



PLANNING LEGAL REVIEW TRANSMITTAL

(Include the Transmittal with every submittal)

Off-Site	On-Site	
First Draft	Revised	Notarized

CITY USE ONLY

Date Received:

Legal Permit (PL) #:

Site Construction (PSC) #:

Legal Invoice Paid:

Yes No

PROJECT INFORMATION: *(To be filled by Staff)*

Site Plan No:

Project Name:

Site Address:

PRIMARY CONTACT INFORMATION: *(To be filled by Applicant)*

Contact Name:

Company:

Contact Address:

Phone:

Email:

INITIAL AND REVISED DRAFT DOCUMENT SUBMITTAL INSTRUCTIONS:

- Digital copies are accepted via e-mail for initial and revised drafts. E-mail: dshanahan@cityofnovi.org
- Submit and label each document as a separate pdf.
- All exhibits should be letter (preferred) or legal sized (24" x 36" will not be accepted).
- Make sure all legal fees are paid prior to submittal.

NOTARIZED DOCUMENT SUBMITTAL INSTRUCTIONS:

- Final signed and notarized copy should be signed in **black ink only** or County will reject.
- Consent page on the easement form should be signed by any lenders on the property.
- Original copies are required for final signed and notarized submittal, send to:
City of Novi - Community Development Department, Attn: Planning, 45175 Ten Mile Road, Novi, MI 48375

LEGAL DOCUMENTS REQUIRED: *(To be filled by Staff)*

All items checked below should be submitted together. **Incomplete submittals will not be processed.**

01: Master Deed

07: Shared Parking Agreement

02: Conservation Easement

08: Text Amendment

03: Development Agreement

09: Other Planning Agreement

04: Planned Rezoning Overlay

15: Title Policy

05: RUD Agreement

Master Deed Exhibit B

06: Covenants and Restrictions

Conservation Easement Exhibits

Other (Specify)

Additional Documents may be required during the review process