

**CITY OF ROCKFORD**

**SCHEDULE OF**

**FEES, RATES & CHARGES**

Last updated: April 2021

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<b><u>LICENSES/PERMITS</u></b>	<b><u>FEES / RATES/CHARGES</u></b>	<b><u>MEMO</u></b>
Bad Check Charge	\$25/check	Res. 03-28
Bed & Breakfast	\$50/ yr.	Res. 89-26
Building	See Exhibit A	Res. 18-26
Business Registration Application	\$20	Res. 21-4
Cemetery	See Exhibit D	Res. 18-26 Ord. 15-1
Coin Operated Amusement Devices	\$30/ yr. 1 <sup>st</sup> machine \$10/ yr. ea. additional	Res. 81-18
Community Cabin	See Exhibit E	Res. 18-26 Ord. 15-1
DPS Mobilization Cost	\$500	Res. 03-28
Demolition	\$100 Requires proof of liability Insurance minimum (100,000/ 300,000/50,000)	Res. 18-26
Discharge Permit	\$50	Res. 03-28
Dishonored Check Collection	\$25 each Incident	Res. 93-33
Distress Sale	No Fee	Code 6.7
Drunk Driving Cost Recovery	See Exhibit H	Res. 15-4
Electrical	See Exhibit A	Res. 18-26
Emergency Staff Consultation	\$100	Res. 03-28
Encroachment	\$40  General Liability - \$100,000 Per occurrence-city additionally insured. Auto Liability \$100,000 per Occurrence Workers Comp- as required by State of Michigan	Res. 92-10 Res. 92-35

<b><u>LICENSES/PERMITS</u></b>	<b><u>FEES / RATES/CHARGES</u></b>	<b><u>MEMO</u></b>
Encroachment-Utility Co.	\$200 annually	Res. 92-10
False Alarm	See Exhibit H	Res. 15-1
Fence Permits	\$50	Res. 17-14
Firearm Discharge Application	\$50	Res. 03-28
Fire Suppression System (Connection)	\$2,500 includes inspection of fire suppression system	Res. 20-38
Fireworks	\$200.00.	Ord. 12-2
Garbage/Rubbish	\$100/yr+\$50 truck	Res. 17-14
Gun Permits	\$5.00	Res. 91-35
Horse-Drawn Carriage	\$200.00	Ord. 12-1
Hydrant Tapping	See Exhibit B	Res. 92-09
Industrial Facilities Cert.	\$500/Application	Res. 92- 46
Lawn Care	\$100/yr+\$25 Per Truck	Res. 17-14
Marriage Ceremonies	\$25	Res. 91-35
Mechanical	See Exhibit A	Res. 18-26
Moving Permit	See Exhibit C	Res. 81-18
Planning & Zoning	See Exhibit F	Exhibit H
Plumbing	See Exhibit A	Res. 18-26
Police Reports/Misc.	See Exhibit H	Res.15-4
Precious Metals	State allows charge of up to \$50	Code 12.2
Public Safety Fees	See Exhibit H	Res. 18-26
Redevelopment District Liquor License Application	\$200	Res. 09-20

<b><u>LICENSES/PERMITS</u></b>	<b><u>FEES / RATES/CHARGES</u></b>	<b><u>MEMO</u></b>
Sidewalk	See Encroachment Permit	Res. 92-10
Sign – Permanent Sign – Temporary	\$50/\$100 if no permit secured \$30.00	Res. 15-4
Snow Removal & Plowing	\$100/yr +\$25 per truck	Res. 17-14
Soil Erosion Permit	\$200 - Residential Also see Exhibit I	Res. 03-28
Solicitors & Peddlers	a) \$100 up to one week b) \$150 up to one month c) \$225 up to six months d) \$325 up to one year	Res. 03-28
Storage & Sale of Junk	\$150/yr.	Res. 81-18
Zoning Permit	\$50	Res. 17-14

**EXHIBIT A**

**BUILDING/ELECTRICAL  
MECHANICAL/PLUMBING  
PERMIT FEES**

Res. 18-26

Professional Code Inspections of Michigan, Inc., was appointed to provide inspection services. Rates are subject to fees established by the service, which is located in Dorr, Michigan.





Units/Apartment Bldgs

- Interest on Overcharged  
Water or Sewer Accounts

Res. 91-06

**EXHIBIT B**  
**HYDRANT TAPPING PERMIT**

Res. 18-26

In City Water Customer - Minimum of \$50.00 or \$5.00 per 1,000 gallons thereof, whichever is greater.

Outside City Customer Use - Minimum of \$85.00 plus \$5.00 per 1,000 gallons thereof.

\*\*Commercial Haulers Use - Minimum of \$100.00 plus \$5.00 per 1,000 gallons thereof.

\*\*\*Commercial haulers must provide all of their own equipment, i.e., hydrant wrench, hydrant valve, back-flow preventer, hoses, etc.

**EXHIBIT C**  
**MOVING PERMIT**

Res. 81-18

Building under 10 ft. wide & less than 2,500 C. F. - \$25.00

Escort (if needed) - \$25.00

Utility Inspection - \$25.00

Building over 10 ft. wide & more than 2,500 C.F. - \$40.00

Escort (required) - \$50.00

Utility Inspection - \$25.00

Requires Proof of Liability Insurance Minimum  
(100,000 / 300,000 / 500,000)

**EXHIBIT D**

**CEMETERY**

Res. 18-26

Ord. 15-1: No sale of cemetery lots to non-residents.

**Resident Lot Purchase:**

Burial Rights	\$ 600.00
Perpetual Care (required per lot)	\$ 600.00

**Grave Opening\***

Regular/Adult/Child	\$ 750.00
Infant	\$ 400.00
Ashes	\$ 250.00

**Grave Opening – Weekend/After 3 p.m. weekday\***

Adult/Child	\$1,200.00
Infant	\$ 700.00
Ashes	\$ 500.00

**Winter Burial\***

Adult/Child	\$1,200.00
Infant	\$ 900.00
Ashes	\$ 700.00

Exhumation (\*Does not include vault company charges)

Adult	\$300.00
Infant	\$125.00
Ashes	\$85.00

Foundations:	0 - 2 sq ft	\$75
	2 – 4 sq ft	\$100
	4-6 sq ft	\$125
	Over 6 sq ft	\$125 + \$35 for each additional sq ft

\*This fee shall be deemed a minimum; excess cost shall be billed to the requestor.

Any special requests for a burial will be charged accordingly based on day and time of service and rate of pay of employee(s).

No holiday burials.

**EXHIBIT E**  
**COMMUNITY CABIN**

Res. 18-26

Resident/Non-Resident	\$275 Rental Plus \$200 Damage Deposit
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Service Organizations (i.e. Jaycees, Rotary, Lions, Knights of Columbus)	Free
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**EXHIBIT F**  
**PLANNING & ZONING**

**BOARD OF ZONING APPEALS – Resolution 15-4**

<b>Variance Application</b>	<b>Residential:</b> \$100 plus legal, engineering and/or other professional costs <b>Commercial:</b> \$250 plus legal, engineering and/or other professional costs
<b>Special Land Use Permit</b>	<b>Residential:</b> \$100.00 plus legal, engineering and/or other professional costs <b>Commercial:</b> \$250 plus legal, engineering and/or other professional costs
<b>Zoning Amendments</b>	<b>Residential:</b> \$120.00 plus legal, engineering and/or other professional costs <b>Commercial:</b> \$250 plus legal, engineering and/or other professional costs
<b>Conditional Zoning</b>	\$120.00 plus legal, engineering and/or other professional costs
<b>Res. 81-18 Non-Specified Discretionary Charges</b>	City Manager shall by executive order establish rates/charges for goods, services or other purposes not otherwise specified herein.
<b>3/11/96 Lot Split/Alteration</b>	\$50 Regular Meeting/\$100 Special Meeting plus legal, engineering or other professional costs
<b>Site Plan Application</b>	\$250 plus legal, engineering and/or other professional costs
<b>Preliminary and Final Plat Approval</b>	\$500 plus \$5 per lot, plus legal, engineering and/or other professional costs
<b>Planned Unit Development (PUD)</b>	\$500 plus \$5/unit plus legal, engineering and/or other professional costs
<b>Condominium Subdivision Plan</b>	\$500 plus \$5/unit plus legal, engineering and/or other professional costs
<b>Soil Erosion Permit</b>	Residential \$200 See Exhibit K
<b>Special Meeting</b>	\$100

**EXHIBIT G**

**WATER SEWER SERVICE CHARGES**

Res. 20-10 EFFECTIVE 05/16/2020

**Water:** As permitted in Ordinance No. 56, as amended, the following water service and commodity charges shall be in effect for the Rockford water system.

- a. **Water Service Charge** – A monthly service charge shall be based upon an equivalent meter basis of the water meter at premises.

<u>Water Meter Size</u>	<u>Equivalent Size</u>	<u>Monthly Service Charge</u>
¾" or less	1.0000	\$ 13.07
1"	1.7778	23.24
1-1/2"	4.0000	52.28
2"	16.0000	92.94
3"	7.1111	209.12
4"	16.0000	371.77

- b. **Water Commodity Charge** – In addition to the service charge set forth above, each premise shall pay a commodity charge of \$4.18 for each thousand gallons of water used.

**SEWER:** Res. 20-11 EFFECTIVE 05/16/2020

As permitted in Ordinance No. 57 as amended, the following sewer service and commodity charges shall be effective for the Rockford sewer system:

- a. **Sewer Service Charge** – A monthly service charge shall be based upon an equivalent meter basis of the water meter at a premise.

<u>Water Meter Size</u>	<u>Equivalent Size</u>	<u>Monthly Service Charge</u>
¾" or less	1.0000	\$ 15.95
1"	1.7778	28.36
1-1/2"	4.0000	63.80
2"	7.1111	113.42
3"	16.0000	255.20
4"	28.4444	453.69



- b. **Sewer Commodity Charge** - In addition to the Service Charge set forth above, each premise shall pay a commodity charge of \$4.18 or each thousand gallons of water used.
- c. During the period May 15 through September 15 commodity charge shall be base on 90% of water used by residential customers, but excluding customers with sprinkling meters.
- d. **Sewer Service Charge** – In addition to the service charge set forth above, each premise shall pay a monthly Waste Water Treatment Plant charge based upon an equivalent meter basis of the water meter at premises to cover the cost of designing and building a new facility to treat the North Kent Sewer Authority sewerage.

<b>Water Meter Size</b>	<b>Equivalent Size</b>	<b>Monthly Service Charge</b>
¾" or less	1.0000	\$ 17.50
1"	1.7778	31.11
1 ½"	4.0000	70.00
2"	7.1111	124.44
3"	16.0000	280.00
4"	28.4444	497.78

Non-City residents will pay the same rate as City residents in regards to this charge.

**Exhibit H**  
**Rockford Department of Public Safety**  
**Fee Schedule**

Res. 18-26

<p>Accident Reports  UD-10</p>	<p>Current law allows for 1-15 minutes @  no charge. 15-30 minutes or more \$5.82</p>						
<p>Incident Reports  1<sup>st</sup> Page</p> <p>DVD Video / Audio</p>	<p>Charged at a rate of \$23.28 after the first  15 minutes</p> <p>\$75 per hour minimum 2 hours</p>						
<p>Local Background Check</p>	<p>\$20.00</p>						
<p>Gun Permits (Notary Fee)</p>	<p>\$5.00</p>						
<p>Fingerprints</p> <p>Live Scan- Resident ONLY</p> <p>Live Scan – Non Resident R.P.S.</p>	<p>\$45.00*</p> <p>\$65.00</p>						
<p>PBTs</p>	<p>\$15.00</p>						
<p>OWI Cost Recovery</p>	<p>\$225.00</p>						
<p>False Alarm</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">After 3 calls</td> <td style="width: 40%;">3<sup>rd</sup> Call \$50.00</td> </tr> <tr> <td>\$300 / Fire Vehicle</td> <td>4<sup>th</sup> Call \$100.00</td> </tr> <tr> <td>\$50.00 / Police Vehicle</td> <td>5 or More \$200.00</td> </tr> </table>	After 3 calls	3 <sup>rd</sup> Call \$50.00	\$300 / Fire Vehicle	4 <sup>th</sup> Call \$100.00	\$50.00 / Police Vehicle	5 or More \$200.00
After 3 calls	3 <sup>rd</sup> Call \$50.00						
\$300 / Fire Vehicle	4 <sup>th</sup> Call \$100.00						
\$50.00 / Police Vehicle	5 or More \$200.00						
<p>Municipal Civil Infraction  <b>(No Change)</b></p>	<p>Initial offense - \$100.00  First repeat offense - \$250.00  Second or any subsequent repeat offense -  \$500.00</p>						

Public Safety Response Rate  
Apparatus Rate x Number of Hours + Personnel Pay Rate x Number of Hours= Cost

**METER PRICES EFFECTIVE MARCH 8, 2016**

5/8"	\$ 250.00 (sprinkler meter also)
1"	\$ 350.00
1-1/2"	\$ 600.00
2"	\$1,900.00 (compound meter)

## MUNICIPAL CIVIL INFRACTIONS

A schedule of civil fines payable to the bureau for admissions of responsibility served with municipal civil infraction violation notices is hereby established as follows:

- Initial offense - \$100.00
- First repeat offense - \$250.00
- Second or any subsequent repeat offense - \$500.00

Utilities and Services (except Section 2.3(N)(2))

Parks and Public Grounds

Streets and Sidewalks

Health Regulations

Business and Trades

Building Regulations

Police Regulations (except Section 8.1(A), 8.1(E), 8.2, 8.2(C)(1), 8.4, 8.5(A), 8.5(B), 8.6, 8.7, 8.8(B), 8.9, 8.12 and 8.13)

Traffic (except Section 9.6)

**EXHIBIT I**

**SOIL EROSION AND SEDIMENTATION CONTROL PERMIT FEES**

<u>Condition</u>	<u>Disturbed Area Less Than 1 Acre</u>	<u>Disturbed Area 1-10 Acres</u>	<u>Disturbed Area 10-40 Acres</u>	<u>Disturbed Area 40+ Acres</u>
Review of Plans	\$35.00	\$35.00/Acre	\$30.00/Acre	\$25.00/Acre
Permit Fee	\$25.00	\$50.00	\$75.00	\$100.00
Inspection Fee	\$35/Inspection (4) \$140/Minimum	\$35/Insp. (6) \$210/Min.	\$35/Insp. (8) \$280/Min.	\$35/Insp. (10) \$420/Min.
	\$200 Minimum			

Six (6) month extension for single family dwellings, single family dwelling additions, deck and deck additions - \$50.00

Extensions for all other projects are \$35 per month.

Review, permit and minimum inspection fee due with application. Total permit fee for parcels will depend on number of inspections.

**Please note, if construction or earth change is started without permit, fees are doubled.**

If a violation occurs, which results in the permit being revoked, a new permit must be obtained and new fees paid.

No review fees will be charged for permit extensions, but inspection fees will be charged.

Additional fees will be charged for inspections due to non-compliance and when regular inspections exceed the number paid for.

(#) denotes the number of inspections

**Exhibit J**  
**Rockford Department of Public Safety**  
**Fee Schedule**

Accident Reports UD-10	Current law allows for 1-15 minutes @ no charge. 15-30 minutes or more \$5.82
Incident Reports 1 <sup>st</sup> Page	Charged at a rate of \$23.28 after the first 15 minutes
DVD Video / Audio	\$75 per hour minimum 2 hours
Local Background Check	\$20.00
Gun Permits	\$5.00
Fingerprints	
Live Scan- Resident ONLY	\$45.00*
Live Scan – Non-Resident RPS	\$65.00
Ink Prints- Resident	\$10.00
Ink Prints- Non-Resident	\$15.00
PBTs	\$15.00
OWI Cost Recovery	\$225.00
False Alarm	After 3 calls                      3rd Call \$50.00 \$300/Fire Vehicle              4th Call \$100.00 \$50.00/Police Vehicle      5 or More \$200.00
Municipal Civil Infraction <b>(No Change)</b>	Initial offense - \$100.00 First repeat offense - \$250.00 Second or any subsequent repeat offense - \$500.00

Public Safety Response Rate  
Apparatus Rate x Number of Hours + Personnel Pay Rate x Number of Hours= Cost

\*Actual amount bill for fingerprints by State and FBI is \$44.75