



Otsego
COUNTY
M I C H I G A N

Land Use Services

BACKGROUND

The Otsego County Land Use Services Department charges fees for a variety of zoning and building permits. Over the years, a number of requests have been submitted to the County Board to waive fees for non-profit organizations, local municipalities, Otsego County Departments, etc. It was determined that a policy is needed to ensure that all requests are treated equally.

POLICY

- A. No fees for planning and zoning may be waived, except the following:
1. Fees shall be waived for all rezoning initiated at the request of the Planning Commission.
 2. Fees for rezoning of Township owned or controlled properties shall be waived. (Examples Township Hall, parks, public buildings and cemeteries)
 3. Fees for Site Plan review of Township owned or controlled projects shall be waived.
 4. Fees for rezoning of Otsego County owned or controlled properties shall be waived.
 5. Fees for Site Plan review of Otsego County owned or controlled properties shall be waived.
 6. Fees for rezoning of Road Commission owned or controlled properties shall be waived.
 7. Fees for Site Plan of Road Commission owned or controlled properties shall be waived.
 8. Fees for Site Plan review for all Public Schools shall be waived.
 9. Fees for non-profit organizations will be reduced by 50%. If a project is determined to be of direct benefit to low-income families, fees can be reduced by 100%.

10. Fees associated with construction related directly to renovations to improve handicapped accessibility at an existing facility will be reduced by 50%. A note from a medical doctor indicating that someone within the household has a permanent disability must be submitted with the application.

B. No building fees may be waived, except the following:

1. Fees for non-profit organizations will be reduced by 50%. If a project is determined to be of direct benefit to low-income families, fees can be reduced by 100%.
2. Fees associated with construction related directly to renovations to improve handicapped accessibility at an existing facility will be reduced by 50%. A note from a medical doctor indicating that someone within the household has a permanent disability must be submitted with the application.

C. The Land Use Director shall approve all waivers of Fees in writing. A copy of the approved waiver shall be submitted to the County Administrator within 7 days after approval.

D. No approval shall be given for a Site Plan until the associated fee is paid in full or a waiver is given in writing.

E. No rezoning shall be placed on the Planning Commission Agenda until the associated fee(s) are paid in full or a written waiver is provided.

PROCEDURE

A fee waiver request, using the designated form, must be submitted to the Land Use Services Department. For non-profit organizations, proof of status as a State of Michigan recognized non-profit corporation must be submitted.

Adopted: May 28, 2013



FEE REDUCTION REQUEST

Land Use Services Department
1322 Hayes Road
Gaylord, MI 49735
Tel: (989) 731-7400
Fax: (989) 731-7419

Property owner: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Assessor's Parcel Number: _____
Property Address: _____
Description of Project: _____

Department Use Only

Land Use Services Director Authorization: _____
Percent of Fee Waived: _____