

**SILVER CREEK TOWNSHIP  
R22-12  
CASS COUNTY, MICHIGAN**

**PROCESSING AND RECEIPT OF APPLICATION FEES POLICY**

**Adopted: April 13, 2022**

**Effective: April 14, 2022**

WHEREAS, applications for Zoning Board of Appeals and Planning Commission meetings (hereinafter "Zoning Applications") are made to the Zoning Administrator; and

WHEREAS, by their very nature, Zoning Applications tend to require prompt attention of the zoning department because of certain statutorily-required deadlines; and

WHEREAS, commencing with the receipt of the application, the Zoning Administrator undertakes certain procedures, depending on the type of application, in order to provide notice according to statute; to prepare and provide a staff recommendation and/or reports; and to consult with the building department; and

WHEREAS, the Township incurs other costs and expenses that are directly associated with that application and the particular type of application that is made; and

WHEREAS, as a result of the need to undertake certain procedures in a timely manner, the Township incurs expense within the first couple of days of receipt of an application; and

WHEREAS, the Zoning Administrator has occasionally been asked to switch between types of applications. For example, an application for a variance may be withdrawn and replaced with an application for Planning Commission approval of some other type for the same property; and

WHEREAS, the Township cannot be held responsible for the potential that an applicant will change the type of application from one to another; and it must process applications as they are received, particularly given the statutory deadlines that may be part of a particular application; and

WHEREAS, the Silver Creek Township Board finds it appropriate and necessary to establish this policy for Zoning Applications so as to minimize a potential for confusion and the elimination of undue costs and expenses to the Township in processing Zoning Applications.

**NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:**

1. Zoning Applications accepted by the Zoning Administrator shall include the requisite application fee.

2. The Zoning Administrator shall process each application as it is received in accordance with the Township’s standard procedure and he/she is not obligated to wait for a decision on the type of application or for the applicant to change his or her mind.

3. The Township will not hold an application fee for transfer to another type of Zoning Application. An applicant should assume that the check is cashed and costs are incurred for processing as of the day an application is turned in to the Zoning Administrator.

4. The Township will not hold checks.

5. The Township will not void checks.

6. If an applicant wishes to withdraw an application and process a different application, the separate application is treated separately and requires the submittal of the requisite application fee for that application.

7. The Zoning Administrator will not accept or process requests to transfer types of applications after they are received.

8. The Township will not provide refunds for applications that are withdrawn.

Resolution was offered by Trustee Saunders and supported by Clerk Behnke. Upon roll call vote, the Resolution was approved with the members voting as follows:

“Aye”: Treasurer Kuriata, Clerk Behnke, Supervisor Braman, Trustee Saunders, Trustee Glynn.

“Nay”: 0

absent: 0

The Supervisor declared the motion carried and the policy duly adopted.

Attest: \_\_\_\_\_  
Mick Braman, Supervisor

**CERTIFICATE**

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Silver Creek Township Board held at the Township Hall on April 13, 2022 which meeting was preceded by required notices under the Michigan Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

\_\_\_\_\_  
Lorri Behnke, Clerk  
Silver Creek Township