City of Marquette
Application and Instructions for
DISCOUNT OR WAIVER OF CITY FEES

The City of Marquette City Code, Chapter 2 Administration, Division 3, Public Relations; Section 2-522 Policies and Procedures provides a mechanism for community stakeholders to submit for fee discount or waiver of City fees to be incorporated within the annual City Budget process for consideration by the City Commission.

The purpose of Ordinance #604 is to provide a process for the application, determine eligibility, and set the final discount or waiver of City fees. The City of Marquette frequently receives request for discounts to its rental, event and service fees. Fees imposed by the City reflect the actual costs to administer the rental of its facilities, the operation of its programs and events and the implementation of services and permitting requirements, and may in certain circumstances require compliance with State law or other contractual agreements or requirements.

Discounts and waivers may be considered only in circumstances that are specifically linked to public good, as stated in the City Master Plan (and its individual component plans), Economic Development Plan, Strategic Plan, on-going inter-local agreements, and other community objectives as approved by the City Commission.

Discounts and waivers shall be considered and granted ONLY in exceptional circumstances, as described in the ordinance and are not an entitlement or benefit provided by the City. Any discount and waiver will be considered only when a requesting party demonstrates a comparable public benefit sufficient enough to justify a reduction in municipal fees as outlined in the application process.

APPLICATION PROCEDURE

Discounts and waivers must be requested using the attached form. Applications shall be submitted to the Community Service Director for preliminary review and then submitted to the City Manager. The City Manager Recommended Budget will include those activities/projects the City Manager recommends for funding. The City Commission will approve requests through the adoption of the City Budget.

Included with an application shall include the following required documentation: notarized copies of State of Michigan and/or U.S. Internal Revenue correspondence specifically demonstrating organizational status; a notarized financial statement that specifically lists all applicant cash assets and fund balances; a list of all board members and other executive leaders and key personnel; a specific statement signed by an applicant authorized official explaining why the discount is being requested; and in the event to request is associated with a capital project or other partnership request, a copy of the organizational mission statement, strategic plan, and project plan.

Each application will be evaluated based upon requirements of Ordinance #604 governing requests to waive or discount City fees. Any organization that submits more than one application will be considered based upon the sum total of all the requests made for the fiscal year.

All applications intended for the next fiscal year Budget will be accepted from the period of February 1 through March 31 to be considered for the City's next fiscal year Budget (October 1 through September 30). All applications for next fiscal year must be received by March 31.

CITY OF MARQUETTE
DISCOUNT FEE WAIVER
APPLICATION

October 1, 2027 - September 30, 2028

Return Application to:

Jon Swenson, Community Service Director
Attn: Discount Fee Waiver Application
City of Marquette
300 W. Baraga Ave.
Marquette, MI 49855

I. APPLICATION INFORMATION

Organization Name:_____

Event Name, Date and Location:_____

Street Address:_____

City:_____State: _____Zip:_____

Contact Name_____Title_____

Contact Name_____Title_____

Email_____ Fax Number:_____

Phone(s)_____

II. ORGANIZATION STATUS

_____ Government Entity
_____ Non-profit Organization
_____ For-profit Organization
_____ Other: _____

III. FEE AMOUNT REQUESTED _____

*** Must be justified by requirements and limitations of Ordinance #604**

IV. REQUIRED DOCUMENTS

1. Notarized copies of State of Michigan and/or IRS letter demonstrating organizational status
2. Notarized financial statement listing cash assets and fund balances
3. List of board members and other executive leaders and key personnel
4. Statement signed by authorized official justifying why discount or waiver is being requested
5. If capital project is associated with request, a copy of the organizational mission statement, strategic plan and project plan

I hereby attest that the information contained in this application and all supporting documents is true and correct and agree to fulfill the program obligations as stated should this program be selected for discount or waiver of City fees.

Signature _____ Date _____

Print or Type Name and Title _____

Mail to: Jon Swenson, Community Service Director, City of Marquette, 300 W. Baraga Ave., Marquette, MI 49855
For questions, contact: Jon Swenson (906) 225-8593, jswenson@marquettemi.gov

Deadline for submission is March 31st, 2027 (for fiscal year October 1, 2027 through September 30, 2028) and is strictly enforced.