.:154.140-151
Plan Review for Projects Requiring Part 41	\$315.00	06-18-2024-1	
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Special Land Uses (Conditional Use)	\$600.00		Ord.:154.205-212
<u>Re-Submittal of Site Plans</u>			
Any costs incurred for additional reviews are the responsibility of the applicant.			Ord.:154.190
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<u>Land Division Application</u>			
Application Base Fee	\$50.00		Ord.153.
Additional per Parcel	\$25.00		

Planning Commission Meetings are the first Thursday of each month, 7:30 p.m. at Village Hall

### **§ 154.188 PLANNING COMMISSION REVIEW OF SITE PLAN.**

Upon receipt of a complete site plan from the Clerk, the Planning Commission shall undertake a study of the same and shall, within 45 days, arrive at a decision concerning such site plan. If either major deficiencies are found during this review or an incomplete site plan has been submitted, or changes or modifications in the proposed site plan are needed to achieve conformity to the standards in this chapter, the applicant will be notified of these in writing. Upon receipt of a revised plan from the applicant, the applicant will be placed on the next available agenda (or that of a special meeting if the applicant makes such a request). The Planning Commission may extend this time for periods not to exceed 31 days each if such extensions are necessary for adequate review.

### **154.790 STANDARD FOR SITE PLAN REVIEW.**

(B)The Planning Commission reserves the right to request additional information it deems necessary to complete the review of any submitted site plan. Any costs incurred for additional reviews are the responsibility of the applicant.

# Village of Grass Lake Master Fee Schedule

Permits			
Fee Item	Fee	Set By	Regulation
<u>Emergency Temporary Dwelling Permit</u>			
<i>Requires Building, Electrical, Mechanical, and Plumbing Permits</i>		Resolution.: 10-17-2023-A	Ord.: 154.176
Cash Bond (Returned when dwelling removed)	\$2,000.00		
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Base Permit Fee (for all permits)	\$60.00	Res.:	
Building Permit (per inspection)	\$75.00	2026-17-2-4	Ord.: 150.04
Electrical Permit (per inspection)	\$75.00		
Plumbing Permit (per inspection)	\$75.00		
Mechanical Permit (per inspection)	\$75.00		
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<u>Pools</u>			
Underground (per inspection)	\$75.00	Res.: 2026-17-2-4	Ord.: 150.04
Above ground (per inspection)	\$75.00		
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<u>Signs</u>			
Zoning Compliance/Administrative Review	\$45.00	Res.: 2026-17-2-4	Ord.: 152.02
Electrical permit for lighted sign required.			
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<u>Demolition's, Moving Structures, Mobile Homes</u>			
Per Inspection	\$75.00	Res.:	Ord.: 150.04
Plus base fee	\$60.00	2026-17-2-4	
Code Inspections (per inspection)	\$75.00		Ord.: 150.04
Application for Address	\$15.00		
Additional Inspections	\$75.00		Ord.: 150.04

### Assessed Fee Penalties / Fines

Assessed fees, as provided for in the above sections shall be doubled if a permit was not obtained prior to commencement of work, or if the building is occupied without a Certificate of Occupancy

## **Building Department Contact Information**

### For Permits and Ordinance Information

Village Clerk :	Jennifer Keener
Office Phone:	517-522-4550 Ext. 1
Email:	<a href="mailto:j.keener@villageofgrasslake.com">j.keener@villageofgrasslake.com</a>
Office Hours:	Monday - Wednesday, 9 am. - 4 pm Closed for lunch noon to 1 pm

### For Zoning Information

Zoning Administrator:	Sabrina Edgar
Office Phone:	517-522-4550 Ext. 3
Email:	<a href="mailto:s.edgar@villageofgrasslake.com">s.edgar@villageofgrasslake.com</a>
Office Hours:	By Appointment

### For Planning Commission

Chair: Rich Rabeler	Rich Rabeler
Email:	<a href="mailto:r.rabeler@villageofgrasslake.com">r.rabeler@villageofgrasslake.com</a>
Office Hours:	By Appointment

# Village of Grass Lake Master Fee Schedule

## Utilities: Water & Sewer

### Water Rates

Fee Item	Fee	Set By	Regulation
<u>Ready to Serve Monthly Fees</u>			
5/8" Meter	\$31.35		
1" Meter	\$52.65	Res.:	
1.5" Meter	\$99.45	2026-17-2-4	
2" Meter	\$157.55		
Meters bigger than 2"	\$286.55		Ord.: 50.01
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Per 1,000 gallons of water used	\$7.70		
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Hydrant Account Base Rate (Ready to Serve and Meter)	\$165.00		
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Service On or Off DPW Work Order for Non-Payment, Reg. Hrs.	\$20.00		
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Service On or Off DPW Work Order for Non-Payment, OT Hrs.	\$100.00		
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Service On or Off, DPW Work Order, Voluntary Request, Reg. H	\$20.00		

### Water Connection Fees

Fee Item	Fee	Set By	Regulation
<u>Connection Fees</u>			
Connection / Impact Fee	\$3,000.00		
Reconnection / Impact Fee	\$1,500		
Tap Fees	*	Res.:	
Meter Fee	*	2026-17-2-4	
Inspection Fees, permit	\$75.00		
Start up and GPS of Water Line	\$45.00		

\* All excavation, plumbing and electrical costs from the property line and main valve to the house are the responsibility of the property owner.

\* The Tap Fee for all connections is the actual cost **of materials** and labor.

\* Meter Fees are determined by actual material and labor costs based on meter size.

\* Connection fees are the costs associated with the impact of connections to the system.

# Village of Grass Lake Master Fee Schedule

## Sewer Rates

Fee Item	Fee	Set By	Regulation
Residential Equivalent Unit (REU)	\$81.10	Res.: 2026-17-2-4	Ord.: Title V, Chapter 50, Appendix B

REU Table set by Ordinance determines the number units billed per connection

## Sewer Connection Fees

Fee Item	Fee	Set By	Regulation
<b>Connection Fees</b>			
Connection / Impact Fee	\$4,075.00		
Reconnection / Impact Fee	\$2,037.50		
Grinder Pump / Can	*		
Tap Fee	*		
Plumbing Permit, per inspection	\$75.00	Res.:	
Electrical Permit, per inspection	\$45.00	2026-17-2-4	Ord. 50.06
Start-up and GPS of sewer line			

## Grinder Pump Replacement

Fee Item	Fee	Set By	Regulation
Sewer components, such as grinder pumps, which have been ** damaged by property owners, or are beyond the manufacturers warranty, will be repaired or replaced at the owners expense.		Res.: 2026-17-2-4	Ord.: 50.36

\* All excavation, plumbing and electrical costs from the property line to the house are the responsibility of the property owner.

\* The Tap Fee for all connections is the actual cost of materials and labor.

\* Connection fees are the costs associated with the impact of connections to the system.

\*\*Based on actual material, labor, and equipment costs .

# Village of Grass Lake Master Fee Schedule

## Tax & Finance

### General & Penalty Fees

Fee Item	Fee	Set By	Regulation
Minimum cost recovery for violations prosecuted in court	\$25	Res.: 2026-17-2-4	Ord.: 35.04
Returned Check or ACH Fee	\$35.00		
Penalty Fee for late payment of Utilities	5% of unpaid balance		

Village and Township Tax Table	Millage Rate Winter	Millage Rate Summer
Jackson County Operating		5.0361
Jackson County Jail	0.0000	
Jackson District Library	1.7411	
Jackson County Medical Care	0.2476	
Jackson County Senior Services	0.5966	
State Education Tax		6.0000
Jackson College		1.1260
Jackson Intermediate School District	4.3539	4.3539
Grass Lake Schools Debt		7.6500
Grass Lake Charter Township Operating	0.6729	
Grass Lake Fire Department Operating	1.6400	
Village General Fund		7.2236
Village Local Roads		3.7740
Jackson County Lifeways	0.4947	
Jackson County Parks	0.4954	
Jackson County Animal Control	0.2476	
<b>Total Millage for 2024</b>	<b>10.4898</b>	<b>35.1636</b>

Tax Table Updated: 06/04/2024

Village residents pay 11 mils to the Village of Grass Lake for Summer taxes levied.  
Village residents pay School, County, and Township taxes in Summer and Winter

#### Treasury & Utility Billing Department Contact Information

Village Treasurer :	Julie Muszynski
Office Phone:	517-522-4550 Ext. 2
Email:	<a href="mailto:j.muszynski@villageofgrasslake.com">j.muszynski@villageofgrasslake.com</a>
Office Hours:	Monday ,Tuesday, Thursday, 9 am. - 4 pm
Utility Billing Specialist :	Cheryl Vicory
Office Phone:	517-522-4550 Ext. 2
Email:	<a href="mailto:c.vicory@villageofgrasslake.com">c.vicory@villageofgrasslake.com</a>
Office Hours:	Tuesday, Thursday, 9 am. - 4 pm Closed for lunch noon to 1 pm

# Village of Grass Lake Master Fee Schedule

## General Fee Schedule

### Parking/Stopping/Standing

Fee Item	Fee	Set By	Regulation
Minimum charge for vehicle impoundment	\$25.00	Res.: 06-18-2024-1	Ord.: 72.01

### Animals

Fee Item	Fee	Set By	Regulation
Annual permit to keep chickens	\$10.00	Res.: 06-18-2024-1	Ord.: 90.20

### Streets & Sidewalks

Fee Item	Fee	Set By	Regulation
Administrative fee after sidewalk clearance by village	\$50.00	Res.: 06-18-2024-1	Ord.: 92.46

### Storage of Motor Vehicles

Fee Item	Fee	Set By	Regulation
Permit for dismantled , partially dismantled , inoperable motor vehicle to remain on premises an additional 30 days	\$5.00	Res.: 06-18-2024-1	Ord.: 93.02

### Marihuana Caregivers

Fee Item	Fee	Set By	Regulation
Permit application fee	\$300.00	Res.: 06-18-2024-1	Ord.: 96.04

### General Licensing

Fee Item	Fee	Set By	Regulation
Nominal license fee	\$5.00	Res.: 06-18-2024-1	Ord.: 110.01

### Telecommunications Providers

Fee Item	Fee	Set By	Regulation
One-time nonrefundable application fee	\$500.00	Res.: 06-18-2024-1	Ord.: 112.04

### General Offenses

Fee Item	Fee	Set By	Regulation
Administration fee for nuisance abatement by village	\$25.00	Res.: 06-18-2024-1	Ord.: 130.06
Nuisance abatement by village Actual cost or minimum fee, whichever is greater	\$160.00		

### General & Penalty Fees

Fee Item	Fee	Set By	Regulation
Minimum cost recovery for violations prosecuted in court	\$25	Res.: 2026-17-2-4	Ord.: 35.04
Returned Check or ACH Fee	\$35.00		
Penalty Fee for late payment of Utilities	5% of unpaid balance		