



Planning & Zoning Department – Fee Schedule

Type of Request	Application Fee	Escrow Fee*
Special Land Use Permit – Residential or Institutional Use	\$150.00	\$500.00
Special Land Use Permit – Non-Residential or Non-Institutional Use	\$500.00	\$2,000.00
Special Land Use Permit Amendment	\$150.00	\$500.00
Variance – Residential or Institutional Use	\$150.00	\$500.00
Variance – Non-Residential or Non-Institutional Use	\$500.00	\$1,000.00
Appeal of Zoning Administrator Interpretation	\$150.00	\$500.00
Land Division	\$50.00 per new parcel	n/a
Lot Line Adjustment	\$50.00	n/a
Land Combination	\$25.00	n/a
General Rezoning or Text Amendment	\$500.00	\$1,000.00
PUD Rezoning – Preliminary Planning Commission Review	\$200.00	n/a
General PUD Public Hearing	\$800.00	\$2,000.00
PUD-LSP, PUD-MR, and PUD-OSP Public Hearing	\$1,500.00	\$5,000.00
Major PUD Amendment – Planning Commission Review	\$200.00	n/a
Additional Fee if Public Hearing is subsequently held	\$800.00	\$2,000.00
Minor PUD Amendment – Processed by Staff	\$50.00	n/a
Residential, Commercial or Industrial Plat Review, per phase	\$500.00 + \$5.00/lot	\$2,000.00
Site Condo Development Review, per phase	\$500.00 + \$2.50/unit	\$2,000.00
Site Condo Development Review, less than 5 units	\$50.00 per unit	n/a
Site Plan Review – Planning Commission Review	\$500.00	\$2,000.00
Site Plan Review – Administrative Review	\$150.00	\$500.00
Portable Sign Permit (7-day permit)	\$50.00	n/a
Zoning Board of Appeals Special Meeting	\$500.00	n/a
Planning Commission Special Meeting	\$600.00	n/a

*Township staff reserves the right to waive the required escrow fee if it is determined that the processing of the request will most likely not require the assistance of non-Township staff. If the funds in an Escrow Account fall below \$500.00, additional funds can be requested by the Township (Resolution No. 03-04-14-ESCROW FEE).

Miscellaneous Department Items

Zoning Verification Letter (valid for 6 months)	\$25.00
Zoning Ordinance (including Zoning Map) or Master Plan	\$50.00 (available for free online)
Zoning Map	\$10.00 (available for free online)
Future Land Use Map	\$10.00 (available for free online)
8 ½ x 11 REGIS Map, B&W	\$1.00**
8 ½ x 11 REGIS Map, with Aerial Photography or Color	\$5.00**
Plotter Generated REGIS Map	\$25.00
Paper Copies (8 ½ x 11 up to 11 x 17)	\$0.25 per page

**Free for Township residents.

Gaines Township Zoning Approval Process

Step 1 - Applying

Application materials may be picked up at the Planning Department window or online at the Gaines Charter Township (GCT) website www.gainestownship.org. The “Application for Zoning Approval” will be sufficient for most applications. However, if your item is multi-faceted or complex, we encourage applicants to write a letter of intent, clearly stating and describing their request. Please confer with planning staff to determine if supplemental documents are required such as: formal site plans, property owner signatures, professional surveys, questionnaire responses, et al.

Step 2 – Submission

Submit your completed application to the Planning Department. The application will receive a date stamp and file number for tracking within the Township. A fee may be associated with your submission. The fee chart is on the opposite side of this document, or available on the GCT website and at the Planner’s window in the Township office. You may contact staff at 616 698-6640 ext. 120 if you have any further questions.

Step 3 – Review

Administrative reviews will be completed within five business days of receipt. If a hearing is necessary, the applicant will be informed whether the request will be heard by the Zoning Board of Appeals or the Planning Commission. The “Meeting Schedule and Application Deadlines” documents may be found at the GCT website in the Meeting Agendas and Minutes / Meeting Schedules section. Your request will be heard at the first meeting following the closest deadline date.

Step 4 – Decision

Upon receiving your completed application, a decision will be made either approving or denying the application. If your application is approved, you have presented sufficient information for Zoning or approval by the Planning Commission. This may or may not be your last step. **Any proposed project including, but not limited to the construction of, addition to, or alteration of buildings, the installation of signs, any electrical wiring or mechanical work must be brought to the Gaines Charter Township Building Department for permitting before construction can begin.**

You will be contacted by the Township Planner if your application did not contain all of the information needed for a decision.

Thank you for investing in Gaines Charter Township. It is the Township’s mission to treat every proposal fairly and without bias.

If you have questions or concerns, please contact the Planning Department at 616-698-6640 or by e-mail at matt.mckernan@gainestownship.org.