



**LAND IMPROVEMENT PERMIT APPLICATION**  
**CITY OF NOVI**  
**Community Development Department**  
**(248) 347-0415**

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot No: \_\_\_\_\_

Parcel No.: \_\_\_\_\_ Area of Parcel or Lot: \_\_\_\_\_ Acres

Type of Development:    \_\_\_ Residential    \_\_\_ Commercial    \_\_\_ Industrial

Owner: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Builder: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Note:** Seven (7) sets of plans shall be submitted with each application for review and approval by the City of Novi. The plan submitted shall be prepared in accordance with the Land Improvement Grading Plan Requirement Checklist. Upon approval of the Grading Plan, the applicant shall submit one (1) set of reproducible mylars along with five (6) blue-line copies of the Grading Plan.

The undersigned hereby makes application for a Land Improvement Permit in accordance with Ordinance No. 82-103 "City of Novi Drainage Regulation Ordinance".

Applicant or Authorized Agent: \_\_\_\_\_

Date: \_\_\_\_\_



LAND IMPROVEMENT CHECKLIST

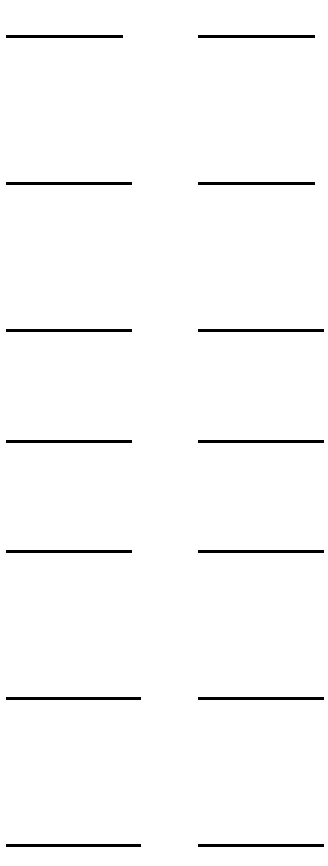
The checklist below condenses requirements contained in the City's Land Improvement Ordinance and City Design and Construction Standards within Chapters 11 and 12 of the Novi Code of Ordinances ("the Code").

NOTE: Indicate N/A if the item does not apply to this lot; otherwise all items must be shown on the plan.

Table with 2 columns: 'Shown' and 'Not Applicable', followed by 10 checklist items regarding grading plans, certification, scale, north arrow, benchmark, contact info, legal description, street names, lot lines, and setbacks.

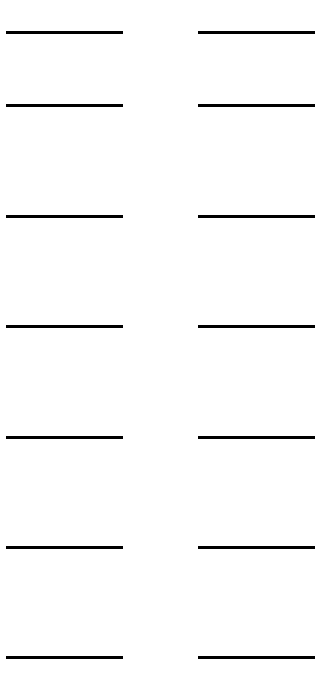
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|-------|-------|---|
| _____ | _____ | 11. Street right-of-way width.  |
| _____ | _____ | 12. A note, indicating that a City of Novi Right-of-Way Permit will be required prior to construction, must be included with the plan, where located within public ROW.   |
| _____ | _____ | 13. All existing and proposed utility structures, including overhead electrical, telephone and communication cables to include distance from finished grade to any existing overhead lines. If any overhead lines exist within thirty feet (30) of a building, plans should be submitted to the appropriate utility company for review and comment prior to submittal of the Land Improvement Permit. |
| _____ | _____ | 14. Location of existing water, sanitary and storm utilities, service leads and appurtenances.  |
| _____ | _____ | 15. Location of proposed water service, sanitary sewer lead and sump pump discharge line. Sump pump discharge line shall be connected to existing storm sewer, where available.   |
| _____ | _____ | 16. Private sewage disposal system or location of private water source (well).  |
| _____ | _____ | 17. Existing and proposed ditches and culverts.   |
| _____ | _____ | 18. All existing and proposed buildings and their addresses within 100 feet of the lot to be improved; including adjacent finished grades.  |
| _____ | _____ | 19. Verify width, type and location of proposed sidewalk or pathway is consistent with the Pathway Master Plan.   |
| _____ | _____ | 20. Size, type, and location of existing trees. Note which trees will be removed and those, which will remain. Show the location of the regulated woodland line.  |
| _____ | _____ | 21. The location and elevation of regulated 100-year Floodplain boundaries pursuant to Chapter 12, Article IV of the Novi Code of Ordinances.   |
| _____ | _____ | 22. The location of regulated wetlands or watercourse, the location of 25-foot wetland watercourse setback and any proposed disturbances pursuant to Chapter 12, Article V of the Novi Code of Ordinances.  |





- j. Retaining wall labeled with top and bottom grades. Conformance to City of Novi Building Code shall be noted on plan.
- k. The high point of the swale, located 10 feet from a building, shall be 1/2 foot below the proposed finish ground elevation of the house.
- l. Generally, the maximum ground slope for any part of the site shall be 25%.
- m. A building shall not be set below the crown of the road on which it fronts.
- n. A minimum of 6/10 foot of a vertical drop shall be provided from the front (and side on corner lots) property line to the top of the curb.
- o. The maximum side slope of landscape berms shall be 33%. A (5) five-foot wide flat area on top shall be provided.
- p. The designation of trees or groups of trees to be saved under the Woodlands Protection Ordinance does not exempt such areas from drainage, slope, and other Site Design Construction contained in Section 11-143, 144.

25. Driveways



- a. Maximum slope of driveway shall be 10%.
- b. Maximum cross slope for side entrance drive aprons shall be 4%.
- c. The driveway shall not interfere with side or front yard drainage.
- d. Edge of drive shall be offset a minimum of three (3) feet from side lot line.
- e. Show location, width, and materials for proposed drive(s).
- f. Number of drives shown is consistent with Section 11-216(e) of the Code.
- g. Dimensions shown are within acceptable range of 10' - 25' per Table IX.10 of the Code.

\_\_\_\_\_

h. Driveways to paved roads should be paved between the edge of the pavement and the existing sidewalk. If there is not existing sidewalk, the surfacing should extend from the edge of the pavement to a point 30 feet from the edge of the pavement.

\_\_\_\_\_

i. When the road is unpaved residential driveways may be surfaced with stabilized gravel or if driveways are paved, the paving shall extend no closer to the street than five (5) feet from the edge of the road.