



Adopted Fee Schedule

2011-2012

City of Ypsilanti

Ypsilanti City Code

			2011-2012
Dept./Div.	Ordinance Sec. No.	Type of Fee	Adopted Fee (\$)
All Depts.		Copy charges - 8-1/2 x 11 inch sheet - per page	
		first thru sixth pages	0.50
		more than 7 pages (per page)	0.15
		Notary Public service	
		Signature and seal (per notarized document)	10
		Iron Mountain retrieval (per box)	56.32
		FOIA fees (Hardcopy & Electronic)	
		Small FOIA request	
		first 3 pages	3
		each additional page	0.50
		or	
		Large FOIA request	
		hourly charge + \$.15 per page	0.15/page
		Compact Disc	1
Assessor	22-35	New business registration fee	84
Assessor		Real Estate agent access to sketch program	0
		Copy of building sketch	0.5
		Tax Abatement Application Fees	See Planning Department Fees
Building	18-3	Building Permit	
		First \$1,000 of construction value or less	50
		Each additional \$1,000 or fraction thereof	9
		Plan Review	20% of permit cost as deposit + balance of review costs due when permit issued
		Certificate of Occupancy (each unit or tenant)	
		Commercial	50
		Residential	50
		Demolition Permit	50
		First \$1,000 of work contract or less	50
		Each additional \$1,000 or fraction thereof	9
		All other permits, minimum fee	50
		Contractor's registration; expires March 31 of each year	
		Residential builders, alteration and maint.	32
		Sign contractor license/registration	32
		Plumbing Permit	
		per inspection/service/system/unit	50
		Electrical Permit	
		per inspection/service/panel/unit	50
		Mechanical Permit	
		per inspection / service / system / unit / appliance	50
		Administrative Fee for work started without issuance of applicable permit (all permit types)	50
Building	18-31(b)	Appeals to Building Board of Appeals	
		per structure	County fees +51
Building	18-153	Various certificate of compliance inspection fees (rental inspection/per apt./unit/or as noted)	
		Multiple Family-3 or more dwelling units	
		Initial certification inspection	48

		Re-certification inspection	40
		Re-inspection	37
		Single Family and Duplex	
		Initial certification inspection	75
		Re-certification inspection	50
		Re-inspection	45
		City scheduled inspection	45
		Search warrants obtained for inspection	65
		Rooming House - 1-3 sleeping rooms	55
		Rooming House - 4-7 sleeping rooms	100
		Rooming House - 8-11 sleeping rooms	160
		Rooming House - 12-15 sleeping rooms	210
		Rooming House - 16+ sleeping rooms	260
		Late cancellation or no-show inspection	53
		Commercial/residential certificate of occupancy	55
Building	18-190	Vacant Building Inspection Fee	75
		Escrow Account (Monthly)	
		Vacant building - not "regularly occupied"	50
		New building/structure	50
		All other vacant buildings - including dangerous buildings	300
Building	42-69	Maintenance of exterior premises - City cleanup	
		Plus actual cost of hired contractor	50+
Building	74-56	Shopping cart reclamation fee	Deleted in FY 2011
Building	110-85	Lien collection charge for cost of cutting weeds	50
Clerk	6-31	Liquor License Fees:	
		"A" Hotel	500
		"B" Hotel	500
		"C" Hotel	500
		"Tavern" beer and by the glass	500
		"SDD" package liquor	500
		"SDM" package beer and wine	500
		If more than one class of license held	
		(Fee per class held)	25
		Transfer of ownership, including partner	500
		Transfer of location	300
		Addition of space	300
		Deletion of partner	300
		Addition of special permit, i.e entertainment, dancing or Sunday sales	315
		Wine Maker License	500
		Micro Brewer License	500
Clerk	6-43	Application for license to sell	500
		Additional fee for DDA location	110
Clerk	10-47	Amusement arcades: license application	165
		transfer fee	30
		multi-agents- each	30
Clerk	10-51	Fee per amusement machine	15
Clerk	10-54	License fee per device	15
Clerk	10-72	Application fee for amusement device license, application fee	25
Clerk	10-75	Application fee per machine	15
		Grant of license per machine	15
Clerk	10-139	Billiard room, pool hall, license fee	200
		per table	15
Clerk	10-196	Cabaret license fee, per year	80
Clerk	22-76	Bed and breakfast application fee	80
Clerk	22-80	Annual bed and breakfast, inn license fee	175
Clerk	22-117	Health club license application fee	80
Clerk	22-121	Annual health club fee	175
Clerk	22-178	Peddlers license application fee, investigation fee	100
Clerk	82-47	Secondhand dealer license application fee	100
Clerk	82-49	Issuance of annual 2nd hand dealer license	100
Clerk	22-182	House to house soliciting by established business, various fee (monthly rate)	80
Clerk	114-68	Taxicab license fee	115
		114-71 Taxicab license transfer fee	55
		114-91 Taxicab bond plate fee	115
		114-92 Taxicab duplicate license fee	30
		114-93 Taxicab transfer bond plate fee	80
		114-113 Taxicab driver's license fee: new license	30

		Renewal fee	25
		Duplicate	15
Clerk	114-136 (1)	Rates of Fare	
		Mileage/Flag Drop	
		Flag Drop	2
		Mileage after flag drop	0.25 per 1/8 mile or 2.00 per mile
		Waiting Time	0.25 per 45 seconds
Clerk	114-136 (2)	Hourly Rate (all time after first hour in .25 hour increments)	21 per hour
Clerk	114-148	Wrecker Licensing	
	114-148(g)	Surety Bond - remitting of funds	Deleted in FY 2011
	114-148(h)	Surety Bond - substitution for insurance	Deleted in FY 2011
	114-150	License fee - per wrecker plate	Deleted in FY 2011
	114-152(5)(c)	Re-inspection fee if lot fails inspection	Deleted in FY 2011
	114-154(4)	Processing fee for impoundment of vehicle, labor, LEIN fees, etc.	Deleted in FY 2011
Clerk	122-799 (6)	Outdoor Café, Restaurant, and Beer Garden Annual Fee	50
		Qualified Voter File (disks)	10
		printed voter listing (same as copy charges)	
		Ward/Precinct/Polling Location Maps	
		8x11	2.5
		11x17	3.5
		18x24	10
		24x36	15
		36x48	20
		Code of Ordinances	260
		City Charter	15
Administrative Hearings Bureau			
	Code Section	Blight Infraction	Penalty
	18-52	State construction code	1st Violation: \$50 2nd Violation: \$100 3rd Violation: \$200
	18-92	Property maintenance code	1st Violation: \$50 2nd Violation: \$100 3rd Violation: \$200
	18-115	Violations generally	1st Violation: \$50 2nd Violation: \$100 3rd Violation: \$200
	18-134 A&B	Allow occupancy without certificate of compliance	1st Violation: \$100 2nd Violation: \$300 3rd Violation: \$500
	18-225	Dangerous buildings	1st Violation: \$50 2nd Violation: \$100 3rd Violation: \$200
	42-55	Property maintenance nuisance	1st Violation: \$50 2nd Violation: \$100 3rd Violation: \$200
	86-32	Disposal arrangements	1st Violation: \$50 2nd Violation: \$100 3rd Violation: \$200
	86-33	Commercial properties	1st Violation: \$50 2nd Violation: \$100 3rd Violation: \$200
	86-34	Residential properties	1st Violation: \$50 2nd Violation: \$100 3rd Violation: \$200
	86-35	Multiple Dwelligns	1st Violation: \$50 2nd Violation: \$100 3rd Violation: \$200
	94-136	Snow removal from sidewalk adjacent to residential and commercial premises	1st Violation: \$50 2nd Violation: \$100

			3rd Violation: \$200
	94-136	Snow removal from parking lot serving less than 10 dwelling units	1st Violation: \$50
			2nd Violation: \$100
			3rd Violation: \$200
	94-136	Snow removal from parking lot serving 10 or more dwelling units	1st Violation: \$100
			2nd Violation: \$100
			3rd Violation: \$200
	110-34	Trees and shrubs	1st Violation: \$50
			2nd Violation: \$100
			3rd Violation: \$200
	110-81	Grass and weed control	1st Violation: \$50
			2nd Violation: \$100
			3rd Violation: \$200
	122-8	Zoning	1st Violation: \$50
			2nd Violation: \$100
			3rd Violation: \$200
		Abatement costs	Actual cost plus fee
		Prosecution costs	\$120/hr
		AHB costs	\$120/hr
		State JSA (set by state statute)	\$10
DPW	42-212	Storm Water capital improvement charge (per s.f. of additional impervious area)	
DPW	94-34	Right of Way, excavation, curb cut permit application fee	60
		Sidewalk replacement/installation	60
		Reinspection fee	60
		Street cut or curb cut - per opening	60
		Bond amount: Contractor shall furnish either a cash bond or a performance bond acceptable to the City of Ypsilanti and in compliance will all requirements of law that is to remain in effect for a period of not less than one (1) year from date of application.	
		property line to back of curb	3000
		property line to 1/2 pavement width	5000
		property line to full pavement width	1000
DPW	94-112	Moving building, license application fee	320+*
		(*Owner also responsible for materials used)	
DPW		Trash Stickers/Brim bags - each	2
		Recycle bins - each	7
		Administration fee (monthly billings & special service invoices)	10% for annual amounts less than \$25,001
		Administration fee (monthly billings & special service invoices)	5% for annual amounts over \$25,001
		Late fee for invoices	
		Over 30 days	2%
		Over 60 days	Additional 2%
DPW		Penalty fee for failing to apply for Right of Way, excavation, curb cut permit or sidewalk replacement permit before work begins. Fee is in addition to permit fee.	60
DPW		Removal of abandoned materials in City Right-of-Way (Barricades, Construction Signs, ect.)	50
DPW		Daily Storage Fee per item for abandoned materials removed from City Right-of-Way (Barricades, Construction Signs, ect.)	3
Facilities	78-124	Fees for rental of Senior Citizens center, Parkridge Community Center and Rutherford Pool	
		Reservation Fees	
		(per hour, non-refundable, due 60 days in advance)	
		Senior Center (2 hr min.)	40/hr

		Parkridge Community Center (2 hr. min.)	30/hr
		Fees for Rutherford Pool shall be determined by the Friends of Rutherford Pool based on cost of service, projected attendance and other cost factors. Fees shall be approved by the City Manager and posted in the Recreation Department office.	
		Damage deposit (refundable, due 14 days in advance)	200
		Senior Center, Parkview and Pool renters shall reimburse the City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement.(employee costs shall be reimbursed at hourly rate +10% overhead)	
		Default: Any person in default for 30 days or more shall be ineligible for a park reservation, special event permit, noise permit, street closing permit or city facility rental for eighteen months	
Film Permits	10-312	Permit for Film on Public Property	\$250
		Permit for Film on Private Property	\$100
		Deposit (if City Services are required)	\$3,000
		Daily Public Property Use-per day	\$107
Film or Special Events	10-312 /10-268	Parking Space Rental/per day	\$25
		Staff Fees:	
		Police Officer	\$53/hr
		Sergeant	\$67/hr
		Lieutenant	\$69/hr
		Dispatch	\$35/hr
		Firefighter	\$46/hr
		Lieutenant	\$50/hr
		Captain	\$53/hr
		Fire Chief	\$80/hr
		Environmental/Trash-straight time	\$29/hr
		Environmental/Trash-overtime (OT)	\$37/hr
		Streets worker-straight time	\$31/hr
		Streets worker-OT	\$41/hr
		Parks Worker-Straight time	\$32/hr
		Parks Worker-OT	\$42/hr
		Supervisor-Straight time	\$39/hr
		Supervisor-OT	\$51/hr
Film or Special Events		Vehicle Equipment: POLICE	
		Mobile Command	11.44
		Police Cruiser	8.09
		Fire	
		Class 1 Engine	450
		Aerial Truck	450
		Support Vehicle	150
		Public Services	
		Car-Crown Vic (V #23)	8.21
		Arrowboard (V #2)	5.87
		Snow Blower (V #3)	3.23
		Stake Truck (V #99)	n/a
		Stake Struck: 2012: V #131	8.70
		Dump Truck (V #100)	49.02
		Pickup Truck (V #101)	8.36
		Small Dump truck (V #104)	21.97
		Large Dump truck-no plow (V #109 no plow)	39.52
		Large Dump truck with plow (V #109)	51.94
		Van with aerial lift (V #112)	19.36
		Regular Van (V #555)	10.94
		Trailer (V-117)	11.67
		Weed Whip (V #423)	7.74
		Mower (V 448)	26.47
		Sweeper (V #139)	89.55
		Loader (V #129)	76.68
		Ypsi Green	

		Recycling	\$20 (flat fee)
Finance		Reprint of W-2/1099-R	6
		Faxing	5
Fire - Cost Recovery	38-135		
		CLASS 1 ENGINE	\$450 with crew
		AERIAL TRUCK	\$650 with crew
		SUPPORT VEHICLE	\$150 with crew
		FIRE FIGHTER	\$36
		FIRE OFFICER	\$43
		FIRE INSPECTOR	\$43
Fire		Fire inspection	\$50
		Fire investigations	\$500
		Fire permits	\$50
Fire	38-40	False alarm fees	
		first false alarm in calendar year	0
		second false alarm in calendar year	warning
		third, fourth and fifth false alarm in calendar yr.	
		for Police	100
		for Fire	300
		six or more false alarms in calendar year	
		for Police	200
		for Fire	1000
Fire/Police		Accident or incident report - first 3 pages	12
		per page after first 3 pages (ea)	1.25
Ordinance	14-3	Impoundment fees - reclaim fee	16
Ordinance	14-34	Animal license, reapplication fee - human s.	11
Ordinance	14-53	Various animal license fees - New Ordinances	
Ordinance	14-54	Animal license replacement fee	
Ordinance	14-84	Animal permit reapplication	
		If application made before March 1	12
		Delinquent application	16
		Application following July 10	6
		Delinquent application following July 10	8
Ordinance	14-86	Animal permit transfer	11
Ordinance	14-131	Kennel license	78
Ordinance	14-13	Chicken Permit Application	25
Ordinance	11-45	Medical Marijuana Application	2500
Ordinance		Application Renewal	1100
Ordinance	11-31	Manufactured Fertilizer Commercial Applicator	
			25
Parks	78-125	Park Reservation Fees	N/A
		Special Event Applicant shall reimburse the City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement. (employee costs shall be reimbursed at hourly rate +10% overhead)	
		Default: Any person in default for 30 days or more shall be ineligible for a park reservation, special event permit, noise permit, street closing permit or city facility rental for eighteen months	
		Fees for the Freighthouse and Farmers Market shall be determined by the Friends of the Ypsilanti Freighthouse based on the terms of the Operation and Management agreement.	
P&D	54-81	Historic District work permit application fee, filing	30+*
		*plus \$5 per \$3,000 of labor and material	no change
		Administrative Fee for HDC work started without issuance of applicable permit	48
P&D	122-98	Master Plan amendment	350
		and Zoning Map amendment	800
	122-134	Zoning Text amendment	800
		Area Variance - SF Residential	200

		Area Variance - other use	450
		Use Variance	450
		Sign Variance	250
		All variance types: each variance requested beyond first on same site/application.	450
P&D	122-134	Site Plan Review	500+*
		(*plus engineering review fees)	
		Site Plan review (additional revision review)	75
		Site inspections by P&D Dept. staff after first compliance inspection	25
		Pre-development meeting (related to site plan)	75
P&D	122-574	PUD Application	1000
		(*plus \$5/1,000 sf of new or redeveloped non-residential or \$5/unit of new or redeveloped residential construction and engineering review fees)(see note 1)	
		Tax Abatement Application Fee Breakdown	
		Creation of a District (public notice, preparation for City Council)	200
		Application Review and Recommendation	350
		Site inspections by P&D Dept. staff after first compliance inspection	25
		Alley/Street Closure	900
		Alley/Street Vacation	1000
		Lot split application	50
		Appeal of staff interpretation	250
		Specific interpretation	250
		Special Exception permit for fee in-lieu of providing off street parking (per space)	600
P&D	122-163	Special Use permit	300
P&D	122-878	Sign inspection fee, per sign:	100
		Aerial Photos/Overlays	Staff time & materials
		Fence permit - zoning review	65
P&D	General	Zoning Map Copies	
		Zoning Map, per page	3.50
		Zoning Map and Details	20
		Zoning Map (specific section)	6 per section
		Zoning Ordinance Copy (250 pages)	25
		Zoning ordinance, per page, first through fifth	0.5
		Zoning ordinance, per page, sixth-twenty-fifth	0.15
		Master Plan Copy	20
		Non-Motorized Plan	20
		Parks and Recreation Plan	20
		Historic District Map	2.50
Police	1-15	Cost of Prosecution	
		OWI	155
		OWI with accident	205
		OWI with blood draw	230
Police	102-34 (6.30(5))	Bicycle registration fee	5
Police	102-34 (6.30(6))	Bicycle registration fee - change of ownership	5
Police	102-34 (6.30(7))	Bicycle registration fee - loss of license plate	5
Police	102-61 (a)	Parking rates: per hour	0.75
Police	102-61 (b)	10 hour parking per hour	0.5
Police	102-62	Impound Vehicles:	
		Impound - private property	30
		Impound - police -tow-admin. fee	40
Police	102-81 (a)	Parking violations - failure to admit responsibility	15
		additional notice violation fee	25
Police	102-82	Schedule of violation fees:	

		Blockading: alley, sidewalk, crosswalk, driveway, emergency exit, fire escape, traffic	35
		Blockading: traffic	35
		Display advertising	25
		Displaying cars "for sale" on City property	25
		Improper parking	25
		Parking alongside/opposite street excavation	25
		Parking for over 48 hours	25
		Parking in Fire lane	30
		Parking in emergency snow route	125
		Parking in handicapped zone	100
		Parking in prohibited zone, including bus stop, taxi stand and loading zone	
		Parking left side to curb (except on one-way streets)	25
		Parking motor running, car unattended	25
		Parking not fully within metered space	25
		Parking of inoperative vehicle	25
		Parking on a bridge	25
		Parking on front or side lawn	25
		Parking on margin	25
		Parking on private property	25
		Parking on street during maintenance hours (2 am to 6 am)	25
		Parking opposite a fire station curb	25
		Parking over 12" from curb	25
		Parking over legal limit:	
		if paid at the City Treasurer's office before the end of the next business day following issuance	10
Police		if paid in person, via mail, or online within 14 days following issuance	15
		if paid in person, via mail, 24-hour drop box, or online after 14 days following issuance	25
		Parking to wash/polish/grease/repair vehicle	25
		Parking w/o permit / residential permit required	50
		Parking w/ expired meter:	
		if paid at the City Treasurer's office before the end of the next business day following issuance	10
		if paid in person, via mail, or online within 14 days following issuance	15
		if paid in person, via mail, 24-hour drop box, or online after 14 days following issuance	25
		Parking within 15 ft. of a fire hydrant	50
		Parking within 20 ft of a cross walk	25
		Parking within 200 ft of a crash scene	25
		Parking within 30 ft of stop sign	25
		Parking within 50 ft of R/R crossing	25
		Parking within 500 ft of a fire scene	25
		Parking: blocking fire hydrant	50
		Parking: double parking	25
		Parking: night parking in prohibited zone	25
		Safety zone and curb	25
		Selling merchandise from vehicle	50
		Unauthorized parking on city property	25
		*** For all fees in this section: If defendant fails to admit responsibility within 10 days of the parking violation citation, a late fee of \$5 shall be assessed in addition to the fee specified. IF it is necessary to issue a notice to the Defendant, costs of an additional \$5 violation fee shall be assessed.	
		Bike license	n/a
		Transfer of bike license	n/a

		Public vehicle license	30
		Replacement of valid public vehicle license	30
		Police Report	10
		per additional page	1
		Record checks and copy	10
		per page after first 3 pages (ea)	0.15
		Letter of identification	n/a
		Gold and silver registration (approval)	55
		Gold and silver registration (if denied)	35
		Fingerprinting (court ordered and liquor control only)	No Charge
		Gun purchase (first card)	0 (State law) \$10 for notarizing
		Copy of cassette tapes/cds/dvds (per 15 minutes)	Police Sgt's hourly rate*
		plus material	rate
		Photo processing (per photo + applicable FOIA)	1/photo
		Processing bond money for other departments	10 (State law)
		24 hour Liquor License	n/a
Special Events	10-268	Festival - Special Events use fees and Park Registration Fees (merged in 2009)	
		Application fee	
		Class 4 events	250
		Class 3 events	150
		Class 2 events	65
		Class 1 events	55
		(non-refundable, due 60 days in advance)	
		Damage deposit	
		(refundable, due 14 days in advance)	
		Class 4 events	1500
		Class 3 events	1000
		Class 2 events	500
		Class 1 events	100
		Capital Improvement Fee	1000/day
		Utility Fee - Electric	
		Class 4 events	250
		Class 3 events	100
		Class 2 events	15
		Class 1 events	10
		Utility Fee - Water	
		Class 4 events	25
		Class 3 events	20
		Class 2 events	10
		Class 1 events	5
		Surety bond in lieu of damage deposit (subject to City Attorney approval)	10,000
		<u>Special Event Applicant shall reimburse the City for all actual costs incurred by the Ypsilanti Department of Public Works and Police Department related to the event as determined no later than 14 days prior to the event during pre-event meeting. (employee costs shall be reimbursed at hourly rate +10%)</u>	
		Street Closing Permit application fees (non-refundable, due 14 days in advance)	
		Local streets	100
		Major streets	160
		Gazebo Rental	\$25/hour thereafter
		Parking Lot Rental	\$250/Day
		Banner fees (non-refundable, due 30 days in advance, must receive approval from business district association)	Actual Cost (2 hours min.)
		Applicant(s) shall reimburse the City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement. (employee costs shall be reimbursed at hourly rate +10% overhead)	

Special Events	10-271	Vendors requiring hard wiring electricity (Licensed electrician required to complete permit application. Work must be inspected by City Bldg. Dept.)	51	
Treasurer	102-104 (a) (3)	Contractor service pass (ea)	22	
	102-104 (a) (4)	Employee service pass (ea)	200	