

Otsego County Fee Schedule

Updated: March 22, 2016

AIRPORT

Landing Fees (waived with minimum fuel purchase):

Commercial	Minimum Fuel	
Single Piston	20 Gallons	\$20.00
Single Turbine	40 Gallons	\$25.00
Twin Piston	40 Gallons	\$25.00
Turbo Prop/Light Jets	80 Gallons	\$50.00
Jets Over 20,000 lbs.	160 Gallons	\$80.00

Other Fees:

Cold Hangar		\$50.00
Additional Night		\$25.00
Heated Hangar Nightly		\$85.00
Forklift		\$50.00
De-Ice	\$40.00 plus \$13.00 a Gallon	
Parking light Aircraft		\$5.00
Parking Turbine/Jets		\$25.00
After Hours / First Hour		\$125.00
Additional Hour		\$100.00
Miscellaneous Charge, Requiring Manpower. Example: AC plug in		\$25.00
Ground Power Unit	\$40.00 plug in \$20.00 an hour	
Off Airport Service		\$250.00
Off Airport Service additional hour		\$100.00
Off Airport Service Weekend/Holiday		\$350.00
Off Airport Service Weekend/Holiday additional hour		\$150.00

Hangar Rentals:

Range from \$165 to \$220 a month depending on hangar size/conditions and amenities.

Example: Does the door open manually or with automatic opener.

Fuel Amount based on the market.

Note: Otsego County does not charge Recreational Flyers for landing. The only charge is for parking.

Note: We do not charge Emergency Service Aircraft like "Life Flight" for landing or parking.

Special Event Fees (Non-aviation related events)

Tier 1: Event requires very little or no support from Airport staff.	\$100.00
Tier 2: Event requires some airport staff participation and facility alteration.	\$250.00
Tier 3: Event requires full involvement of airport facilities, staff, and coordination with outside agencies or companies.	Negotiated based on costs incurred

ANIMAL CONTROL DEPARTMENT

License Fees:

Before March 1:

Spayed or Neutered	\$10.00
Unaltered	\$20.00
Unaltered with Pedigree	\$10.00

March 1 or After

Spayed or Neutered	\$15.00
Unaltered	\$25.00
Unaltered with Pedigree	\$15.00

Dog Adoption Fee: \$55.00

Cat Adoption Fees:

Cat Adoption Fee \$45.00

Submission Fees for Adopted Dogs:

Dog Submitted by Owner	\$20.00
Stray Dog found in County	No Charge

Litter of Puppies:

Up to 3 Puppies – In County	\$30.00
Up to 3 Puppies – Out of County	\$60.00
4 to 5 Puppies – In County	\$50.00
4 to 5 Puppies – Out of County	\$65.00
6 Puppies and Up - in County	\$80.00
6 Puppies and Up - Out of County	\$85.00

by their Owner:

First Time Impoundment P/U Fee:	\$20.00
Plus \$5.00 Per Day Boarding Fee Plus License Fee if the Dog Does Not have Current License:	\$5.00
Second Offense of Impoundment P/U Fee:	\$40.00
Third Offense of Impoundment P/U Fee:	\$60.00

A Citation may also be issued along with continuous P/U fees.

Dogs and cats that become the responsibility of Otsego County are: vaccinated, de-wormed, and treated for fleas and lice. Injured or sick animals are transported for treatment up to a \$200.00 veterinarian expense including medication.

Submission Fees for Adoptable Cats:

Feral Cats	\$20.00
All Other Cats – In County	\$20.00

BUS SYSTEM

System Fares:

Seniors	\$2.00 one way
Disabled	\$2.00 one way
Students	\$2.50 one way
Adults	\$3.00 one way

Internal Fees:

Lube, Oil & Filter Change for County Departments	\$28.00
Labor Charge for vehicle repairs	\$45.00 per hour

CLERK/REGISTER OF DEEDS OFFICE

Vital Record Copies	
First Page	12.00
Each Additional Page	5.00

Note: \$4.00 of deed fee deposited to the MI State Survey and Remonumentation Fund
Portion of fees deposited into Register of Deeds' Automation Fund per
MCL 600.2568

On-Line Clerk/ROD Documents	\$5.00 transaction fee
	\$1.00 per page copy fee
(set up group users through ROD Office)	\$50.00 monthly group user fee

Qualified Voter Registration File (Bagley Twp is not available)	
Digital Copy	\$.02 per voter
Hardcopies	\$10.00 per municipality

Clerk & Register of Deeds Record Copies	\$1.00 per page
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Carrying Concealed Weapons Permit (CCW)	\$105.00
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Marriage Ceremonies, Conducting of	\$25.00
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Register of Deeds Record Searches	\$5.00 per name searched
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Register of Deed Document Recordings

Recording Fees	
First Page	14.00
Additional Pages	3.00 Each

Recording Fee Check Overages

County retains first \$10.00 of recording check overages.
Recording check overages over \$10.00 result in document rejection.

COMMISSIONERS

Annual Salaries	
Chairperson	\$10,800
Commissioners:	\$9,600

Per Diem Rates

Half-Day (under 4 hours)	\$40.00
Full-Day (over 4 hours)	\$80.00

EQUALIZATION OFFICE

Copies in the Office:

Self Serve

Single copies (8½" x 11", 8½" x 14")	\$1.00 each
Single Color Copies (8½" x 11", 8½" x 14")	\$3.00 each
Up to four copies (11" x 17")	\$2.00 each
4 or more copies (11" x 17") if from plat book for other than owner.	\$3.00 each
Color Copies (8	

If Done by Staff

Double the cost for copies

Print Outs from Equalizer: For printing on 8½" x 11" paper.	\$1.00 each
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Lists from the Equalizer:

Name and address only	\$0.30 each
Name, address and description	\$0.35 each
Name, address, description and value	\$0.40 each
If done by staff from mapping computer	\$0.50 each

For Downloads of Electronic Data (Equalizer Program)

For entire County or entire Township

Public sector	\$500.00 per request
Private sector	\$1,000.00 per request

Maps (8½" x 11") from MapInfo

Maps from computer with staff assistance	\$20.00 each
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If additional information is required on maps, use pricing from above list.

Other Office Fees:

Aerials

1st copy	\$20.00 each
Each additional copy	\$15.00 each
Color (11" x 17")	\$25.00
Color (D and E Size)	\$40.00

Faxed Information

Each sheet	\$ 5.00 each
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House Numbers

\$25.00 per request

Geographic Information System Map Digital Data Pricing:

For Public Sector

Subscriptions Rate:
(Layers include Road, Water, and Parcel)

Public Sector (single town and range)

Annual Update:	0.20 per parcel
Quarterly Update:	\$0.35 per parcel
Public Sector (for multiple town and ranges)	
Annual Update:	\$0.20 per parcel
Quarterly Update:	\$0.35 per parcel
Public Sector (entire county)	
Annual Update:	\$0.20 per parcel
Quarterly Update:	\$0.35 per parcel
For Private Sector	
Subscriptions Rate: (Layers include Road, Water, and Parcel)	
Private Sector (single town and range)	
Annual Update:	\$0.30 per parcel
Quarterly Update:	\$0.50 per parcel
Private Sector (for multiple town and ranges)	
Annual Update:	\$0.30 per parcel
Quarterly Update:	\$0.50 per parcel
Private Sector (entire county)	
Annual Update:	\$6,500.00
Quarterly Update:	\$2,500.00 per quarter
Road Centerline GIS Layer	\$1,000.00

The Equalization Department fees were established in accordance with the Otsego County Enhanced Access Policy, as required by the State of Michigan Public Act 462 of 1996.

The County Administrator has the right to waive fees in exchange for data relevant to the work done by the County.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

See the Freedom of Information Act (FOIA) Policy and/or the FOIA Public Summary at <http://www.otsegocountymi.gov/online-servicesforms-4/> or at any County Office for costs and process involved with FOIA Requests.

HOUSING DEPARTMENT

Copies	\$1.00 per page
Fax	\$1.00 per page
Each Delinquent Mortgage Payment	\$25.00
Payoff Request	\$25.00

LAND USE SERVICES DEPARTMENT

Building Fees:

Permit Application Fee	35.00
For Building Permits:	
ICC Fee Schedule and type of construction is used for all permits.	
Electrical, Mechanical and Plumbing Permits are calculated based upon the itemized permit applications.	
For projects not involving a square footage calculation	\$50.00
Residential Plan Reviews	15% of Permit Fee
Commercial Plan Reviews	.0015 times the value of the project
Inspections	\$50.00 per inspection

Planning & Zoning Fees:

Zoning Permits:	
Application Fee	\$35.00
Single Family Dwelling	\$45.00
Residential Addition	\$45.00
Accessory buildings	\$45.00
Decks	\$30.00
Non-residential Signs	\$45.00
Residential Signs	No charge
Shoreland Permits	\$100.00
Sheds less than 200 sf	\$25.00
Fences	\$25.00
Camping Trailers	\$30.00
Home Occupations	\$30.00
Zoning Re-Inspection Fee (additional inspections)	\$50.00
Commercial Site Plan Review - In-house	\$100.00
Land Divisions:	
Hayes, Livingston & Chester Twps.	\$100.00
Bagley, Corwith, Dover, Elmira & Otsego Lake Twps.	\$25.00
Planning Commission Permits:	
Site Plan Review	\$500.00
Special Use Permit	\$700.00
Rezoning Request	\$700.00
Planning Commission Permits: (When Special Meeting is Required)	
Site Plan Review	\$950.00
Special Use Permit	\$950.00
Rezoning Request: (1 to 5 parcels)	\$950.00
Rezoning Request: (6 to 10 parcels)	\$1,050.00
Rezoning Request: (11 or more parcels)	\$1,150.00
Zoning Board of Appeals Hearings:	
Variance Request	\$400.00
Appeal-Interpretation	\$400.00
Zoning Board of Appeals Hearings: (When Special Meeting is Required)	
Variance Request	\$800.00
Appeal-Interpretation	\$800.00

MEDICAL EXAMINER

Medical Examiner	\$10,000/annual
Deputy Medical Investigator On-Call	\$100/mo
On Scene Response and In-person autopsy consultation	\$60/hr
Body Transport	\$50/hr
Training Time	\$25/hr
ME Records Clerk	\$500/annual
Chief Deputy Medical Investigator	\$5,000/annual
This includes all duties of the Chief Deputy Medical Investigator including, but not limited to deputy medical examiner scheduling, autopsy scheduling and phone consultation, all other communications, preparation of paperwork, billing preparation and review, scheduling autopsies at the most reasonable cost, and all other items not specifically listed in the fee schedule. Arrange for autopsies at the most reasonable cost. The annual payment amount shall be paid in monthly increments, and shall be based on performing all duties listed in the above description.	
Chief Deputy Medical Investigator Cell Phone Reimbursement	\$40/mo

PARKS & RECREATION

Otsego Lake County Park	
Otsego County Residents:	
Day Park Pass	\$4.00
Season Park Pass	\$15.00
Season Park Pass - Seniors (age 60 and over)	\$7.00
Camping Vehicle Permits	\$25.00 per night
Cabin Rental	\$55.00 per night
\$50.00 refundable security deposit required.	
Pavilion Rental	\$65.00
Special Event Camping Fee (addition to standard fees)	\$10.00 per stay
Non-Otsego County Residents:	
Day Park Pass	\$4.00
Season Park Pass	\$15.00
Season Park Pass - Seniors (age 60 and over)	\$7.00
Camping Vehicle Permits	\$26.00 per night
Cabin Rental	\$55.00 per night
\$50.00 refundable security deposit required.	
Pavilion Rental	\$65.00
Camping Vehicle Permits	\$4.00
Special Event Camping Fee (addition to standard fees)	\$10.00 per stay
Community Center	
Drop-in Gym Floor Activities (e.g. basketball, tennis, volleyball)	\$1.00
Rental of Entire Community Center 1-1/2 hours	22.50/hr
Overnight Lock-ins (Friday or Saturday) 8pm – 8am	\$225.00
Irontone Springs Pavilion Rental	
Morning Rental (10:00 a.m. to 3:00 p.m.)	\$65
Afternoon Rental (14:00 p.m. - 9:00 p.m.)	\$65
Full Day (10:00 a.m. to 9:00 p.m.)	\$100
Cleanup Fee (if staff has to clean up after event)	\$25

Credit Card Processing Fee 4%

SHERIFF

Civil Division

Service of Civil Process \$21.00 plus \$0.8625 per mile
Abandoned Inspection \$26.00
AFT & Claim Court Date \$26.00
Order of Eviction \$40.00
\$60.00 each add. Hour (15. min. increments)

Execution Property TOT MP \$40.00
Garnishment \$23.00
Landlord/Tenant \$26.00
May Post Last Day \$25.00
Mortgage Foreclosure Adj. \$8.00
Mortgage Foreclosure Post \$16.00
Mortgage Foreclosure Sale \$50.00
Miscellaneous Notice's \$24.00
\$25.00
Personal Protection Order (Non Domestic) \$21.00
\$40.00
Subpoena, Court Date \$26.00
Show Cause, Court Date \$26.00
Motion to Modify \$26.00
Securing Motor Vehicle \$50.00
Service/Tax Deed Title \$16.00
Summons & Complaints \$26.00
Land Contract Forefeiture \$25.00

Corrections Division

Jail

PBT (Preliminary Breath Test) \$2.00 plus \$1.00 breath tube
State Booking Fee/MCOTC \$2.00
Local Booking Fee \$10.00
Bond Fee \$10.00
Damages to Jail Property Replacement/Prosecution
Housing \$30.00 per day/Sentenced
Indigent Supplies Cost per item provided
Medical As billed by provider
OTC Medical Per store receipt
Rx Medication As billed by pharmacy
OUIL Fee \$5.00
Postage Current USPS rates
Safety Ink Pen \$0.60
Starter Pak (Grooming Items) \$1.50 (Indigent)
Tether \$15.00/day
Work Release \$15.00/day

Work Camp

Drug/PBT Test \$5.00

Participant Daily Fee	\$15.00
	\$7.50 If determined to be Indigent

Sheriff's Office	
Incident Reports	\$5.00 plus \$1.00 per additional page
Photographs	\$5.00 per page
Electronic Media (DVD,CD)	\$50.00
Traffic Crash Reports (UD-10)	\$5.00 + \$1.00 per additional page
Fingerprinting	\$15.00
Handgun Purchase Permit	\$5.00 Notary Fee
Notary Fee	\$5.00
Salvage Vehicle Inspections	\$100.00

SOIL EROSION PERMIT FEES

Residential Soil Erosion Permit	\$150
Commercial Soil Erosion Permit	\$300 ¹ /50 ²
¹ Price for first acre	
² Price for each additional acre	

TREASURER

Copies	\$1.00 per page
Tax Certification Fee	\$1.00
Notary Fee	\$3.00
Tax Search	\$.50 per parcel
Detailed Tax Search	\$25.00 per parcel (old records)
Delinquent Tax Export (onto CD)	\$0.25 per parcel
Check Overages	
County retains first \$10.00 of check overages.	
Check overages over \$10.00 result in payment rejection.	

VETERANS

Copies	\$1.00 per page
Fax	\$1.00 per page

GENERAL

Checks returned for Non Sufficient Funds	\$25.00
Conference Room Rental	
Half-Day	\$45.00
Full-Day	\$60.00
Clean-Up Fee - Charged when room is not returned in original setup and condition.	\$25.00

Note: Fees for conference room rentals are waived for court-ordered meetings.

Laminating	\$1.00 per item unless otherwise noted
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Mileage: (only valid for trips over 1 mile)	\$0.50 per mile
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Note: Otsego County Departments are exempt from fees concerning county-related requests.

