

APPLICANT'S ACCEPTANCE DOCUMENT TRANSMITTAL



45175 West Ten Mile Road
 Novi, Michigan 48375
 Community Development Department
 Phone: (248) 347-0475
 Fax (248) 735-5600

This transmittal **MUST** be filled out and returned to the Community Development Dept., with the required acceptance documents. Please state clearly what documents are being submitted and considered for review by City, Consultant and Legal staff.

Applicant's Name _____ Project Name _____

Contact Phone Number _____ Phase (If Applicable) _____

Firm Name _____ Firm Address _____

City/State/Zip _____ Fax Number _____

E-mail Address _____ Site Plan Number _____

Submittal Type For:

Please check a box for each line below

<input type="checkbox"/> Initial or "Stamping Set" Approval	<input type="checkbox"/> Final Site Acceptance	<input type="checkbox"/> Council Consideration
<input type="checkbox"/> 1 st Submittal	<input type="checkbox"/> 2 nd Submittal	<input type="checkbox"/> Subsequent Submittals

Documents Included: (Be specific if different from below. Add to "Comments" section, next page)

INITIAL OR "STAMPING SET" APPROVAL DOCUMENTS		FINAL DOCUMENTS
<input type="checkbox"/> Water Main Easement(s)	<input type="checkbox"/> FEMA - LOMR	<input type="checkbox"/> Warranty Deed(s)
<input type="checkbox"/> Sanitary Sewer Easement(s)	<input type="checkbox"/> FEMA - LOMA	<input type="checkbox"/> Bill(s)-of-Sale
<input type="checkbox"/> Storm Sewer Easement(s)	<input type="checkbox"/> Conservation Easement	<input type="checkbox"/> Waiver's of Lien
<input type="checkbox"/> Master Deed (Exhibit B's)	<input type="checkbox"/> Landscape Easement	<input type="checkbox"/> Sworn Statement
<input type="checkbox"/> Off-Site Easement(s)	<input type="checkbox"/> Title Policy	<input type="checkbox"/> Title Policy (Up-Dated)
<input type="checkbox"/> Storm Drainage Facility Maintenance Easement Agreement	<input type="checkbox"/> Other	<input type="checkbox"/> Letter(s) of Consent (i.e., Detroit Edison)
<input type="checkbox"/> Ingress-Egress Easement	<input type="checkbox"/> _____	<input type="checkbox"/> Maintenance Bond – Utilities
<input type="checkbox"/> Cross Access Easement	<input type="checkbox"/> _____	<input type="checkbox"/> Maintenance Bond – Streets
<input type="checkbox"/> Emergency Access Easement	<input type="checkbox"/> _____	<input type="checkbox"/> As-Builts – Const.
<input type="checkbox"/> Sidewalk Easement	<input type="checkbox"/> _____	<input type="checkbox"/> As-Builts – Mitigation
<input type="checkbox"/> Grading Easement	<input type="checkbox"/> _____	<input type="checkbox"/> Subordination Agreement

Comments:

NOTES TO THE APPLICANT:

- 1) Please refer to your Preliminary and/or Final Site Plan Review letters for required documents.
- 2) Please do not fully execute documents until final engineering and legal approval has been given.
- 3) Initial submittals either for 'Stamping Set' approval or final acceptance of the improvement by City Council shall be complete in one package. Submittal packages may be rejected if all the required documentation is not included.
- 4) Please indicate for each document whether it is being submitted for the first time, second time, third time, etc., so that an accurate account of the review(s) can be assessed.
- 5) Final documents may require the re-submittal of easements if as-builts reflect or show a change in utility and/or street location.
- 6) All Waivers' of Lien shall be "full" and "unconditional". Partial waivers will not be accepted.
- 7) All original documents will be directed to and kept on file with the City Attorney until final recordation with the City Clerk's Office and Oakland County's Registrar of Deeds. Prior to final recording, the City Attorney will perform a final cursory review of the original documents to ensure the documents incorporate the latest revisions and signed and notarized correctly.
- 8) Easement, Agreement and Bonds forms can be found on the City of Novi website: <http://www.cityofnovi.org> under Forms and Permits / Engineering Department. These forms have the correct format and content as approved by the City of Novi.

DOCUMENT SPECIFICATIONS:

- 1) Maintenance and Guarantee Bonds – Shall be submitted in the amount equal to 25 percent of the cost of the construction of the streets or utilities to be accepted. This bond must be for a period of two years from the date of formal acceptance by City Council.
- 2) Title Policy – Shall be dated within 90 days of City Council consideration of acceptance for the purpose of verifying that the parties signing the Easement and Bill of Sale documents have the legal authority to do so. Please be sure that all parties of interest shown on the title policy (including mortgage holders) either sign the easement documents themselves or a Subordination Agreement. Please be aware that the title policy may indicate that additional documentation is necessary to complete the acceptance process.
- 3) Waivers of Lien or Sworn Statements – Shall be submitted from any parties involved with the installation of each utility or street paving as well as a Sworn Statement listing those parties and stating that all labor and material expenses incurred in connection with the subject construction improvements have been paid.
- 4) As-Builts - Either As-built drawings or a Mylar copy of the construction plans (exclusive of landscape and utility detail sheets and dependant of review or preparation) must be submitted to Spalding-DeDecker & Associates, Inc., the City's consulting engineer. These items must be provided in accordance with Article XII, Design and Construction Standards, Chapter 11 of the Novi Code of Ordinances .

Reviewers Contact Information: City's Consulting Engineer
 Spalding-DeDecker & Associates, Inc.
 Attn: Ms. Taylor E. Reynolds, P.E.
 905 South Boulevard East
 Rochester Hills, Michigan 48307
 (248) 844-5400 Office
 (248) 844-5404 Fax
www.spaldingdedecker.com

For Office Use Only:

Review Request # _____

Date received by Community Development Dept.		Review Fees:		Remaining Balance
Assigned to _____	Date Sent _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____
Assigned to _____	Date Sent _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____