



**City of Royal Oak**  
**Master Administrative Fee Schedule**

**Effective July 1, 2025**

*This fee schedule lists various fees for services established annually by the City Commission.  
Any fees established by City Charter or City Ordinance are limited to the amount established therein.  
Other fees may exist outside of this document and may be incorporated in later versions.*

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**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Royal Oak Animal Shelter (ROAS)**

<b>SERVICE</b>		<b>FY 2024-2025</b>	<b>FY 2025-2026</b>	
Adoption Fee - sterilization deposit	*	\$ 50.00	\$	50.00
Adoption Fee - cat		\$ 85.00	\$	85.00
Adoption Fee - kitten		\$ 85.00	\$	85.00
Adoption Fee - cat / kitten (purebred)		\$ 200.00	\$	200.00
Adoption Fee - adult dog		\$ 150.00	\$	150.00
Adoption Fee - dog (small breed)		\$ 200.00	\$	200.00
Adoption Fee - dog (toy or purebred)		\$ 300.00	\$	300.00
Adoption Fee - puppy		\$ 200.00	\$	200.00
Stray Boarding Fee - 1st day		\$ 50.00	\$	50.00
Stray Boarding Fee - 2nd day		\$ 100.00	\$	100.00
Stray Boarding Fee - 3rd day		\$ 150.00	\$	150.00
Stray Boarding Fee - 4th day and each additional day		\$ 45.00	\$	45.00
Surrender Fee - vetted and sterilized surrender	**	\$ 150.00	\$	150.00
Surrender Fee - vetted OR sterilized surrender	**	\$ 300.00	\$	300.00
Surrender Fee - unvetted and/or intact surrender	**	\$ 450.00	\$	450.00
Quarantine Fee - intake flat fee		\$ 150.00	\$	150.00
Quarantine Fee - daily fee	***	\$ 50.00	\$	50.00

*\*Sterilization deposit on all intact animals leaving the shelter is required by law. Deposit is refundable once terms of the contract have been satisfied and proof of sterilization is returned within a designated time frame to ROAS.*

*\*\*Surrenders are arranged by appointment only.*

*\*\*\*Starting on day of intake.*

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<b>Assessing Department</b>			
<b>SERVICE</b>		<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
Personal Property List		\$ 150.00	\$ 150.00
Apartment List		\$ 60.00	\$ 60.00
Condominium List		\$ 60.00	\$ 60.00
Vacant Property List		\$ 60.00	\$ 60.00
Commercial Property Records	*	\$ 0.25	\$ 0.25
Industrial Property Records	*	\$ 0.25	\$ 0.25
Residential Property Records	*	\$ 0.25	\$ 0.25
Custom Reports	*	\$ 0.25	\$ 0.25
Mailing Labels	*	\$ 0.25	\$ 0.25
Archived Assessment Roll	*	\$ 0.25	\$ 0.25
Archived Records	**	\$ 5.00	\$ 5.00
General Copies		\$ 1.00	\$ 1.00
Land Division - one parcel into two		\$ 300.00	\$ 300.00
Land Division - one parcel into three		\$ 400.00	\$ 400.00
Land Division - one parcel into four		\$ 500.00	\$ 500.00
Land Division - one parcel into five or more		\$ 550.00	\$ 550.00
Land Division - each additional property after five		\$ 50.00	\$ 50.00

*\*Cost is per parcel; \$2,000.00 maximum.*

*\*\*Cost is per parcel, per year.*

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**City Clerk**

SERVICE	FY 2024-2025	FY 2025-2026
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**Freedom of Information Act (FOIA) Requests:**

*Please refer to the City of Royal Oak's website for additional information pertaining to FOIA requests:*

**<https://www.romi.gov/1742/Freedom-of-Information-Act-FOIA>**

Voter Information Request (sent in excel format, cost per file)	\$ 20.00	\$ 20.00
Precinct Maps	\$2.00 each	\$2.00 each
Debit / Credit Card Service Fee	3% of the payment amount, \$2.95 minimum per transaction	3% of the payment amount, \$2.95 minimum per transaction
Copies	\$0.10 per page	\$0.10 per page
Birth / Death Certificates (first copy)	\$ 15.00	\$ 15.00
Birth / Death Certificates (each additional copy)	\$ 5.00	\$ 5.00
Bicycle License	\$ 1.00	\$ 1.00
Dog Licensing Fee - less than 17 months	* \$7.00 / \$14.00	\$7.00 / \$14.00
Dog Licensing Fee - 18 to 29 months	* \$14.00 / \$28.00	\$14.00 / \$28.00
Dog Licensing Fee - 30 to 36 months	* \$20.00 / \$40.00	\$20.00 / \$40.00
Dog Licensing Fee - penalty fee	\$ 20.00	\$ 20.00
<b>Mark Twain Dog Park Membership: (one year membership)</b>		
Resident Rate	\$ 40.00	\$ 40.00
Non-Resident Rate	\$ 65.00	\$ 65.00
key fob (one fob per household; 3 dog maximum)	\$ 10.00	\$ 10.00
Dangerous Dog Fee	\$ 200.00	\$ 200.00

*\*Michigan Act 339 of 1919 requires licensing of all dogs 4 months of age and older. Rate doubles without proof of spay / neutering.*

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**City Clerk (continued)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<b><u>Applications and Permits:</u></b>		
Arts, Beats and Eats (ABE) Parking Station Application	\$ 185.00	\$ 185.00
ABE Parking Station - fee for existing regular parking station	\$ 150.00	\$ 150.00
ABE Parking Station - premium for lots with 50+ spaces	\$ 40.00	\$ 40.00
ABE Parking Station - late fee (with previous parking station for ABE)	\$ 150.00	\$ 150.00
Banner Application Permit	\$ 225.00	\$ 225.00
Application to Film	\$ 12.00	\$ 12.00
Hotel / Motel Application - one to 10 rooms	\$ 480.00	\$ 480.00
Hotel / Motel Application - 11 to 1,000 rooms (cost per room)	\$ 17.50	\$ 17.50
Hotel / Motel Application - late fee	25% of the total cost	25% of the total cost
Harbor Livestock / Animal Permit	\$ 20.00	\$ 20.00
Parking Station Application (first-time applicant)	\$ 150.00	\$ 150.00
Parking Station - premium fee for lots with 50+ spaces	\$ 40.00	\$ 40.00
Parking Station - renewal with changes	\$ 150.00	\$ 150.00
Parking Station - renewal without changes	\$ 20.00	\$ 20.00
Peddler's License Permit	\$ 50.00	\$ 50.00
Application to Operate Quadricycle	\$ 125.00	\$ 125.00
School Parade / Walk Permit Application	* \$ 20.00	\$ 20.00
Solicitation Application	** n/a	n/a

*\*For school use only, and must be turned in 30 days prior to your event.*

*\*\*A solicitation application must be on file with the city clerk.*

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**City Clerk (continued)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<b><u>Applications and Permits (continued):</u></b>		
Special Event Permit Application Fee	\$ 125.00	\$ 125.00
Woodward Dream Cruise - new sales permit	\$ 200.00	\$ 200.00
Woodward Dream Cruise - outdoor sales permit	\$ 200.00	\$ 200.00
Woodward Dream Cruise - outdoor sales permit with alcohol	\$ 300.00	\$ 300.00
Woodward Dream Cruise - third-party permit	\$ 200.00	\$ 200.00
Woodward Dream Cruise - late fee	\$ 200.00	\$ 200.00
Liquor License - non-refundable application investigation fee	\$ 1,000.00	\$ 1,000.00
Class C Annual Renewal	\$ 1,000.00	\$ 1,000.00
Specialty Designated Distributors (SDD) Annual Renewal	\$ 100.00	\$ 100.00
Specialty Designated Merchants (SDM) Annual Renewal	\$ 100.00	\$ 100.00
Massage Establishments Annual License Renewal Fee	\$ 1,000.00	\$ 1,000.00
Recreational Marijuana Annual License Renewal Fee	\$ 5,000.00	\$ 5,000.00
Cannabis Licensing Administrative Review Fee - Events	n/a	\$ 1,000.00

**City Commission Chamber Rental:**

one hour or less (door attendant / room)	\$15.00 / \$100.00	\$15.00 / \$100.00
more than 1 hour, less than 2 hours (door attendant / room)	\$30.00 / \$100.00	\$30.00 / \$100.00
more than 2 hours, less than 3 hours (door attendant / room)	\$45.00 / \$100.00	\$45.00 / \$100.00
more than 3 hours, less than 4 hours (door attendant / room)	\$60.00 / \$135.00	\$60.00 / \$135.00
more than 4 hours, less than 5 hours (door attendant / room)	\$75.00 / \$170.00	\$75.00 / \$170.00

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**Community Development - Building Department**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<b><u>Commercial Construction:</u></b>		
Plan Review Fee *	.0015 x construction value	.0015 x construction value
Commercial Building Permit Fee - up to \$10 million in estimated value of construction or fraction thereof, rounded to the next highest \$1,000.00 (\$200.00 minimum fee)	\$12.00 per \$1,000.00 in construction value	\$12.00 per \$1,000.00 in construction value
Commercial Building Permit Fee - more than \$10 million in estimated value of construction or fraction thereof, rounded to the next highest \$1,000.00 (\$200.00 minimum fee)	\$12.00 per \$1,000.00 in value up to \$10 million AND \$10.00 per \$1,000.00 in value over \$10 million	\$12.00 per \$1,000.00 in value up to \$10 million AND \$10.00 per \$1,000.00 in value over \$10 million
Builders Deposit (\$200.00 minimum fee)	1% of construction value	1% of construction value
Construction Code Board of Appeals Hearings	\$ 375.00	\$ 375.00
Stop Work	\$625.00 maximum	\$625.00 maximum
Reinstatement of Expired Permit	50% of original fee	50% of original fee
Wrecking of Buildings permit - up to 30,000 cubic feet	\$ 200.00	\$ 200.00
Wrecking of Buildings permit - more than 30,000 cubic feet	\$200.00 + \$5.00 / 1,000 cu ft or fraction thereof	\$200.00 + \$5.00 / 1,000 cu ft or fraction thereof
Wrecking cash deposit - accessory structure / all others	\$625.00 / \$2,500.00	\$625.00 / \$2,500.00
Temporary Certificate of Occupancy	\$ 625.00	\$ 625.00
Cancellation / Refund of Fees (70% of original permit fee, less \$50.00	\$ 50.00	\$ 50.00
Revised / Substitute Plans (fees are based on portion of work redesigned)	tbd	tbd
Special Investigation (required when work is started prior to permit issuance, or other situations requiring additional staff time)	tbd	tbd
Inspector Meeting (per inspector, per hour)	\$ 75.00	\$ 75.00
Record Retention (per page)	\$ 1.25	\$ 1.25
Reinspection Fee / All Other Services	determined by Building Official	determined by Building Official

*\*Cost is computed from the current square foot construction costs of International Code Council (ICC).*

*Plan review fees must be paid before the plan review process can start.*

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**Community Development - Building Department (continued)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<b><u>Residential Construction:</u></b>		
Plan Review Fee - new home construction	*      \$      450.00	\$      450.00
Plan Review Fee - room or dormer addition (up to 400 sq ft)	*      \$      100.00	\$      100.00
Plan Review Fee - room or dormer addition (between 401 - 1,000 sq ft)	*      \$      250.00	\$      250.00
Plan Review Fee - room or dormer addition (over 1,001 sq ft)	*      \$      425.00	\$      425.00
Alterations	\$      40.00	\$      40.00
Residential 1 & 2 Family Building Permit Fee (\$100 minimum fee)	**      \$12.00 per \$1,000.00 in construction value	\$12.00 per \$1,000.00 in construction value
Builders Deposit - additions / new homes	\$200.00 / \$750.00	\$200.00 / \$750.00
Construction Code Board of Appeals Hearings	\$      375.00	\$      375.00
Stop Work	\$625.00 maximum	\$625.00 maximum
Reinstatement of Expired Permit	50% of original fee	50% of original fee
Wrecking of Buildings permit - 1 & 2 family dwellings / garages	\$250.00 / \$100.00	\$250.00 / \$100.00
Wrecking cash deposit - 1 & 2 family dwellings / garages	\$1,250.00 / \$625.00	\$1,250.00 / \$625.00
Temporary Certificate of Occupancy	\$      625.00	\$      625.00
Cancellation / Refund of Fees (70% of original permit fee, less \$50.00	\$      50.00	\$      50.00
Revised / Substitute Plans (fees are based on portion of work redesigned, final costs determined by plan reviewer)	tbd	tbd
Special Investigation (required when work is started prior to permit issuance, or other situations requiring additional staff time)	tbd	tbd
Inspector Meeting (per inspector, per hour)	\$      75.00	\$      75.00
Record Retention (per page)	\$      1.25	\$      1.25
Reinspection Fee / All Other Services	determined by Building Official	determined by Building Official

*\* Plan review fees must be paid before the plan review process can start. Final plan review fee may be higher than estimated and will be determined by the Building Inspector based upon actual time required. The additional amount, if any, will be due upon completion of the plan review process and before any permits will be issued.*

*\*\*Cost is computed from the current square foot construction costs of International Code Council (ICC).*

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**Community Development - Building Department (continued)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<b><u>PLUMBING FEE SCHEDULE</u></b>		
NO FEE FOR REGISTRATION. MINIMUM PERMIT FEE IS \$70.00		
Backflow Preventer	\$ 30.00	\$ 30.00
Backwater Check Valve	\$ 20.00	\$ 20.00
Bathtub	\$ 15.00	\$ 15.00
Dishwasher	\$ 15.00	\$ 15.00
Drinking Fountain	\$ 15.00	\$ 15.00
Floor Drain	\$ 15.00	\$ 15.00
Garbage Disposal	\$ 20.00	\$ 20.00
Grease Interceptor	\$ 20.00	\$ 20.00
Interior Drain Tile	\$ 35.00	\$ 35.00
Laundry Tub / Standpipe	\$ 15.00	\$ 15.00
Lavatory / Sink	\$ 15.00	\$ 15.00
Lawn Sprinkling Backflow Preventer	\$ 30.00	\$ 30.00
Medical Gas - per 5 openings	\$ 30.00	\$ 30.00
Pump / Ejector / Sump	\$ 25.00	\$ 25.00
Roof Sump	\$ 15.00	\$ 15.00
Safe Waste	\$ 15.00	\$ 15.00
Shower Trap	\$ 15.00	\$ 15.00
Stack, Conductor, Vent, AAV	\$ 20.00	\$ 20.00
Unlisted Fixture	\$ 25.00	\$ 25.00
Urinal	\$ 15.00	\$ 15.00
Underground Sanitary	\$ 25.00	\$ 25.00
Water Closet (toilet)	\$ 15.00	\$ 15.00
Water Distribution - Per 150 Feet: up to 1-1/4 inch	\$ 30.00	\$ 30.00
Water Distribution - Per 150 Feet: over 1-1/4 inch	\$ 60.00	\$ 60.00
Water Heater	\$ 15.00	\$ 15.00

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**Community Development - Building Department (continued)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<b><u>SEWER FEE SCHEDULE</u></b>		
NO FEE FOR REGISTRATION. MINIMUM PERMIT FEE IS \$70.00		
Manhole / Catch Basin	\$ 30.00	\$ 30.00
Sewer - Per 200 Feet: up to 6" diameter	\$ 60.00	\$ 60.00
Sewer - Per 200 Feet: over 6" diameter	\$ 80.00	\$ 80.00
Sewer Cap	\$ 40.00	\$ 40.00
Sewer Cleanout	\$ 30.00	\$ 30.00
Water Service - from curb box (new or repl.): up to 2" diameter	\$ 35.00	\$ 35.00
Water Service - from curb box (new or repl.): over 2" diameter	\$ 40.00	\$ 40.00
<b><u>MECHANICAL FEE SCHEDULE</u></b>		
NO FEE FOR REGISTRATION. MINIMUM PERMIT FEE IS \$70.00		
A/C Unit	\$ 40.00	\$ 40.00
Air Handling Unit / Energy Recovery Ventilator	\$ 100.00	\$ 100.00
Boiler	\$ 110.00	\$ 110.00
Chiller	\$ 175.00	\$ 175.00
Chimney Liner or B-Vent	\$ 10.00	\$ 10.00
Damper - Fire, Smoke, or Combination	\$ 10.00	\$ 10.00
Duct Detector (not a part of a fire alarm system)	\$ 10.00	\$ 10.00
Exhaust System	\$ 40.00	\$ 40.00
Fireplace, Fireplace Insert, or Wood Stove	\$ 90.00	\$ 90.00
Furnace	\$ 110.00	\$ 110.00
Gas Piping - per 5 openings	\$ 70.00	\$ 70.00
Generator - Diesel, Natural Gas, or Propane	\$ 100.00	\$ 100.00
Heat Exchanger, Coil, or Variable Air Volume Box	\$ 20.00	\$ 20.00
Heater - Wall, Unit, or Pool	\$ 105.00	\$ 105.00

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**Community Development - Building Department (continued)**

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<b><u>MECHANICAL FEE SCHEDULE (continued)</u></b>		
NO FEE FOR REGISTRATION. MINIMUM PERMIT FEE IS \$70.00		
Hood - Type 1	\$ 190.00	\$ 190.00
Hood - Type 2, Fume, or Lab	\$ 70.00	\$ 70.00
Humidifier	\$ 10.00	\$ 10.00
HVAC Ductwork Systems	\$ 110.00	\$ 110.00
Hydronic / Process Piping - Per 200 Feet	\$ 95.00	\$ 95.00
Kitchen, Bath, or Dryer Exhausts	\$ 10.00	\$ 10.00
Package or Rooftop Unit	\$ 100.00	\$ 100.00
Refrigeration System - New or Alteration	\$ 65.00	\$ 65.00
Smoke Control System	\$ 220.00	\$ 220.00
<b><u>ELECTRICAL PERMIT FEE SCHEDULE</u></b>		
NO FEE FOR REGISTRATION. MINIMUM PERMIT FEE IS \$70.00		
A/C Unit	\$ 55.00	\$ 55.00
Circuits - New or Altered	\$ 15.00	\$ 15.00
Emergency Lighting - per 5 fixtures	\$ 65.00	\$ 65.00
Feeder / Bus Duct - per 100 feet	\$ 25.00	\$ 25.00
Fire Alarm Panel	\$ 30.00	\$ 30.00
Fire Alarm Device	\$ 10.00	\$ 10.00
Fixtures - per 25 fixtures	\$ 25.00	\$ 25.00
Furnace - New or Reconnect	\$ 35.00	\$ 35.00
Garage Feeder - Detached Only	\$ 80.00	\$ 80.00
Generator - up to 30 KVA	\$ 65.00	\$ 65.00
Generator - between 30 - 50 KVA	\$ 75.00	\$ 75.00
Generator - greater than 50 KVA	\$ 90.00	\$ 90.00

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**Community Development - Building Department (continued)**

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<b><u>ELECTRICAL PERMIT FEE SCHEDULE (continued)</u></b>		
NO FEE FOR REGISTRATION. MINIMUM PERMIT FEE IS \$70.00		
HVAC Package Unit or Rooftop Unit	\$ 55.00	\$ 55.00
Motor - up to 5 HP	\$ 30.00	\$ 30.00
Motor - between 5 - 30 HP	\$ 55.00	\$ 55.00
Motor - greater than 30 HP	\$ 80.00	\$ 80.00
Panel / Sub-Panel - up to 200 Amp	\$ 45.00	\$ 45.00
Panel / Sub-Panel - between 200 - 400 Amp	\$ 65.00	\$ 65.00
Panel / Sub-Panel - greater than 400 Amp	\$ 200.00	\$ 200.00
Parking Lot Lighting - per 5 poles	\$ 80.00	\$ 80.00
Service - New, Relocate, or Repair	\$ 45.00	\$ 45.00
Signs - New or Reconnect	\$ 35.00	\$ 35.00
Smoke Detectors - Residential Hardwired only (per device)	\$ 10.00	\$ 10.00
Solar / Photovoltaic (per Kw)	\$ 20.00	\$ 20.00
Swimming Pool or Spa	\$ 55.00	\$ 55.00

*Multiply the total quantity of each item by the unit price for the total fee. It is the responsibility of the applicant to include and state all work being performed on the permit application.*

*A permit remains valid as long as inspections are requested and conducted.*

*A permit shall become invalid if the authorized work has not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing work.*

*A permit will be CANCELLED when no inspections are requested and/or conducted within six months of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded or reinstated. The permit holder shall schedule all inspections in a timely manner.*

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

**FY 2025-2026 rates are effective July 1, 2025 - June 30, 2026, unless otherwise noted**

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**Community Development - Building Department (continued)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<u>Rental License:</u>		
Rental License Application Fee - single family	*      \$      145.00	\$      145.00
Rental License Application Fee - owner occupied duplex	*      \$      145.00	\$      145.00
Rental License Application Fee - duplex	*      \$      230.00	\$      230.00
Rental License Application Fee - condominium	*      \$      90.00	\$      90.00
Rental License Application Fee - multiple units	\$230.00 *      administrative fee + \$30.00 per unit	\$230.00 administrative fee + \$30.00 per unit
Sidewalk Sign Application Fee	\$      75.00	\$      75.00
Fence Permit Application Fee	\$      35.00	\$      35.00
Fence Permit Plan Review Fee	\$      30.00	\$      30.00

*\*Approved by City Commission on 06/27/2022.*

**Community Development - Code Enforcement**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
Ordinance Enforcement Administration Fee - DPS services	*      \$      35.00	\$      35.00
Ordinance Enforcement Administration Fee - Code Enforcement	\$      75.00	\$      75.00

*\*Assessed per visit.*

**Department of Public Services**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
Trash / Recycle Cart orders		
64 gallon carts	n/a	\$      55.00
90 gallon carts	n/a	\$      60.00

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Community Development - Engineering Division**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<b><u>Wastewater Collection System Fees:</u></b>		
District A	\$ 1,794.00	\$ 1,844.00
District B	\$ 2,049.00	\$ 2,106.00
District C	\$ 2,753.00	\$ 2,830.00
<b><u>Utility Pavement and Sidewalk Cut Fees:</u></b>		
1st pavement cut - major street (30 sf)	\$ 1,232.00	\$ 1,107.00
each additional cut - major street (30 sf)	\$ 734.00	\$ 689.00
1st pavement cut - local street (30 sf)	\$ 996.00	\$ 1,002.00
each additional cut - local street (30 sf)	\$ 709.00	\$ 661.00
sidewalk cut per flag	\$ 447.00	\$ 482.00
<b><u>Engineering Permit Fees:</u></b>		
Permit Fee (per permit)	\$ 130.00	\$ 130.00
Inspection Fee (per hour)	\$ 106.00	\$ 106.00
Penalty Fee (per violation)	\$ 285.00	\$ 285.00
Contaminated Sewage Discharge Review Fee (per occurrence)	\$ 214.00	\$ 214.00
<b><u>Engineering Site Plan Review Fees:</u></b>		
Review Fee (per hour)	\$ 156.00	\$ 156.00
Easement Preparation / Filing Fee (per easement)	\$ 394.00	\$ 394.00
License Agreement Preparation / Filing Fee (per license agreement)	\$ 394.00	\$ 394.00
Document Preparation / Filing Fee (pull-off parking agreements)	\$ 301.00	\$ 301.00
Document Preparation / Filing Fee (stormwater detention liens)	\$ 351.00	\$ 351.00
Letter-to-serve and Other Official Documentation Service Fee (per letter or document)	\$ 200.00	\$ 200.00
Notary Services (per document)	\$ 10.00	\$ 10.00
Plan and Map Reproduction Fee (1st copy / each additional)	\$20.00 / \$5.00	\$20.00 / \$5.00

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Community Development - Engineering Division (continued)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<b><i>Engineering Division Performance Guarantee Schedule</i></b>		
<b><i>In the form of cash or an irrevocable letter of credit (ILOC) per permit.</i></b>		
<b><u>Right-of-way (ROW) Construction:</u></b>		
Commercial / Non-resident Work	* 25% cost of ROW work	125% cost of ROW work
<u>Utility Improvement:</u>		
directional boring for up to 2 locations	\$ 10,000.00	\$ 10,000.00
directional boring each additional location	\$ 5,000.00	\$ 5,000.00
<u>New House / Major House Reconstruction:</u>		
<b>BUILDER ONLY</b>	**	
60ft wide or smaller lots	\$ 5,000.00	\$ 5,000.00
wider than 60ft lot or corner lot	\$ 7,500.00	\$ 7,500.00
<u>Sidewalk and/or Curb Cut Driveway Approach Construction:</u>		
for sidewalk work only	\$ 1,000.00	\$ 1,000.00
for sidewalk and/or approach work	\$ 2,000.00	\$ 2,000.00
<u>Sewer / Water Tap or Sewer / Water Line:</u>		
for work in the roadway	\$ 2,000.00	\$ 2,000.00
for work entirely outside the roadway	\$ 1,000.00	\$ 1,000.00
<u>Traffic Control - Sidewalk, Lane and Road Closures</u>	***	\$ 2,000.00
<u>Container / Dumpster Placement in ROW</u>	\$	\$ 2,000.00
<b><u>Private Property Paving:</u></b>		
Private Property Paving - % cost for proposed work	20% cost of work	20% cost of work

*\*Percentage of cost for the proposed work in the right-of-way. \$1,000.00 minimum fee.*

*\*\*ONLY builders may pull this permit.*

*\*\*\*Per permit; any parking meters blocked must be paid for in advance.*

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Community Development - Engineering Division (continued)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<b><u>Application for Activities Taking Place in Public Right-of-Way (ROW)</u></b>		
Right-of-Way Vacation / Closure Application Fee	\$ 400.00	\$ 400.00
<b><u>Application for Downtown Outdoor Dining:</u> (located in public ROW only)</b>		
New License Serving Alcohol	* \$ 750.00	\$ 750.00
New License NOT Serving Alcohol	* \$ 375.00	\$ 375.00
Existing License Serving Alcohol	* \$ 600.00	\$ 600.00
Existing License NOT Serving Alcohol	* \$ 300.00	\$ 300.00
Required one-time Performance Bond	** \$ 1,000.00	\$ 1,000.00
Metered Parking Space Fee (street patio)	*** \$25.00 per day, per metered space	\$25.00 per day, per metered space

*\*License agreement must be approved annually, effective 4/1, expires on 10/31.*

*Open to apply all year, subject to city commission. Summer agreements are eff. 4/1 through 10/31.*

*Winter agreements must be requested separately and are eff. 11/31 through 3/31.*

*\*\*Due for new applicants only those with depleted funds. Separate bonds are required for Sidewalk Café and Street Patio, respectively.*

*\*\*\*Only after receiving license approval from city commission.*

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Community Development - Planning Division**

<b>SERVICE</b>		<b>FY 2024-2025</b>		<b>FY 2025-2026</b>
Sign Ordinance Appeal Application Fee		\$ 300.00	\$	300.00
Fence Ordinance Appeal Application Fee		\$ 300.00	\$	300.00
Zoning Verification Letter Application Fee		\$ 50.00	\$	50.00
Application for Brownfield Redevelopment Authority Plan		\$ 500.00	\$	500.00
<b><u>Tree Replacement:</u></b>				
Evergreen trees	*	\$200.00 per foot	\$200.00 per foot	
Large deciduous canopy trees	**	\$200.00 per inch	\$200.00 per inch	
Small deciduous ornamental trees	**	\$180.00 per inch	\$180.00 per inch	
<b><u>Planning Commission:</u></b>				
Site Plan Review / Review with Public Hearing (optional)	***	\$500.00 / \$900.00	\$500.00 / \$900.00	
Special Land Use (includes site plan review)	***	\$ 1,500.00	\$	1,500.00
Site Plan or Special Land Use Renewal		\$500.00 each	\$500.00 each	
Rezoning Request	***	\$ 1,000.00	\$	1,000.00
Conditional Rezoning Request	***	\$ 1,500.00	\$	1,500.00
Special Redevelopment Project	***	\$ 1,500.00	\$	1,500.00
Planned Unit Development (Preliminary / Final)	***	\$1,000.00 each	\$1,000.00 each	
Planned Unit Development (City Commission)		\$ 2,000.00	\$	2,000.00
Special Meeting Requested by Petitioner	*****	\$ 500.00	\$	500.00
<b><u>Zoning Board of Appeals (ZBA):</u></b>				
Variance (Use or Dimensional)	***	\$ 700.00	\$	700.00
Administrative Appeal or Interpretation	***	\$ 700.00	\$	700.00
Request for reconsideration	****	\$ 500.00	\$	500.00
Special Meeting Requested by Petitioner	*****	\$ 500.00	\$	500.00

*\*Total height of evergreen removed less total height of new evergreen planted.*

*\*\*Total diameter-at-breast-height (d.b.h.) in inches removed, less d.b.h in new trees planted.*

*\*\*\*Requires public hearings and notifications to be provided. Notification will be distributed by the city pursuant to state and local ordinance.*

*\*\*\*\*Fee for reconsideration request only. If reconsideration is granted, a new variance application with an additional \$700.00 is required.*

*\*\*\*\*\*Subject to Planning Commission / ZBA availability and approval. Additional Fee.*

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**44th District Court**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
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**Court Fines are set by the Chief Judge of the 44th District Court. Please refer to the court's webpage or contact the court directly for the current fine schedule.**

**<https://www.romi.gov/904/Court-Judicial-Services>**

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Fire Department / Emergency Medical Services (EMS)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
Cardiopulmonary Resuscitation (CPR) Training Classes	\$ 50.00	\$ 50.00
<b><u>Emergency Medical Services:</u></b>		
Advanced Life Support (ALS) Emergency	\$ 700.00	\$ 700.00
ALS II Emergency	\$ 1,000.00	\$ 1,000.00
Basic Life Support (BLS) Emergency	\$ 600.00	\$ 600.00
BLS Non-Emergency	\$ 375.00	\$ 375.00
Mileage	\$ 15.00	\$ 15.00
<b><u>Fire Prevention Services:</u></b>		
Emergency Responder Radio Booster	\$ 150.00	\$ 150.00
Fire Alarm - Administrative Fee	\$ 150.00	\$ 150.00
Fire Alarm - Subsequent Plan Review (per hour)	\$ 100.00	\$ 100.00
Fire Alarm - Alarm Control Panel	\$ 75.00	\$ 75.00
Fire Alarm - 1st Initiating Device	\$ 15.00	\$ 15.00
Fire Alarm - Each Additional Initiating Device	\$ 3.00	\$ 3.00
Fire Alarm - 1st Notification Device	\$ 15.00	\$ 15.00
Fire Alarm - Each Additional Initiating Device	\$ 3.00	\$ 3.00
Re-Inspection Fees for Annual Inspections	\$ 100.00	\$ 100.00
New Construction - Fire Alarms Re-Inspections (per hour)	\$ 100.00	\$ 100.00
New Construction - All Types of Re-Inspections (per hour)	\$ 100.00	\$ 100.00
Existing Structures / Occupancies -		
All Types of Re-Inspections (per hour)	\$ 100.00	\$ 100.00
Kitchen Hood (Commercial) - Admin. Fee; 1st Inspection	\$ 150.00	\$ 150.00
Kitchen Hood (Commercial) - each additional kitchen hood	\$ 100.00	\$ 100.00
Tents - Inspection Fee	\$ 25.00	\$ 25.00
Food Truck - Annual Permit	\$ 50.00	\$ 50.00
Hazardous Material Reporting / Annual Permit	\$ 250.00	\$ 250.00

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Fire Department / Emergency Medical Services (EMS) (continued)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<b><u>Fire Prevention Services: (continued)</u></b>		
<u>Sprinkler System / Standpipe System:</u>		
Administrative Fee	\$ 100.00	\$ 150.00
Pipe Schedule Plan Review (less than 29 heads)	\$ 100.00	\$ 150.00
Each Fire Pump	\$ 175.00	\$ 175.00
Each Jockey Pump	\$ 50.00	\$ 50.00
1-20 sprinkler heads	\$ 180.00	\$ 180.00
21-100 sprinkler heads	\$ 360.00	\$ 360.00
101-200 sprinkler heads	\$ 450.00	\$ 450.00
201-300 sprinkler heads	\$ 540.00	\$ 540.00
301-500 sprinkler heads	\$ 720.00	\$ 720.00
Each Sprinkler Head Over 500	\$ 1.50	\$ 1.50
Standpipe / Sprinkler Combination	\$ 75.00	\$ 75.00
Fire Department Connection	\$ 25.00	\$ 25.00
Each Standpipe Riser	\$ 180.00	\$ 180.00
<u>Clean Agent Suppression System:</u>		
Administrative Fee; 1st inspection (each system)	\$ 150.00	\$ 150.00
Each Additional System (same location)	\$ 150.00	\$ 150.00

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Royal Oak Public Library (ROPL)**

<b>SERVICE</b>	<b>FY 2024-2025</b>		<b>FY 2025-2026</b>	
Library Card - resident (full access)			FREE	FREE
Library Card - non-resident	*	\$	100.00	\$ 125.00
Inter-Library Loan - The Library Network (TLN)			FREE	FREE
Inter-Library Loan - MelCat (ROPL card holders)			FREE	FREE
Overdue Materials - replacement fee for lost or damaged items			cost to replace item	cost to replace item
<b>Prints &amp; Copies:</b>				
black and white photo copies and prints (1st 5 copies free)		\$	0.10	\$ 0.10
color copies and prints (per page)		\$	0.25	\$ 0.25
<b>Miscellaneous:</b>				
ROPL Book Bag			\$4.00 each; or 3 for \$10.00	n/a
USB Flash drive		\$	2.00	\$ 2.00
Headphones or earbuds		\$	2.00	\$ 2.00
Button-making Supplies (cost per button)		\$	0.05	\$ 0.05
Laminating Sheets (8.5"x11" / 11"x17" or larger)			\$0.25 / \$0.50 each	\$0.25 / \$0.50 each
<b>Auditorium Rental:</b>				
For-profit Entity Rental Fee			\$50.00 per hour thereafter	\$50.00 per hour thereafter
Non-profit Entity Rental Fee			\$25.00 per hour thereafter	\$25.00 per hour thereafter

\* Non-resident cards provide full access to ROPL services, not other TLN services. Fee is annual.

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Police Department**

<b>SERVICE</b>		<b>FY 2024-2025</b>		<b>FY 2025-2026</b>
False Alarm Fee - (triggered after 3 false alarm occurrences per calendar year)		\$ 50.00		\$ 50.00
False Alarm Fee - 5th occurrence		\$ 75.00		\$ 75.00
False Alarm Fee - 6 or more occurrences		\$ 100.00		\$ 100.00
Snow Emergency Parking Exemption Permit Fee (per vehicle)	*	\$ 25.00		\$ 25.00
Precious Metals and Gems Dealer Business License Application Fee (per licensed establishment)		\$ 50.00		\$ 50.00
Impound Administrative service fee		\$ 50.00		\$ 50.00
Notary for Firearm Purchase service fee		\$ 10.00		\$ 10.00

*\* Available to residents that do not have a driveway.*

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Parking**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
Parking - Structure rates <i>Maximum daily charge is \$7.50</i>	1st 2 hours FREE; \$0.75 per hour thereafter	1st 2 hours FREE; \$0.75 per hour thereafter
Parking - Surface lot rates <i>Surface lots have a 4 hour maximum time limit.</i>	\$0.75 per hour (11am to 5pm), \$1.00 per hour (5pm to Midnight); Sunday and holidays are FREE	\$0.75 per hour (11am to Midnight); Sunday and holidays are FREE
Parking - P5 / North Center lot	n/a	\$0.50 per hour with long term parking (11am to Midnight); Sunday and holidays are FREE
Parking - Meter rates	n/a	\$1.25 per hour (11am to 5pm), \$1.50 per hour (5pm to Midnight); Sunday and holidays are FREE

**Monthly Parking Permits:**

for structures at 110 E. 11 Mile Rd. & 212 Center St. (per mo.)	\$	50.00	\$	50.00	
for structures at 514 S. Lafayette & 271 S. Lafayette (per mo.)	\$	45.00	\$	45.00	
for P1 / P2 lots (per month)	\$	75.00	\$	75.00	
for P5 / P7 lot (per month)	\$	45.00	\$	45.00	
Parking Structure Card (for monthly parking passes)	*	\$	10.00	\$	10.00
Annual Residential Permits (per household)	**	\$	25.00	\$	25.00
On Street Meter Rental (per day)	\$	25.00	\$	25.00	
Overnight Amtrak Parking Pass (per day)	\$	5.00	\$	5.00	

**Valet Parking:** (in Central Business District only)

Initial review fee	\$	750.00	\$	750.00	
Change of valet service (existing agreement)	\$	50.00	\$	50.00	
Annual review fee (existing agreement)	***	\$	300.00	\$	300.00
One day or special event valet service	\$	300.00	\$	300.00	
Late fee for packets turned in between Dec. 2nd and Dec. 14	\$	250.00	\$	250.00	
Late fee for packets turned in between Dec. 15th and Dec. 31	\$	500.00	\$	500.00	
Performance bond	\$	350.00	\$	350.00	

\*One-time fee. / \*\*One-time fee. Available for select areas. Must be renewed annually.

\*\*\*Renewals require completed application packet due Dec. 1, packets submitted up to Dec. 31 will be assessed a late fee.

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Parks and Recreation - Royal Oak Farmers Market**

<b>SERVICE</b>	<b>FY 2024-2025</b>		<b>FY 2025-2026</b>	
<b><u>Indoor Leases:</u></b>				
Fridays - Annual - Standard Stall	*	\$ 1,175.00	\$ 1,175.00	
Fridays - Annual - Premium Stall	*	\$ 1,700.00	\$ 1,700.00	
Fridays - Semi-annual - Standard Stall	*	\$ 850.00	\$ 850.00	
Fridays - Semi-annual - Premium Stall	*	\$ 1,030.00	\$ 1,030.00	
Saturdays - Annual - Standard Stall	*	\$ 1,700.00	\$ 1,700.00	
Saturdays - Annual - Premium Stall	*	\$ 2,225.00	\$ 2,225.00	
Saturdays - Semi-annual - Standard Stall	*	\$ 925.00	\$ 925.00	
Saturdays - Semi-annual - Premium Stall	*	\$ 1,375.00	\$ 1,375.00	
Saturdays - Daily Vendor - 6' Table		\$ 25.00	\$ 25.00	
Saturdays - Daily Vendor - 6'x8' Space		\$ 40.00	\$ 40.00	
<b><u>Outdoor Leases:</u> (Saturday only / Semi-annual)</b>				
East or West Porch - Covered		\$ 825.00	\$ 825.00	
East or West Porch - Uncovered		\$ 725.00	\$ 725.00	
South End		\$ 925.00	\$ 925.00	
<b><u>Sunday Market Stall Rental:</u> (Summer Rate / Winter Rate)</b>				
Wall Space		\$45.00 / \$45.00	\$45.00 / \$45.00	
Center Space		\$50.00 / \$50.00	\$50.00 / \$50.00	
South Wall		\$60.00 / \$60.00	\$60.00 / \$60.00	
Wall Corner		\$45.00 / \$45.00	\$45.00 / \$45.00	
East Porch		\$60.00 / \$30.00	\$60.00 / \$30.00	
West Porch		\$40.00 / \$20.00	\$40.00 / \$20.00	
East Porch - Uncovered		\$40.00 / \$20.00	\$40.00 / \$20.00	
West Porch - Uncovered		\$20.00 / \$10.00	\$20.00 / \$10.00	

\*Annual lease agreements for weekend producers became effective May 1, and run through the end of April.

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

**FY 2025-2026 rates are effective July 1, 2025 - June 30, 2026, unless otherwise noted**

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**Parks and Recreation - Royal Oak Farmers Market (continued)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
<b><u>Building Rental:</u></b>		
Sunday through Thursday only, 2 hour minimum / 3 hours max	\$300.00 per hour	\$300.00 per hour
Cleaning Fee	\$ 250.00	\$ 250.00
<b><u>Private Rentals:</u></b>		
Base Fee - Sunday through Thursday	* \$2,500 / \$3,000 / \$3,700	\$2,500 / \$3,000 / \$3,700
Base Fee - Friday and Saturday	* \$3,500 / \$4,000 / \$4,700	\$3,500 / \$4,000 / \$4,700
Cleaning Fee - 1 personnel (0-200 people)	\$ 250.00	\$ 275.00
Cleaning Fee - 2 personnel (201-400 people)	\$ 500.00	\$ 525.00
Cleaning Fee - 3 personnel (401-600 people)	\$ 750.00	\$ 775.00
Cleaning Fee - 4 personnel (600+ people)	\$ 1,000.00	\$ 1,025.00
<b><u>Kids Party:</u> (under 17 years of age)</b>		
Base Fee - Sunday through Thursday	* \$2,800 / \$3,200 / \$4,200	\$2,800 / \$3,300 / \$4,300
Base Fee - Friday and Saturday	* \$3,800 / \$4,200 / \$5,200	\$3,800 / \$4,300 / \$5,300
Cleaning Fee - 2 personnel (up to 400 attendees)	\$ 500.00	\$ 525.00
Cleaning Fee - 3 personnel (401-600 attendees)	\$ 750.00	\$ 775.00
Cleaning Fee - 4 personnel (600+ attendees)	\$ 1,000.00	\$ 1,025.00
<b><u>Optional Extras:</u></b>		
6' x 32" Rectangle Tables (70 included with rental)	FREE	FREE
60" Round Tables	\$10.00 each	\$10.00 each
30" x 42" Hi-Top Tables	\$10.00 each	\$10.00 each
Black Stackable Chairs or Black Padded Folding Chairs	\$1.00 each	\$1.00 each
West Porch or East Porch	\$200.00 each	\$200.00 each
West Lot	\$ 500.00	\$ 500.00
Wedding Rehearsal	\$ 100.00	\$ 100.00
Masking Curtains - Office Wall only	\$ 400.00	\$ 400.00
Masking Curtains - Drive Aisle(s) only	\$100.00 each	\$100.00 each

\*Fees listed correlate to size of rental space to 1st curtain / 2nd curtain / or full building rental.

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Parks and Recreation Department**

\*please note fees are effective on a calendar year basis rather than fiscal year

<b>SERVICE</b>	<b>*Eff. Jan. 1, 2025</b>	<b>*Eff. Jan. 1, 2026</b>
<b><u>Recreation Programs:</u></b>		
Please visit the City's website for current offerings of Recreation Department Programs. Online registration, fees and other recreation department information is available at:		
<b><u><a href="https://www.romi.gov/440/Recreation">https://www.romi.gov/440/Recreation</a></u></b>		
Recreation Programs - returned check fee	\$ 35.00	\$ 35.00
Recreation Programs - refund processing	\$ 10.00	\$ 10.00
	<b>Resident / Non-Resident</b>	<b>Resident / Non-Resident</b>
<b><u>Advertisements:</u></b>		
Field Banner	\$350.00 / \$350.00	\$500.00 / \$625.00
Insight Ad - 1/4 page	\$225.00 / \$225.00	\$250.00 / \$312.00
Insight Ad - back cover	\$750.00 / \$750.00	\$787.50 / \$984.38
Insight Ad - half page	\$400.00 / \$400.00	\$420.00 / \$525.00
Insight Ad - full page	\$600.00 / \$600.00	\$630.00 / \$787.50
<b><u>Events:</u></b>		
Art Fair Vendor	\$300.00 / \$300.00	\$312.00 / \$390.00
Dream Cruise - Car Show in the Park	\$50.00 / \$50.00	\$50.00 / \$60.00
Dream Cruise - On Woodward - Vendor	\$750.00 / \$750.00	\$800.00 / \$1,000.00
Dream Cruise - Park Side Fence - Vendor	\$600.00 / \$600.00	\$600.00 / \$750.00
<b><u>Room Rentals at the Jack and Patti Salter Community Center:</u></b>		
Dance Room	\$60.00 / \$60.00	\$63.00 / \$78.75
Gym Rental (city)	\$60.00 / \$60.00	\$75.00 / \$93.75
Lincoln Room	n/a	\$40.00 / \$50.00
Senior Meeting Room	n/a	\$40.00 / \$50.00

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

**FY 2025-2026 rates are effective July 1, 2025 - June 30, 2026, unless otherwise noted**

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**Parks and Recreation Department (continued)**

\*please note fees are effective on a calendar year basis rather than fiscal year

<b>SERVICE</b>	<b>*Eff. Jan. 1, 2025</b>	<b>*Eff. Jan. 1, 2026</b>
	<b>Resident / Non-Resident</b>	<b>Resident / Non-Resident</b>
<b><u>Pavilion Rentals:</u></b>		
Lawson Park - weekday	\$50.00 / \$65.00	\$53.00 / \$66.25
Lawson Park - weekend	\$80.00 / \$95.00	\$85.00 / \$106.25
Memorial Park - weekday	\$75.00 / \$100.00	\$79.00 / \$98.50
Memorial Park - weekend	\$100.00 / \$125.00	\$106.00 / \$132.50
Normandy Oaks Park - weekday	\$125.00 / \$175.00	\$133.00 / \$166.25
Normandy Oaks Park - weekend	\$150.00 / \$200.00	\$159.00 / \$198.75
Starr Jaycee East Park - weekday	\$30.00 / \$45.00	\$32.00 / \$40.00
Starr Jaycee East Park - weekend	\$40.00 / \$50.00	\$42.00 / \$52.50
Starr Jaycee Park - weekday	\$50.00 / \$65.00	\$53.00 / \$66.25
Starr Jaycee Park - weekend	\$80.00 / \$95.00	\$85.00 / \$106.25
Starr Jaycee West Park - weekday	\$30.00 / \$45.00	\$32.00 / \$40.00
Starr Jaycee West Park - weekend	\$40.00 / \$50.00	\$42.00 / \$52.50
VFW Park - weekday	\$50.00 / \$65.00	\$53.00 / \$66.25
VFW Park - weekend	\$80.00 / \$95.00	\$85.00 / \$106.25

<b>Field Rentals:</b>	<b>Resident / Non-Resident</b>	<b>Resident / Non-Resident</b>
	<b>Resident / Non-Resident</b>	<b>Resident / Non-Resident</b>
Clawson Park - Baseball - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Clawson Park - Baseball - weekend	n/a	\$92.00 / \$115.00
Dickinson Park - Baseball - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Dickinson Park - Baseball - weekend	n/a	\$92.00 / \$115.00
Dickinson Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Dickinson Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Dickinson Park - Tennis - weekday	\$60.00 / \$60.00	\$65.00 / \$81.25
Dickinson Park - Tennis - weekend	n/a	\$74.75 / \$93.44
Dondero Park - Baseball - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Dondero Park - Baseball - weekend	n/a	\$92.00 / \$115.00

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Parks and Recreation Department (continued)**

\*please note fees are effective on a calendar year basis rather than fiscal year

<b>SERVICE</b>	<b>*Eff. Jan. 1, 2025</b>	<b>*Eff. Jan. 1, 2026</b>
	<b>Resident / Non-Resident</b>	<b>Resident / Non-Resident</b>
<b>Field Rentals (continued):</b>		
Dondero Park - Tennis - weekday	\$60.00 / \$60.00	\$65.00 / \$81.25
Dondero Park - Tennis - weekend	n/a	\$74.75 / \$93.44
Elks Park - Baseball - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Elks Park - Baseball - weekend	n/a	\$92.00 / \$115.00
Elks Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Elks Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Elks - Tennis - Weekday	\$60.00 / \$60.00	\$65.00 / \$81.25
Elks - Tennis - Weekend	n/a	\$74.75 / \$93.44
Exchange - East - Baseball - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Exchange - East - Baseball - Weekend	n/a	\$92.00 / \$115.00
Exchange - Soccer - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Exchange - Soccer - Weekend	n/a	\$92.00 / \$115.00
Exchange - Tennis - Weekday	\$60.00 / \$60.00	\$65.00 / \$81.25
Exchange - Tennis - Weekend	n/a	\$74.75 / \$93.44
Exchange - West - Baseball - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Exchange - West - Baseball - Weekend	n/a	\$92.00 / \$115.00
Franklin - Tennis - Weekday	\$60.00 / \$60.00	\$65.00 / \$81.25
Franklin - Tennis - Weekend	n/a	\$74.75 / \$93.44
Grant - Soccer - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Grant - Soccer - Weekend	n/a	\$92.00 / \$115.00
Gunn Dyer - Baseball - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Gunn Dyer - Baseball - Weekend	n/a	\$92.00 / \$115.00
Gunn Dyer - Soccer - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Gunn Dyer - Soccer - Weekend	n/a	\$92.00 / \$115.00
Hudson - Soccer - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Hudson - Soccer - Weekend	n/a	\$92.00 / \$115.00
Kenwood - Soccer - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Kenwood - Soccer - Weekend	n/a	\$92.00 / \$115.00
Kenwood - Tennis - Weekday	\$60.00 / \$60.00	\$65.00 / \$81.25

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Parks and Recreation Department (continued)**

\*please note fees are effective on a calendar year basis rather than fiscal year

<b>SERVICE</b>	<b>*Eff. Jan. 1, 2025</b>	<b>*Eff. Jan. 1, 2026</b>
	<b>Resident / Non-Resident</b>	<b>Resident / Non-Resident</b>
<b>Field Rentals (continued):</b>		
Kenwood - Tennis - Weekend	n/a	\$74.75 / \$93.44
Kenwood North - Baseball - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Kenwood North - Baseball - Weekend	n/a	\$92.00 / \$115.00
Kenwood South - Baseball - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Kenwood South - Baseball - Weekend	n/a	\$92.00 / \$115.00
Lawson - Baseball - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Lawson - Baseball - Weekend	n/a	\$92.00 / \$115.00
Lockman - Tennis - Weekday	\$60.00 / \$60.00	\$65.00 / \$81.25
Lockman - Tennis - Weekend	n/a	\$74.75 / \$93.44
Marks - Soccer - Weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Marks - Soccer - Weekend	n/a	\$92.00 / \$115.00
Maudlin Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Maudlin Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Meininger Park - Tennis - weekday	\$60.00 / \$60.00	\$65.00 / \$81.25
Meininger Park - Tennis - weekend	n/a	\$74.75 / \$93.44
Memorial Park - Tennis - weekday	\$60.00 / \$60.00	\$65.00 / \$81.25
Memorial Park - Tennis - weekend	n/a	\$74.75 / \$93.44
Memorial Park 1 - Baseball - weekday	\$95.00 / \$95.00	\$102.00 / \$125.00
Memorial Park 1 - Baseball - weekend	n/a	\$117.00 / \$125.00
Memorial Park 2 - Baseball - weekday	\$95.00 / \$95.00	\$102.00 / \$127.50
Memorial Park 2 - Baseball - weekend	n/a	\$117.00 / \$146.25
Memorial Park 3 - Baseball - weekday	\$200.00 / \$200.00	\$210.00 / \$262.00
Memorial Park 3 - Baseball - weekend	n/a	\$240.00 / \$300.00
Miller Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Miller Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Normandy Oaks Park - Soccer - weekday	\$75.00 / \$75.00	\$82.00 / \$102.50
Normandy Oaks Park - Soccer - weekend	n/a	\$94.00 / \$117.50
Optimist Park - Baseball - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Optimist Park - Baseball - weekend	n/a	\$92.00 / \$115.00

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

**FY 2025-2026 rates are effective July 1, 2025 - June 30, 2026, unless otherwise noted**

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**Parks and Recreation Department (continued)**

\*please note fees are effective on a calendar year basis rather than fiscal year

<b>SERVICE</b>	<b>*Eff. Jan. 1, 2025</b>	<b>*Eff. Jan. 1, 2026</b>
	<b>Resident / Non-Resident</b>	<b>Resident / Non-Resident</b>
<b>Field Rentals (continued):</b>		
Optimist Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Optimist Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Quickstad Park - Center - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Quickstad Park - Center - Soccer - weekend	n/a	\$92.00 / \$115.00
Quickstad Park - North - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Quickstad Park - North - Soccer - weekend	n/a	\$92.00 / \$115.00
Quickstad Park - South - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Quickstad Park - South - Soccer - weekend	n/a	\$92.00 / \$115.00
Realtor Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Realtor Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Red Run Park - East - Baseball - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Red Run Park - East - Baseball - weekend	n/a	\$92.00 / \$115.00
Red Run Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Red Run Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Red Run Park - Tennis - weekday	\$60.00 / \$60.00	\$65.00 / \$81.25
Red Run Park - Tennis - weekend	n/a	\$75.00 / \$93.75
Red Run Park - West - Baseball - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Red Run Park - West - Baseball - weekend	n/a	\$92.00 / \$115.00
Starr Jaycee Park - Football/Multipurpose - weekday	n/a	\$65.00 / \$81.25
Starr Jaycee Park - Football/Multipurpose - weekend	n/a	\$75.00 / \$93.75
Starr Jaycee Park - Sand - Volleyball - weekday	\$25.00 / \$25.00	\$27.00 / \$33.75
Starr Jaycee Park - Sand - Volleyball - weekend	n/a	\$31.00 / \$38.75
Starr Jaycee Park 1 - Baseball - weekday	\$75.00 / \$75.00	\$82.00 / \$102.50
Starr Jaycee Park 1 - Baseball - weekend	n/a	\$94.00 / \$117.50
Starr Jaycee Park 2 - Baseball - weekday	\$75.00 / \$75.00	\$82.00 / \$102.50
Starr Jaycee Park 2 - Baseball - weekend	n/a	\$94.00 / \$117.50
Starr Jaycee Park 3 - Baseball - weekday	\$75.00 / \$75.00	\$82.00 / \$102.50
Starr Jaycee Park 3 - Baseball - weekend	n/a	\$94.00 / \$117.50
Sullivan Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Parks and Recreation Department (continued)**

\*please note fees are effective on a calendar year basis rather than fiscal year

<b>SERVICE</b>	<b>*Eff. Jan. 1, 2025</b>	<b>*Eff. Jan. 1, 2026</b>
	<b>Resident / Non-Resident</b>	<b>Resident / Non-Resident</b>
<b><u>Field Rentals (continued):</u></b>		
Sullivan Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Upton Park - Pickleball - weekday	n/a	\$65.00 / \$81.25
Upton Park - Pickleball - weekend	n/a	\$75.00 / \$93.75
Upton Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Upton Park - Soccer - weekend	n/a	\$92.00 / \$115.00
VFW Park - Baseball - weekday	\$75.00 / \$75.00	\$82.00 / \$102.50
VFW Park - Baseball - weekend	n/a	\$94.00 / \$117.50
VFW Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
VFW Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Waterworks Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Waterworks Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Waterworks Park - Tennis - weekday	\$60.00 / \$60.00	\$65.00 / \$81.25
Waterworks Park - Tennis - weekend	n/a	\$75.00 / \$93.75
Whittier Park - Pickleball - weekday	n/a	\$65.00 / \$81.25
Whittier Park - Pickleball - weekend	n/a	\$75.00 / \$93.75
Whittier Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Whittier Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Worden Park - Soccer - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Worden Park - Soccer - weekend	n/a	\$92.00 / \$115.00
Worden Park - Tennis - weekday	\$60.00 / \$60.00	\$65.00 / \$81.25
Worden Park - Tennis - weekend	n/a	\$75.00 / \$93.75
Worden Park 1 - Baseball - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Worden Park 1 - Baseball - weekend	n/a	\$92.00 / \$115.00
Worden Park 2 - Baseball - weekday	\$75.00 / \$75.00	\$80.00 / \$100.00
Worden Park 2 - Baseball - weekend	n/a	\$92.00 / \$115.00
Worden Park 4 - Baseball - weekday	\$75.00 / \$75.00	\$82.00 / \$102.50
Worden Park 4 - Baseball - weekend	n/a	\$94.00 / \$117.50
Worden Park 5 - Baseball - weekday	\$75.00 / \$75.00	\$82.00 / \$102.50
Worden Park 5 - Baseball - weekend	n/a	\$94.00 / \$117.50

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Parks and Recreation - Senior Center**

\*please note fees are effective on a calendar year basis rather than fiscal year

<b>SERVICE</b>	<b>*Eff. Jan. 1, 2025</b>	<b>*Eff. Jan. 1, 2026</b>
<b><u>Senior Programs:</u></b>		
<b>Please visit the City's website and check out the Senior Times Newsletter for current offerings of senior activities and programs. Online registration, fees and other department information is available at:</b>		
<b><u>Senior-Times-Newsletter</u></b>		
Coffee Service and Supplies - for 30 people	\$ 20.00	\$ 22.00
Coffee Service and Supplies - for 55 people	\$ 30.00	\$ 33.00
Coffee Service and Supplies - for 100 people	\$ 35.00	\$ 38.50
Coffee Service and Supplies - for 150 people	\$ 40.00	\$ 44.00
Coffee Service and Supplies - for 200 people	\$ 50.00	\$ 55.00
Room Rental - security deposit	\$ 200.00	\$ 200.00
Room Rental - Saturday cleaning fee	\$ 60.00	\$ 60.00
<b>Resident / Non-Resident</b>		
Room Rental - room 1 (per hour)	\$30.00 / \$35.00	\$30.00 / \$43.75
Room Rental - room 2 (per hour)	\$40.00 / \$45.00	\$50.00 / \$62.50
Room Rental - room 3 (per hour)	\$40.00 / \$50.00	\$50.00 / \$62.50
Room Rental - room 4/5 (per hour)	\$55.00 / \$65.00	\$65.00 / \$81.25
Room Rental - room 7 (per hour)	\$20.00 / \$30.00	\$25.00 / \$31.25
Room Rental - room 8/9 (per hour)	\$45.00 / \$55.00	\$55.00 / \$68.75
Room Rental - outdoor patio	\$25.00 / \$35.00	\$30.00 / \$37.50
Room Rental - parking lot (per hour)	* \$75.00 / \$75.00	\$80.00 / \$100.00
Room Rental - lounge (per hour)	** \$25.00 / \$25.00	\$30.00 / \$37.50
Room Rental - game room (per hour)	** \$25.00 / \$25.00	\$30.00 / \$37.50
<b><u>Optional add-ons available:</u></b> Projector, 75" or 86" Monitor, Cordless Microphone, Mobile Audio System, Amplified Speakers	\$10.00 flat fee (per item)	\$10.00 flat fee (per item)

\*Requires responsible party to provide a \$1 million insurance policy to indemnify the city for any accidents.

\*\*No food allowed. Use of pool tables NOT INCLUDED in game room rental.

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Treasury Department**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
Tax Payment Partner - export file	\$ 150.00	\$ 150.00
Water / Sewer / Storm - aged accounts file	\$ 150.00	\$ 150.00
Check Return for Non-payment	* \$ 35.00	\$ 35.00
Check Return for Incorrect Bank Number (UTLA)	* \$ 20.00	\$ 20.00
Duplicate Bill Fee	* \$ 15.00	\$ 15.00
Overpayment Refund Fee	* \$ 20.00	\$ 20.00
MORTCOMP File Fee (cost per parcel; \$1,500 maximum)	\$ 0.25	\$ 0.25
BSA.TAX File Fee (cost per parcel; \$1,500 maximum)	\$ 0.25	\$ 0.25
Debit / Credit Card Service Fee	3% of the payment amount, \$2.95 minimum per transaction	3% of the payment amount, \$2.95 minimum per transaction

\*Per occurrence.

**Water Billing**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
Water and Sewer Commodity Charge	\$ 14.15	* \$ 15.95
Water and Sewer Commodity Charge - excess usage	\$ 16.28	* \$ 15.95
Outside City Water Only Commodity Charge	\$ 7.40	* \$ 8.66
Outside City Water Only Commodity Charge - excess usage	\$ 8.50	* \$ 8.66
Sewer Only Charge (per quarter)	\$ 318.09	\$ 351.21
Billing Administrative flat fee (per billing period)	\$ 16.00	n/a
Readiness-to-Serve (RTS) flat fee (per billing period)		
RTS fee for 5/8", 3/4", and 1" meters	**	n/a \$ 17.00
RTS fee for 1.5" meters	**	n/a \$ 34.00
RTS fee for 2" meters	**	n/a \$ 54.40
RTS fee for 3" meters	**	n/a \$ 108.80
RTS fee for 4" meters	**	n/a \$ 170.00
RTS fee for 6" meters	**	n/a \$ 340.00
RTS fee for 8" meters	**	n/a \$ 544.00
RTS fee for 10" and larger meters	**	n/a \$ 1,428.00

\*per unit (one rate for all users/volumes beginning in fiscal year 2025-2026).

\*\*per unit basis.

**CITY OF ROYAL OAK**  
**Master Administrative Fee Schedule**

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**Water Billing (continued)**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
Obsolete or non-registering meter fee	n/a	\$ 75.00
Water stopped at curb	n/a	\$ 25.00
Debit and Credit Card Service Fee (per transaction; \$400 max)	\$ 3.95	\$ 3.95
Missed Appointment Fee (for water service)	* \$ 45.00	\$ 50.00
Water kill (water service ended)	** \$ 2,071.00	\$ 2,071.00
Pavement cut, with either Kill or Tap	** \$ 927.00	\$ 927.00
Water tap, 1" tap for 3/4" meter	** \$ 2,379.00	\$ 2,379.00
Water tap, 1" tap for 1" meter	** \$ 2,403.00	\$ 2,403.00
Water tap, 1.5" tap for 1" meter	** \$ 2,721.00	\$ 2,721.00
Water tap, 1.5" tap for 1.5" meter	** \$ 2,838.00	\$ 2,838.00
Water tap, 2" tap for 1.5" meter	** \$ 3,173.00	\$ 3,173.00
Water tap, 2" tap for 2" meter	** \$ 3,237.00	\$ 3,237.00
Water meter purchase, 5/8 inch and 3/4 short	** \$ 301.00	\$ 301.00
Water meter purchase, 3/4 inch	** \$ 376.00	\$ 376.00
Water meter purchase, 1 inch	** \$ 471.00	\$ 471.00
Water meter purchase, 1.5 inch	** \$ 860.00	\$ 860.00
Water meter purchase, 2 inch	** \$ 1,066.00	\$ 1,066.00
Water meter purchase, 3 inch	** \$ 3,245.00	\$ 3,245.00
Water meter purchase, 4 inch	** \$ 4,006.00	\$ 4,006.00

*\*for customer scheduled appointments only.*

*\*\*per unit basis.*

**Hydrant Meter Rental**

<b>SERVICE</b>	<b>FY 2024-2025</b>	<b>FY 2025-2026</b>
3/4 inch meter, backflow preventer	* \$ 750.00	\$ 1,000.00
1 inch meter, backflow preventer	* \$ 850.00	\$ 1,100.00
2 inch meter, backflow preventer	* \$ 1,600.00	\$ 2,100.00
3 inch meter, vendor provides backflow preventer	* \$ 2,400.00	\$ 3,200.00

*\*per unit basis.*