

ALMIRA TOWNSHIP ZONING FEE SCHEDULE		
SECTION 9.04 FEES		
1) ZONING PERMITS		
Single Family Dwelling		\$40
Residential Additions (Includes Changes in Use)		\$40
Private Garage/Pole Building		\$40
Accessory Structures		\$40
Multiple Family Dwelling (Per Unit)		\$40
Commercial/Industrial Structure		\$100
Commercial/Industrial Additions (Changes in Use or Ownership)		\$100
Permanent Signs on a Foundation (Site Condo or Subdivision Entrance)		\$100
2) PERMITS FOR SPECIAL APPROVAL USES		\$750
3) APPEALS TO OR REQUESTS FOR INTERPRETATIONS BY THE ZONING BOARD OF APPEALS		\$350
4) CLASSIFICATION OF UNLISTED PROPERTY USES		\$350
5) REQUESTS TO CHANGE A NONCONFORMING USE TO ANOTHER NONCONFORMING USE		\$350
6) REQUESTS FOR VARIANCES FROM THE ZONING BOARD OF APPEALS		\$350
7) REQUESTS FOR REZONING OF PROPERTY BY INDIVIDUAL OWNERS OR AMENDMENTS TO THE ZONING ORDINANCE TEXT		\$1,000
8) SITE PLAN REVIEWS		\$150 Note 1
		\$500 Note 2
9) REQUESTS FOR A PLANNED UNIT DEVELOPMENT (PUD)		\$1,000
10) ANY OTHER DISCRETIONARY DECISIONS BY THE PLANNING COMMISSION OR ZONING BOARD OF APPEALS		\$350
OTHER FEES:		
SPECIAL MEETINGS		\$500
LAND DIVISION		\$100
SIGN PERMIT		\$40
CHARGE FOR STARTING PROJECTS PRIOR TO PERMIT OR INSPECTION		\$100
PAPER COPY OF ZONING ORDINANCE		\$12
		Plus Postage if Mailed
Note 1	Cemeteries, Tourist Home/Bed & Breakfast, Short Term Rental, WECS	
Note 2	All others	
NOTE :	Items 2, 6, 7 & 8 Require Meetings	

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Fees include the publication of a legal notice, postage to mail notices to adjacent property owners, wages of the Planning Commission or Zoning Board of Appeals Board for the Public Hearing, and recording of any conditions. As per Section 9.04 of the Zoning Ordinance, if it is determined that the basic fees will not cover the actual review or appeal costs, the applicant shall be required to deposit additional fees with the Township to be held in escrow, to be used solely for the additional costs.

Zoning Permits that are complete, correct, and filed with the Zoning Administrator during regular business hours (Mon 8am – 4pm, Tues, Wed, Thurs 8am – 12pm) are issued within three (3) business days. Appointments for review and assistance in completing applications are available by calling the Zoning Administrator Office.

Completed and correct applications required by the Planning Commission or the Zoning Board of Appeals for review, must be submitted to the Zoning Administrator Office thirty (30) days prior to a scheduled meeting to which the applicant is planning to appear. Any applications received subsequent to the deadline will be scheduled for the next regular meeting of the respective Boards. Special meetings may be requested but the same thirty (30) day lead time is required and the respective Board Chairperson shall adjudge as to whether or not a special meeting is timely and/or necessary according to the schedule and workloads of the respective Boards.

Inspection of the property is required after issuance of permits; after footings are dug and *BEFORE* they are poured. It is the responsibility of the applicant to contact the Zoning Administrator twenty-four (24) hours prior to pouring footings.