

CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION  
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND  
BUILDING CODE COMPLIANCE)

WHEREAS, Otsego County (the County) and Dover Township (the Township) agree that it is in the interest of the Citizens of the County and the Township and the overall development of the County and the Township to centralize administration of Land Use Services; and

WHEREAS, the County and the Township agree that Land Use Services includes Land Use Planning, Zoning and Zoning Administration and Enforcement; and

WHEREAS, the County and the Township agree that because the County's offices are centrally located and because the County can provide professional and administrative personnel, and office space to the Township so that the land use within the Township can be developed uniformly with joint cooperation and with one location for citizens to go for more efficient service with one set of rules.

Agreements

The County and the Township hereby enter into this Contract for services. This contract shall be in effect for a period of one (1) year beginning January 1, 2010 and continuing in effect until December 31, 2010.

Responsibilities of the Township

1. Funding for the Land Use Services Zoning function is distributed among participating townships using an equal blend of the latest State Equalized Values and population for each township (see Attachment A). Dover Township agrees to provide a total of \$3,628.91 to assist in covering the costs of operation and staffing of the Planning & Zoning Department
2. The Township will pay the annual contribution amount as noted above by May 1<sup>st</sup> of each year of this contract.

Responsibilities of the County

1. The County shall provide full and complete professional Land Use Planning, to include adoption of a countywide Master Land Use Plan and Future Land Use Map that has been adopted pursuant to the Statutes of the State of Michigan, which Plan shall be the basis for a Zoning Ordinance that the County shall adopt pursuant to the Statutes of the State of Michigan.
2. The County shall provide professional planning personnel on staff to assist Township officials from all Townships within Otsego County, officials from the City of Gaylord, the Village of Vanderbilt, citizens, land owners and developers with Land Use Planning questions and procedures and municipal cooperation.

3. The County shall maintain digital maps for zoning and land use planning purposes.
4. The County shall appoint and operate a County Planning Commission for the purposes of administering the County Plan and the County Zoning Ordinance.
5. The County shall appoint and operate a County Zoning Board of Appeals for the purposes of interpreting and ruling on requests involving administration of the Zoning Ordinance.
6. The County shall ensure that the Township is informed and advised of any proposed land use changes or proposed ordinance text changes or special land use requests or other similar requests presented to the Planning Commission and any requests presented to the Zoning Board of Appeals involving land within the Township.
7. The County shall provide professional personnel on staff to administer and enforce the zoning ordinance regulations and all other land use regulations.
8. The County shall regularly provide reports to the Township at the Township Association meetings. The report shall include but is not limited to a financial report showing the expenses of the Planning & Zoning Department, the fee schedule for permits issued, the number and type of permits issued; and the revenue received.
9. The County will pay for legal expenses related to zoning functions and decisions.
10. Any remaining funds in the County's Planning & Zoning budget at the end of 2010 will be redistributed to the townships based on the same formula used to fund the department.

Otsego County and Dover Township.

Entered into this \_\_\_\_ day of \_\_\_\_\_ 2009 between Otsego County and Dover Township

Otsego County

Dover Township

\_\_\_\_\_  
John Burt, County Administrator

\_\_\_\_\_  
Thomas Murphy, Supervisor

\_\_\_\_\_  
Susan DeFeyter, County Clerk

\_\_\_\_\_  
Janet Kwapis, Township Clerk

## ATTACHMENT A

### Funding

Based on SEV and Populations combined, municipalities would be responsible for the following costs:

Bagley	\$21,866.97
Charlton	\$11,792.41
Chester	\$7,330.31
Corwith	\$6,363.23
Dover	\$3,628.91
Elmira	\$6,388.21
Hayes	\$14,132.16
Livingston	\$9,079.91
Otsego Lake	\$17,327.90
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	\$97,910.00