

CITY OF ROMULUS 2023-2024 FEE SHEDULE

Resolution No. 23-154 Adopted: 05/22/2023

Department: PLANNING

Ordinance Resolution	Type of Fee	Fee Amount
City Council/Planning Commission Public Hearings		
ZO 21.09/ CO 2-301	Rezoning	\$2,200.00
ZO 21.09/ CO 2-301	Rezoning - Conditional	\$3,300.00
ZO 21.09/ CO 2-301	Special Land Use (SLU)	\$1,600.00 + SPR Fee
ZO 21.09/ CO 2-301	Special Land Use (SLU) - Single-Family Residential	\$350.00 + Admin SPR Fee
Vining Road Overlay, PDA & Open Space (Cluster) Option		
ZO 21.09/ CO 2-301	Concept Plan, Preliminary & Final Site Plan	\$2,500.00 + \$100/acre
Condominium Development/Subdivision Plat		
ZO 21.09 CO 54-8	Preliminary Site Plan, Tentative Preliminary plat	\$2,100.00 + \$5.00/unit
ZO 21.09 CO 54-8	Final Site Plan, Final Preliminary Plat & Final Plat	\$1,400.00 + \$2.00/unit + Document Review Fee
ZO 21.09/ CO 2-301	Ordinance Text/Master Plan Amendment	\$1,500 (includes \$500 fee + minimum \$1,000 initial escrow deposit)
Plan Review		
ZO 21.09/ CO 2-301	Site Plan (SPR) - Non-residential	\$3,000.00 + \$100.00/acre
ZO 21.09/ CO 2-301	Site Plan (SPR) - Multiple-Family (non-condominium)	\$2,500.00 + \$4.00/unit
ZO 21.09/ CO 2-301	Administrative/Sketch Plan (ARC) - Non-residential	\$2,400.00+ \$50.00/acre
ZO 21.09/ CO 2-301	Administrative/Sketch Plan (ARC) - Non-residential Accessory Uses and Site Improvement	\$700.00 + \$75.00/acre
ZO 21.09/ CO 2-301	Administrative/Sketch Plan (ARC) - Residential	\$450.00 + \$75.00/acre
ZO 21.09/ CO 2-301	Revised Site or Sketch Plan, Special Land Use	1/2 Original Fee
ZO 21.09/ CO 2-301	Revised Site or Sketch Plan, Special Land Use - Per Planning Commission Conditions	1/2 Revised Fee
ZO 21.09/ CO 2-301	Site Plan, Special Land Use Extension	\$750.00 for SPR + \$250.00 SLU
ZO 21.09/ CO 2-301	Administrative/Sketch Plan Extension	\$200.00
ZO 21.09/ CO 2-301	Temporary Use - Administrative/Sketch Plan	\$500.00
ZO 21.09/ CO 2-301	Façade Change/Architectural Review	\$525.00
ZO 21.09/ CO 2-301	Landscape Plan/Inspection, Lighting Plan	\$175.00
ZO 21.09/ CO 2-301	Cell Tower	\$1,400.00
ZO 21.09/ CO 2-301	Cell Tower Collocation	\$700.00
ZO 21.09	Cell Tower Compliance	\$175.00
ZO 21.09	Tree and Woodland Preservation	\$500.00
ZO 21.09	Tree and Woodland Replacement	\$350.00

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ZO 21.09/ CO 2-301	Use Determination - Planning Commission	\$500.00
ZO 21.09/ CO 2-301	Use Determination - Administrative	\$100.00
Administrative		
ZO 21.09/ CO 2-301	Pre-application Meeting with Consultant	\$500.00
ZO 21.09/ CO 2-301	Planning Commission Special Meeting	\$1,000.00
ZO 21.09/ CO 2-301	Development agreement, association documents, performance guarantee review	\$800.00
ZO 21.09/ CO 2-301	Traffic study	\$2,000.00
ZO 21.09	Zoning Compliance/Reoccupancy/Change in Use	\$500.00
ZO 21.09	Zoning Compliance/Reoccupancy - Multi-tenant	\$375.00
ZO 21.09	Zoning Verification	\$100.00
ZO 21.09	Vehicle Dealer License Zoning Verification	\$150.00
ZO 21.09/ CO 2-301	Review of ALTA Survey or site plan for Zoning Compliance	Site Plan Review Fee
Board of Zoning Appeals		
ZO 21.09/ CO 2-301	Residential (Single-family) Variance	\$200.00
ZO 21.09/ CO 2-301	Nonresidential (Inc. Institutional) Variance	\$500.00
ZO 21.09/ CO 2-301	Temporary Building or Use (BZA)	\$500.00 + Site Plan Fee
ZO 21.09/ CO 2-301	Sign Variance	\$500.00
ZO 21.09/ CO 2-301	Use Variance	\$2,500.00
ZO 21.09/ CO 2-301	Appeal of an Administrative Decision/Interpretation	\$1,700.00
ZO 21.09	Board of Zoning Appeals Special Meeting	\$700.00

When a variance is requested as part of a submission to the Planning Commission, the consultant fees will be paid at the hourly rate from Escrow for each variance requested + the

Multiple variance requests for one parcel may be submitted on one application, if applicable. Each additional variance will be charged **1/2 the initial fee.**

NOTES REGARDING ADMINISTRATIVE FEES

The applicant shall pay all initial applicable fees, which are nonrefundable, and escrow fees at the time a request for action is submitted to the City prior to the commencement of any

Initial fee covers the cost of the initial review of the project. Each revision will require 1/2 the original fee be paid by the applicant unless otherwise specified if submitted within 90

The City shall retain all nonrefundable fees submitted with an application irrespective of the timing of withdrawal.

Cancellation of a public hearing by the applicant or failure to provide required application information after the notice has been published shall constitute an application for a new

Any revision or amendment to a plan or application which requires a new public hearing shall require fees as submitted with the original application.

If an applicant wishes a meeting in attendance by any or all of the consultants, the requester is responsible for the payment of consultants prep time, drive time, attendance and

Fees for special meetings of the Planning Commission and Board of Appeals and fees for staff meetings are nonrefundable once meeting has been set.

The City Planner shall use the adopted fee schedule as a basis for setting the fee for any service not specifically itemized.

NOTES REGARDING ESCROW FEES

Escrow fees are intended to cover the cost of any consultant or city planner or engineer retained by the City for reviewing applications, such as planning, engineering, legal, traffic, court reporter or

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Escrow amount is an estimate of the consulting fees and any out-of-pocket fees that will be incurred for review. The applicant is responsible for paying the actual hourly rate of the		
Initial escrow deposit is for the estimated cost of the initial review of the project. Each revision will require 1/2 the original fee be paid by the applicant to the escrow account.		
Unused Escrow fees are refundable irrespective of time of withdrawal of application less a 25% administrative fee or minimum \$100.00, whichever is greater if requested within 6		
Mandatory staff review meeting as part of the Site Plan process will be deducted from the Escrow less travel time and the city's administrative review fee. Failure of applicant to		
The minimum amount deposited into the escrow account shall be \$1,000.00 unless otherwise noted or determined by City staff that the anticipated review will not necessitate that		
Fractional acres over one half (1/2) will be rounded up to the next whole acre.		
The City has the right to collect any remaining unpaid incurred costs or fees.		
No Certificate of Occupancy shall be granted for a development or zoning application until all outstanding out-of-pocket expenses incurred by the City as specified have been		
The City may, at any time the balance in the escrow account reaches a minimum of \$300.00, require the applicant to place additional monies in escrow if the City reasonably		
Where the actual cost of providing review or inspection exceeds or is anticipated to exceed the escrow balance, the City may invoice the applicant for the excess cost which shall be		
Applications requiring action by the City Council shall have the fees paid in full prior to placement on the City Council agenda for action.		
Fees for projects on City-owned property may be waived by the Economic Development Director.		
MISCELLANEOUS PLANNING DEPARTMENT FEES		
	City of Romulus Zoning Map	\$15.00
	City of Romulus Zoning Ordinance with Map	\$40 + postage
	City of Romulus Zoning Ordinance on CD-ROM	\$20 + postage
	City of Romulus Master Plan Map	\$15.00
	City of Romulus Master Plan	\$45 + postage