

City of Hillsdale

Fee Schedule - Effective July 1, 2023

(amended April 1, 2024)

Administration

Miscellaneous

Photocopies	\$	0.25 per page
Notary Service	\$	10.00
City Audit Report	\$	0.25 per page
	\$	12.00 Complete Report
City Budget	\$	55.00
Returned Check	\$	32.00
Property Maintenance Code as adopted (IPMC is available through the Code Council)	\$	15.00 Complete Document
City Master Plan	\$	35.00 Complete Document
Zoning Ordinance	\$	20.00 Complete Document
Multiple-property information reports (may require additional charge for set-up of non-standard reports)		FOIA Rate
Data Exports directly out of Assessing, Tax, Special Assessment or Building Permit/Code Enforcement software	\$	250.00 Complete Database
Petition to Amend Zoning Ordinance (Rezoning)	\$	500.00
Petition to Zoning Board of Appeals (Variance)	\$	300.00
Petition to Property Maintenance Board of Appeals	\$	25.00 Non-Refundable Application Fee
Application for Land Division/Lot Split (requires approved Zoning Administrator Review prior to Land Division Agent (Assessor) Review) - must comply with MCL 560.108-560.109b and HMC Chapter 36	\$	75.00 Includes Zoning Administrator and Land Division Agent review
Applications for Tax Abatements (IFT, OPRA, CRE, etc. if permitted by statute)	\$	300.00 Application fee **No fee for NEZ Applications

Permits

Right of Way

Application Fee	\$	75.00
Annual Blanket Permit	\$	500.00
Storm Sewer Connection Fee	\$	160.00
Sidewalk over 25 square feet	\$	75.00 with terrace
Sidewalk under 25 square feet	\$	50.00 with terrace
Driveway Approach	\$	75.00 with terrace
Street Opening	\$	150.00 plus \$10,000 bond
Terrace	\$	35.00
Use of Traffic Control (if available)	\$	25.00 minimum, up to 3 days
Traffic control fee will be based on number of days required, above 3 days, and amount of traffic control required		Example: 2 ADA panels or 10 cones or 6 class 1
Curb Cut/Repair/Extension	\$	60.00 < than 20 linear ft.
	\$	100.00 > than 20 linear ft.
Commence work prior to obtaining permit (after the fact fee)	\$	100.00
Dumpster in Right-of-Way (if available)	\$	25.00 plus traffic control

Events

Parking lot closure (if available)	\$ 150.00	traffic control
Single block closure (if available)	\$ 200.00	traffic control
Greater than single block closure (if available)	\$ 325.00	traffic control

Traffic control map, for vehicle and pedestrian closures, to be supplied by applicant. Pending availability DPS will deliver and/or setup required temporary traffic control for the total of 100% of the labor and vehicle rates required for the task.

Labor per hour (if available)

DPS	\$ 33.97
BPU Water	\$ 37.19
BPU Electric	\$ 60.61
Police	\$ 44.95
Fire Dept.	\$ 28.09

Vehicle Rental per hour (if available)

DPS Pickup Truck	\$ 19.39
DPS Trailer	\$ 13.42
BPU Water Pickup Truck	\$ 19.39
BPU Electric Pickup Truck	\$ 19.39
Police Squad Car	\$50/hour or \$200/day
Fire Dept. Fire Truck	\$75/hour or \$300/day

\$500 deposit for special events. Once application, permit, temporary traffic control, delivery/setup and any other additional charges have been covered that applicant will be refunded the remaining balance or be sent an invoice for any charges that deposit didn't cover. This includes going toward covering the cost of any lost or damaged TTC used for the event.

All permit fees are non-refundable.

Zoning

Residential Site Plan Review and Permit	\$ 75.00	
Commercial Site Plan Review	\$ 400.00	
Fence Permit	\$ 50.00	
Permanent Sign Permit	\$ 100.00	
Application for Conditional Use Permit	\$ 300.00	Application Fee plus publication costs (if required by statute or ordinance)
Application for Workforce Housing	\$ 300.00	

Animal Keeping

Initial application w/ zoning review	\$ 75.00	Initial Permit
Public Safety permit (annual)	\$ 25.00	Annually

Use and Occupancy

Use & Occupancy Permit application fee	\$ 100.00	Includes initial IPMC inspection by Fire Department
Special or repeat Inspections (all categories)	\$ 50.00	

Licenses

Adult Entertainment (Sec. 8-226)	\$ 500.00
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Junk Dealer (Sec. 8-282)	\$ 50.00	Annually
* Dismantling Automobiles	\$ 50.00	Additional Annually
* Used Furniture & Fixtures	\$ 25.00	Additional Annually

Registrations

Pawnbroker (Sec. 8-312)	\$ 3,000.00	Bond
plus	\$ 50.00	Annually
Precious Metals & Gems (Sec. 8-352)	\$ 50.00	
Taxicab	\$ 50.00	First Car
plus	\$ 25.00	Additional Cars
Solicitor/Peddler	\$ 50.00	Annually
Transient Merchant	N/A	
Going out of Business	N/A	

Cemetery

Lot Purchase:	
* Resident - Single Grave	\$ 500.00
* Non-Resident - Single Grave	\$ 750.00
Grave Opening-Closing:	
Single Grave:	
* Weekdays - resident/non-resident	\$ 500.00
* Saturdays - resident/non-resident	\$ 650.00
* Sundays - resident/non-resident	\$ 750.00
Child Grave: (36" - 64" casket length)	
* Weekdays - resident/non-resident	\$ 350.00
* Saturdays - resident/non-resident	\$ 650.00
* Sundays - resident/non-resident	\$ 750.00
Infant Grave:	
* Weekdays - resident/non-resident	\$ 225.00
* Saturdays - resident/non-resident	\$ 650.00
* Sundays - resident/non-resident	\$ 750.00
Cremains:	
* Weekdays - resident/non-resident	\$ 275.00
* Saturdays - resident/non-resident	\$ 350.00
* Sundays - resident/non-resident	\$ 750.00
Disinterment	\$ 525.00
Monument Foundation	\$ 0.35 per square inch of concrete
Disinterment of Cremains	\$ 225.00
Disinterment of Columbarium	\$ 200.00
Columbarium Purchase:	
* Resident - Single Niche	\$ 500.00
* Resident - Double Niche	\$ 750.00
* Non-Resident - Single Niche	\$ 750.00
* Non-Resident - Double Niche	\$ 1,000.00
Opening-Closing Niche:	
* Weekdays	\$ 200.00
* Saturdays	\$ 275.00
* Sundays	\$ 500.00
Shutter Lettering Charges:	

* Single Niche	\$ 275.00
* Double Niche	\$ 325.00
Date Lettering (Birth & Death Year only)	\$ 100.00

Fire Department

Fire Report	\$ 5.00
Water Purchase	\$ 3.00 per 1,000 gallons
plus	\$ 10.00 Hook-up
Fire Code Publication	Actual Cost

Police Department

Accident Report	\$ 5.00
Photographs	\$ 15.00 PLUS Actual Reproduction Cost
Personal Protection Order	\$ 16.00
Salvage Title Inspection	\$ 50.00
Notary Service	\$ 10.00
Video Reproduction	\$ 25.00
Portable Breathalyzer Test (Alcohol)	\$ 5.00
Precious Metal & Gem Dealers (Sec 8-352)	\$ 50.00

Parks/Recreation

Dock Rental:	
* Resident	\$ 300.00
* Non-Resident	\$ 425.00
* Premium Resident	\$ 350.00
* Premium Non-Resident	\$ 475.00
Owen Park	
* Pavilion	\$ 75.00
* Grassy Area	\$ 75.00
* Both Pavilions & Grassy Area	\$ 225.00
Mrs. Stock's Park	
Wedding:	
* All Day Structures	\$ 400.00 PLUS \$150.00 Damage Deposit
* Island or Pavilion	\$ 100.00 PLUS \$150.00 Damage Deposit
* Pavilion	\$ 100.00 PLUS \$150.00 Damage Deposit
* Grassy Area	\$ 100.00 PLUS \$150.00 Damage Deposit
Sandy Beach	
* Daily Admission	\$ 5.00
* Season Pass	\$ 50.00

Library

Photocopies - per page	\$ 0.10 B & W
	\$ 0.25 Color
Printer copies - per page	\$ 0.10 B & W
	\$ 0.25 Color
Library Cards:	
Hillsdale City, Hillsdale & Jefferson Townships Resident	N/A
NON - Hillsdale City, Hillsdale & Jefferson Townships Resident	\$ 40.00 per year
Replacement	\$ 3.50 each

Replacement of library materials	List Price
Overdue Fines	\$ 0.10 per Day (5.00 maximum)
Library Services	
Laminating	\$ 1.00 per page
Coffee	\$ 1.00 per cup
Notary Fee - Patron	FREE per signature
Notary Fee - Non-Patron	\$ 3.00 per signature
Meeting Room Rentals:	
1 - 4 Hours	\$ 25.00 per Room
4 Hours or longer	\$ 50.00 per Room
Used Book Sale	
A Bag	\$ 5.00 per bag
Hardcover Book	\$ 1.00 each
Paperback Book	\$ 0.50 each
Movie/CD/Cassette Tape	\$ 1.00 each
Sheet Music	\$ 0.10 each
BOCD (not part of the bag sale)	\$ 5.00 each

Mayor

Marriages	\$ 25.00
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Water/Sanitary Sewer Services

See Board of Public Utilities

See Rules & Regulations

Electric Services

See Board of Public Utilities

See Rules & Regulations

Invoiced fees are eligible to be paid online.