



SEASONAL OUTDOOR SEATING SITE PLAN CHECKLIST

City of Novi Community Development
45175 W. Ten Mile, Novi, MI 48375
248.347.0475; 248.735.5633 fax

Project Name

Item	Requirement	Shown (✓)	N/A (✓)
1	Name, address and phone number of Applicant.		
2	Name, address, phone number and seal with signatures of Michigan-licensed architect who prepared the plan. Plan should be titled Seasonal Outdoor Seating Site Plan.		
3	North arrow, legend, graphic and written scale on all sheets.		
4	Title block containing the project name.		
5	Existing parcel identification number (sidwell number) and ownership.		
6	Existing and proposed ROWs where abutting a public roadway must also be shown.		
7	General layout of proposed Outdoor Seating Area including, but not limited to, proposed outdoor furniture including, but not limited to, tables, chairs, and waste receptacles.		
8	Location and type of proposed site amenities.		
9	25-foot clear view zone for corner clearance and any other special requirements per zoning district, if applicable.		
10	Pedestrian safety paths and pathways along internal and external roads, as required in the City of Novi's Master Plan, various sections of the Zoning Ordinance, Subdivision Ordinance (Appendix C of the Novi Code of Ordinances), Design and Construction Standards (Sections 11 and 12 of Chapter 11 of the Novi Code of Ordinances), or by City policy.		
11	Street and road names for all public rights-of-way or private roads adjacent to the existing/proposed building.		
12	Locations of all signage and all sign structures shall be depicted.		
13	Existing on-site and off-site driveways located within 100 feet of property boundaries if site fronts on local or collector road and within 200 feet of property boundaries if site fronts on a major thoroughfare.		
14	If an enclosure is required, identify all materials, colors of materials, etc.		