FINAL SITE PLAN SUBMITTAL FORM

City of Novi Community Development Department
45175 W. Ten Mile, Novi, MI 48375
248-347-0475; 248-735-5633 fax
www.cityofnovi.org

Project Name	Site Plan Number

APPLICANT

Company	Primary Contact	Professional License Number, if applicable

Street Address	Suite	City	State	Zip

Phone Number	Fax Number	E-mail address

SUBMITTAL REQUIREMENTS

Final Site Plan Submittal Requirements:

- ☐ Ten sealed and folded sets of plans which include site plan, elevations, floor plans, engineering, wetland, soil erosion, woodland, landscape, photometric and stormwater management plans. Size of plans must be 24" x 36", maximum scale of 1" = 50'.
- ☐ Original signed copy of this application
- ☐ Completed Final Site Plan Checklist
- ☐ Completed Other Agency Checklist
- ☐ Response letter, citing the revisions made to the plans and addressing all comments made by the reviewing disciplines
- ☐ 8½" x 11" copy of Engineering Cost Estimate
- ☐ 8½" x 11" copy of Landscape Cost Estimate
- ☐ Hazardous Materials Packet, if not already submitted
  http://www.cityofnovi.org/Resources/Library/Forms/HazardousMaterialsPacket.pdf
- Provide updated information for any professional contact, if applicable

All on-site and off-site easements must be submitted for review prior to Stamping Set approval. Not all of the following may be required. Please refer to your site plan review letters for easement requirements.

- ☐ Submitting with this Final Site Plan package
- ☐ Submitting separately, prior to Stamping Set submitta

Submit two *draft* copies of the following, if required:

Sanitary Sewer System Easement
Water System Easement
Cross Access Easement (ingress/egress)
Emergency Access Easement
Storm Drainage Maintenance Easement Agreement
Storm Sewer and Surface Drainage Easement

Submit five *draft* copies of the following, if required:

Conservation Easement
Master Deed and By-Laws
Shared Parking Agreement

These Engineering Department documents may be found at: www.cityofnovi.org

All exhibits pertaining to these easements or agreements shall be in the order and format of the following: 1) Exhibit "A" – a metes and bounds description of the parent parcel; 2) Exhibit "B" – a metes and bounds description of the easement or agreement area; and 3) Exhibit "C" – a surveyed pictorial representation or drawing of the exhibits A and/or B. (Any other required attached materials, e.g., Maintenance Activities, Costs, Adjustments, etc., may be submitted as Exhibit "D").

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted on or with this application are true and accurate to the best of my knowledge and I am the property owner or I am authorized to file this application and act on behalf of the property owner and I have provided the City with documentation of this authorization. I acknowledge that by making this application I have consented to the entry of City officials, employees, agents, and/or representatives for all purposes in connection with this application and to insure compliance with City

Signature of Applicant Date

Printed Name of Applicant