



DIRECTORY OF CHARGES

Amended – August 28, 2023

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General Services

Copies, Non-City Business, over 10 pages, double sided (Standard 8.5x11 sheets only)	\$.25 per page
DVD Reproduction (per event) (PREPAY ONLY)	\$45.00
Electronic Files	Free
Electronic Payment Return	\$15.00
Alley Vacation Request	\$300.00 non-refundable
Fire Runs	
Within City (See Ordinance #113) – non-residents	\$250.00 per hour plus personnel cost
False Alarms (Code 26, Division 3)	\$250.00 per incident plus personnel costs
Golf Cart and Utility Task Vehicles	
Registration Fee – Expires 12/31 of each year	\$40.00
License to Perform Construction in City Right of Way	
A request for license must begin by contacting the City. Requirements: present proof of worker's compensation insurance, obtain a bond in the amount of \$10,000, obtain a certificate of insurance in the amount of \$1,000,000 with the City of Mason named as additional insured and pay a license fee in the amount of \$75.00 before work begins.	
Permit to do work in the right of way	\$45.00 per Inspection
Penalty for performing work in Right of Way without approval	\$200.00
Mowing after hours, in response to Ordinance Violation	Flat rate \$165.00 per hour (2-hour minimum)
Notary Public Service	\$5.00 per document
Refuse Collection	
Refuse Collection Per Dwelling Unit	\$184.92 (as of 7/1/22)
These charges are assessed on the City tax rolls each July. Eligible senior citizens may be exempt if they meet the following qualifications: 65 years of age, primary principal residence, household income for the previous year did not exceed the stated amount on the exemption application, and the application must be filled out and turned in by September 15 of each year.	
Use of City Property	
Recreational League Fees These fees are collected seasonally from the league.	\$15.00 per game
Softball Tournament Fees: Field and Lighting availability	\$200

Staff maintenance time, equipment rental, materials	Actual Cost + 10% Admin Fee
Pavilion Rentals: Hayes, Laylin, Rayner – Resident	\$50.00
Pavilion Rentals: Hayes, Laylin, Rayner – Nonresident	\$75.00
Rayner Stage Rental	\$25.00
Sycamore Room Rental - Residents	\$100.00 + \$50.00 deposit
Sycamore Room Rental - Non-Residents	\$200.00 + \$50.00 deposit
Miscellaneous City Property Rental – Residents	\$50.00 + \$50.00 deposit
Miscellaneous City Property Rental – Non-Residents I.e., Griffin Gazebo, Vacant Property, City Hall Foyer	\$100.00 + \$50.00 deposit

Taxes

Tax Interest & Penalties

4% of unpaid total on Tax Bill after due date	
3% of unpaid total on Tax Bill after due date	
Delinquent Unpaid Water Bills Placed on Tax Roll	\$50.00 per account
Delinquent Unpaid Miscellaneous Invoice Placed on Tax Roll	\$50.00 per account

Tax Penalty Exemption

Certain property owners who qualify may receive a tax deferment for the July tax period and have these taxes included with the December taxes with no penalties added. Senior citizens; paraplegics; quadriplegic; eligible servicemen; eligible veterans or eligible widows; blind persons; and totally and permanently disabled persons; also, certain agricultural real estate may be exempt. All exemption forms must be submitted on or before September 15 of each year.

Industrial Facilities Exemption Certificate Application Fee	\$200.00
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Building and Zoning Services

Building Permits & Appeals

Construction without a permit	1.5 times permit charge
General: Excavation for, the erection of, addition to, or alteration of a building or structure.	
For projects with a value of \$1.00 to \$5,000	\$75.00
For each \$1,000 or a fraction thereof above \$5,000	\$8.00
Plan Review Only – no permit issued	\$250.00
For review of building plans prior to formal permit submittal	
Commercial Fire Suppression Upgrade	\$150.00
Demolition of Buildings	
For complete removal of buildings or structures, dwellings, garages, Sheds, swimming pools	\$150.00
For partial or interior demolition only, see General permit above	
Manufactured Housing/Mobile Home Placement	
Piers	\$125.00
Placement	\$125.00
Move a building < 500 sq ft	\$125.00
Move a building > 500 sq ft	\$1,000.00
Special Inspection or Reinspection	\$75.00
Roofing of Buildings (roof over, tear-off or new roof)	
For single family homes and garages	\$100.00
For all other structures	\$150.00 per structure
Re-Siding of Buildings	\$150.00 per structure
Sign Permit	\$30.00
Special Event Temporary Structure (Stage, Tents)	\$50.00
Swimming Pools	
For single family homes	\$75.00
For all other pools – See General Permit above, Fee is based on valuation of improvement	

Certificate of Occupancy Permit

Note: Zoning Permit may also be required.

New Business Verification/Determination	Free
Change in Use of Building and/or Land	\$30.00
Nonconforming Use	None

Appeals

Board of Appeals (Building), Appeals, Variances, Interpretation	\$250.00
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Zoning Permits & Appeals

Special Use Permit (includes Preliminary Site Plan Review)	\$275.00
Preliminary Site Plan Review	\$200.00
Final Site Plan Review	\$100.00
Administrative Site Plan Review	\$70.00
Planned Unit Development (PUD)	\$300.00
Petition for Rezoning	\$300.00

Subdivision of Land

Tentative Preliminary Plat	\$800.00 + \$10/lot
Final Preliminary Plat	\$300.00 + \$10/lot
Final Plat	\$300.00 + \$10/lot
Land Division (not platted)	\$100.00 plus \$25/parcel

Appeals

Board of Appeals (Zoning, Signs)	\$250.00
Appeals, Variances, Interpretations of Ordinances	

Refunds – Building Permits, including Sign Permits

Permit has been applied for and withdrawn before issued	80% of fee
Building permit was reviewed and not approved	80% of fee
Permit has been issued but work not started	50% of fee
Permit has been issued and work started but not completed	0% of fee
Permit was issued, work completed, but no final inspection	0% of fee

Cemetery Services

Cemetery Rates are set by the Board of Cemetery Trustees. **Rates Effective 7-1-2019.**

Lot, Space, and Baby Grave Fee

	RESIDENT	NON-RESIDENT
Full Lot	\$ 1,875	\$ 3,875
Perpetual Care	\$ 710	\$ 710
TOTAL	\$ 2,585	\$ 4,585
Half Lot	\$ 940	\$ 1,940
Perpetual Care	\$ 355	\$ 355
TOTAL	\$ 1,295	\$ 2,295
Single Space	\$ 555	\$ 1,055
Perpetual Care	\$ 145	\$ 145
TOTAL	\$ 700	\$ 1,200
Baby Grave	\$ 190	\$ 390
Perpetual Care	\$ 75	\$ 75
TOTAL	\$ 265	\$ 465

Grave Opening Fee

	WEEKDAYS	SATURDAYS
Adult	\$ 675	\$ 800
Baby	\$ 235	\$ 300
Cremation	\$ 235	\$ 300

OVERTIME CHARGE: \$150 extra for any funeral entering the Cemetery after 3:30 PM.

Disinterment: 250% of Grave Opening Charge.

Grave Opening Charges

VAULT NO.	GRAVE SIZE	WEEKDAYS		SATURDAYS	
		8:00 a.m. to 3:30 p.m.	After 3:30 p.m.	8:00 a.m. to 3:30 p.m.	After 3:30 p.m.
0	19 X 36	\$ 235	\$ 385	\$ 300	\$ 450
1	26 X 50	\$ 235	\$ 385	\$ 300	\$ 450
1 ½	30 X 68	\$ 675	\$ 825	\$ 800	\$ 950
2	32 X 80	\$ 675	\$ 825	\$ 800	\$ 950
5	38 X 94	\$ 675	\$ 825	\$ 800	\$ 950
6	40 X 98	\$ 675	\$ 825	\$ 800	\$ 950

Foundations: \$.50 Square Inch with a \$125.00 minimum

Clerk Services

Freedom of Information Act (FOIA)

All requests that can be completed in less than 15 minutes will have NO CHARGE. All requests that require more than 15 minutes to research and gather information will be charged in 15-minute increments based on the lowest hourly rate of the employee who can complete the request.

FOIA Copies	See General Services
Postage	Current Rate
Good Faith Deposit	Half of the Estimated Total Fee (If estimated to exceed \$50.00)

Marriage Ceremony

\$15.00

Minimum Bond

Indemnity Bond	\$750.00
Rug Merchant Indemnity Bond	\$1,250.00
Concessionaire Indemnity Bond	\$750.00

Peddler Permit

Per Day	\$ 10.00
Per Month	\$ 30.00
Per Year	\$100.00

Permits & Licenses

Going out of Business License	\$50.00
Outdoor Seating, Sales & Service License (one-time fee only)	\$25.00

Police Services

False Alarm Fees

2nd Alarm within 120 Days	\$50.00
3rd Alarm within 120 Days	\$100.00
4th Alarm within 240 Days	\$250.00

Parking Lot Permits

3-Month Permit	\$35.00
6-Month Permit	\$65.00
9-Month Permit	\$90.00
Annual Permits – City parking lots	\$100.00

Request for Police Services

Court Ordered Alcohol Test	\$10.00
Finger Printing – All	\$20.00
Gun Notarization Fee	\$10.00
Local Records Checks	\$10.00
Overtime Assignment (Events/Activities)	Average hourly overtime rate plus, benefits of personnel.
Salvage Vehicle Inspection	\$100.00

Parking- Offenses

Parking too far from curb	\$20.00
Angle Parking violation	\$20.00
Obstructing traffic	\$25.00

Prohibited Parking - Signs Unnecessary

On sidewalk	\$20.00
Blocking driveway	\$20.00
Within intersection	\$25.00
Within 15 feet of hydrant	\$25.00
On crosswalk	\$25.00
Within 20 feet of crosswalk or 15 feet of corner lot lines	\$20.00
Within 30 feet of street side traffic signal or sign	\$20.00
Between safety zone & adjacent curb	\$20.00
Within 50 feet of railroad crossing rail	\$50.00
Within 20 feet of fire station driveway	\$50.00
Beside street excavation with traffic obstructed	\$30.00
Double parking	\$20.00
On any bridge or viaduct	\$30.00
Blocking emergency exit	\$50.00
Blocking fire exit	\$50.00
Within 500 feet of fire scene attended by fire apparatus	\$100.00

In prohibited zone - signs required

Prohibited parking	\$20.00
Handicap parking space	\$100.00
In alley	\$20.00
Overtime parking - sign violation	\$30.00
Loading Zone	\$20.00
Tow away zone or fire lane plus towing and storage	\$25.00

Parking for prohibited purposes

Displaying vehicle for sale	\$20.00
Working on or repairing vehicle	\$10.00
Displaying advertising	\$25.00
Selling merchandise	\$10.00
Storage more than 48 hours	\$50.00
Not parking within space	\$20.00
Parked facing traffic	\$20.00
Failure to set brakes	\$20.00
Parked on grade, wheels not turned to curb	\$20.00
All night parking, 2:00 AM - 6:00 AM	\$20.00
Between sidewalk and curb	\$20.00
Abandoned vehicle- plus towing and storage	\$30.00
Bus or taxicab, parking other than bus stop or cab stand	\$20.00
Bus or taxicab stand violations	\$20.00
Keys in vehicle	\$50.00
Residential Permit Parking	\$20.00

Skateboards – Offenses

	First Violation	First Repeat Violation	Second or Subsequent Repeat Violation
Skateboarding on road	\$25.00	\$50.00	\$75.00
Skateboarding in downtown area	\$25.00	\$50.00	\$75.00
Skateboard on paved and non-paved lands at Maple Grove Cemetery except lands dedicated to the Hayhoe Riverwalk Trail	\$25.00	\$50.00	\$75.00
Fail to yield to pedestrian on sidewalk	\$25.00	\$50.00	\$75.00
Fail to yield to pedestrian or carparking lot	\$25.00	\$50.00	\$75.00
Reckless or careless skateboarding	\$50.00	\$75.00	\$100.00
Skateboarding in X walk > walking speed	\$25.00	\$50.00	\$75.00
Skateboarding on ramps on public property	\$25.00	\$50.00	\$75.00

FINES INCREASE BY \$20.00 if not paid within 72 hours, except: Saturdays, Sundays, and Legal Holidays. If not paid after 72 hours, a Citation will be filed with the 55th District Court.

Sewer Services

Base-Sewer Connection Fee

Where connection is made to a building or structure, a Base Sewer Connection charge of \$2,300.00 per residential equivalent shall be made. The minimum equivalent factor for any premises shall be 1.0. Residential equivalent units assigned for each premises connected to the system shall be determined according to the table of residential equivalent units in Section 82 of the Mason Code.

Regular

Ready-to-Serve	\$17.00
Per 1,000 gallons of water	\$9.25

Large Meter Ready-to-Serve Charge Per Month

1 - Inch Meter	\$30.26
1-1/2 - Inch Meter	\$68.00
2 - Inch Meter	\$120.87
3 - Inch Meter	\$272.00
4 - Inch Meter	\$483.48
6 - Inch Meter	\$1088.00

Other

Base Sewer Connection Fee	\$2,300.00
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\$.34 per pound BOD for wastewater BOD in excess of that for normal domestic wastewater.

\$.24 per pound suspended solids in excess of that for normal domestic wastewater.

\$1.69 per pound phosphorus (as P) for wastewater with phosphorus in excess of that for normal domestic wastewater.

Commercial Waste Disposal	\$50.00 per 1,000 gallons
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Other Charges

These charges are based on actual costs repair, replacement, or services rendered for such items as accidents damaging City property, repairs of water and sewer lines, sidewalk, street, restoration of lawns from accidents done by contractors, Consumers Energy, or Ameritech. An additional 10% will be added to the actual cost.

The contractor or owner shall pay the base connection fees for both water and sewer at the same time as the building permit fees are paid. This is done before the building permit is issued and before any construction begins. Any sewer suspense assessments should also be paid at this time.

When the water and sewer connections are complete the City shall calculate the actual charges and the contractor or owner shall be billed for additional charges.

Water Services

Regular Meters

Ready-to-Serve charge	\$10.00
Per 1,000 gallons of water	\$8.75

Large Meter Ready-to-Serve Charge Per Month

1 - Inch Meter	\$17.80
1-1/2 - Inch Meter	\$40.00
2 - Inch Meter	\$71.10
3 - Inch Meter	\$160.00
4 - Inch Meter	\$284.40
6 - Inch Meter	\$640.00

Sprinkler Meters

Water only per 1,000 gallons	\$5.12
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Water Meter Use Fees

Water Meter Use Fee - 5/8" Meter	\$548.40
5/8" Meter with radio	\$299.28
Setter	\$179.12
Materials	\$20.00
New Account Fee	\$50.00

Water Meter Use Fee - 3/4" Irrigation Meter	\$621.59
3/4" Meter with radio	\$372.47
Setter	\$179.12
Materials	\$20.00
New Account Fee	\$50.00

Water Meter Use Fee - Pit Meter & Radio (pit meter applications)	
5/8" Pit Meter & Radio	\$267.00
Meter setter has to be ordered.	
Materials	\$18.00
New Account Fee	\$40.00
3/4" Pit Meter & Radio	\$320.00
Antenna needed	\$23.00
Meter setter has to be ordered	
Materials	\$20.00
New Account Fee	\$50.00

All meters and setters over 3/4" need to be ordered. All commercial meters will be charged a meter fee based on the cost of the meter and radio divided by 120 months.

Other Charges

Antenna Replacement for Pit Radio	\$197.36
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Back Flow Inspection Fee

.5 Hour Minimum	\$24.00
Per Ordinance Section 82-89, additional charge of \$12.00 for each additional 15 minutes.	

Base Water Capital Charge (Connection Fee for ¾" line) \$1200.00
 (Plus \$1200.00 for each additional ¼ inch increase thereafter)

Calibration of Large Water Meters

The AWWA recommends that 3" or larger meters be calibrated every 3 years. The cost of calibration includes materials plus labor.

Hydrant Fees \$100.00
 For privately owned hydrants. Includes annual fee, hydrant winterization, and routine maintenance testing

Hydrant Meter Deposit \$500.00
 Bill customer using current water rates

Labor to Change Frost Plate \$55.00

Service Charge \$27.00
 (second call backs for the same thing - i.e., thawing water lines in the winter)

Water Deposit (Landlord's responsibility) \$150.00

Water Meters \$100.00
 Including: Shipping, Labor, Testing, and Re-Installation

Water Meter Installation \$100.00

Water Meter Installation Fee of \$100.00 charged for each new meter install. Only one \$100.00 charge if a regular and sprinkler meter are installed at the same time.

Water meter/radio repair cost if the homeowner or representative is responsible for the damage.

\$36.05/hr

Water Shutoff when Meter is Pulled \$55.00
 Calculated 2 laborers for 1 hour

Water Shutoff when Meter is Plugged \$75.00

Water Turn-On Charge/New Account Fee \$50.00

Water Turn-On Wrench (refundable deposit) \$25.00

Water Turn-On After 3:00 P.M.-Monday-Friday, Saturdays, Sundays, or holidays will be charged at contractual rates and hours.

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155 or info@mason.mi.us.

History of Amendments

Amended - July 1, 2019

Amended - February 4, 2019

Amended - July 17, 2017

Amended - July 18, 2016

Amended - June 15, 2015

Amended - October 6, 2014

Amended - June 16, 2014

Amended - July 15, 2013

Amended - January 21, 2013

Amended - June 18, 2012

Amended - January 16, 2012

Amended - July 1, 2011

Amended - January 17, 2011

Amended - February 15, 2023

Amended - August 28, 2023