



**PRE-CONSTRUCTION MEETING  
SCHEDULING REQUIREMENTS  
CITY OF NOVI  
Community Development Department  
(248) 347-0415**

**To clear, grub, grade, install utilities, obtain building permit, etc. all items must be completed**

1. Obtain Preliminary site plan approval. Contact Planning Division at 248-347-0475.
2. Submit plans for Final site plan approval at the Planning Division.
3. Apply for and secure Soil Erosion permit by contacting Sarah Marchioni at 248-347-0430. Pay Soil Erosion fees and financial guarantee at Treasurer's Office, and obtain Soil Erosion permit from Sarah Marchioni in the Building Division. An NPDES permit may be applied for and obtained after approval of City soil erosion permit, if applicable. The Certified Storm Water Operator information must be provided at the site pre-construction meeting.
4. Secure Final site plan approval from Planning Division. Once final Engineering approval is received submit the required sets of plans to Nathan Bouvy in the Engineering Division for routing to the City of Detroit, Oakland County and MDEQ for any/all water main and/or sanitary sewer taps and/or extensions.
5. Apply for and secure Right-of-Way permit by contacting Nathan Bouvy at 248-735-5648. Oakland County and/or Wayne County approval may be required prior to issuance of City Right-of-Way permit. Pay Right-of-Way fees and financial guarantee at Treasurer's Office, and obtain permit from the Engineering Division. Pay Grading fees at Treasurer's Office, and obtain permit at site pre-construction meeting.
6. Pay Woodland fees & financial guarantee at Treasurer's Office, and obtain Woodland permit from Sarah Marchioni in the Building Division.
7. Secure Wetland permit from MDEQ (if applicable) **AND** City, pay Wetland fees and financial guarantee at Treasurer's Office, and obtain Wetland permit from Sarah Marchioni in the Building Division.
8. Apply for and secure City Flood Plain permit by contacting Sarah Marchioni at 248-347-0430, if applicable.
9. Obtain City of Detroit, Oakland County, and MDEQ permits for sanitary sewer and water.
10. Pay all Required Private Development Fees at Treasurer's Office (Landscape, Site Construction Inspection, Storm Water Detention, Water & Sewer, Street Trees, and any other applicable fees).

11. Applicant must submit an AutoCAD formatted CD or DVD of the base drawings that rendered the stamping sets (complete with x-refs, pen and plot tables). MicroStation drawing formats will not be accepted. For questions please contact Ted Meadows directly at 248-762-5116. Submit the CD directly to Sarah Marchioni in the Building Division prior to scheduling the site pre-construction meeting but after stamping set approval.
12. Set up site pre-construction meeting by contacting Sarah Marchioni at 248-347-0430 after all the above requirements are met.
13. Site pre-construction meeting is conducted. The Grading permit is issued at the meeting.
14. Material certifications must be submitted to Spalding DeDecker Associates, Inc., 905 South Boulevard East, Rochester Hills, MI 48307. The material certifications must be approved prior to installation of utilities. The initial review period for these drawings is 7 – 10 working days. A minimum of three complete sets must be submitted. For questions contact Ted Meadows directly at 248-762-5116.
15. Prior to any activity commencing on site the applicant must contact MISS DIG at 1-800-482-7171.
16. Install Soil Erosion measures and woodland protection fencing per approved plans.
17. Inspection for soil erosion, wetland and/or woodland protection measures required (performed by Consultants & City Staff).
18. Pay all Building Permit fees at Building Department.

#### **SECURE FULL BUILDING PERMIT**

**NOTE: ALL ENVIRONMENTAL ISSUES MUST CONTINUOUSLY BE MONITORED AND MAINTAINED DURING MASS GRADING AND THROUGHOUT THE CONSTRUCTION PROCESS.**