ESCROW POLICY

In an effort to place the cost of processing an application for Planning Commission action where it belongs on the applicant, the Commission has established an Escrow Policy. The basic application fee covers the following:

1. Applicant's appearances at the regular Planning Commission meetings
2. Mailing and legal notices required for a public hearing

All other expenses directly incurred in executing and processing the application shall be paid from an escrow account. These expenses include but are not limited to:

1. Planning Commission subcommittee meetings
2. Review and resolution or ordinance drafting by Township Attorney
3. Review by Township Planner
4. Review by Township Engineer
5. Additional Public hearings, required mailing and legal notices in newspaper

Included in the planner's report may be suggested additional escrow amount proportioned to the proposal. The additional escrow amount shall be based upon the anticipated impact the application may have on variables such as project size, location, cost of providing public services, environmental impact, time constraints, land use, traffic and other factors.

The escrow fees will be established at $500 increments commencing with $3,000. The initial fee shall be provided at the time of application. The application will not be processed without this escrow fee. Any excess funds will be refunded with no interest accumulating on those funds. The Township shall maintain records and authorize disbursement of escrow funds. The escrow balance shall not fall below 20% of the initial fee. An additional deposit of $500 minimum may be required to continue the review.

Any action before the Planning Commission must have a current balance in the project's escrow fund. Any balance owing will be cause for the action to be removed from the current agenda and the applicant will not be heard until such time as the funds are current.

No building permit or final Township Board approval shall be granted until escrow funds are paid in full.