

Novi Neighborhood Entryway Enhancement Matching Grant Program

Office of The City Manager

2014



cityofnovi.org

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Neighborhood Entryway Enhancement Matching Grant Program

Purpose

The Neighborhood Entryway Enhancement Matching Grant Program was established by City Council to provide funding assistance to City of Novi Homeowners Associations to support their efforts to enhance their neighborhoods through high-quality, sustainable neighborhood entranceway beautification projects that help to establish the neighborhood and also benefit and enhance the Novi community. These projects must be intended to beautify a subdivision entrance through significant and permanent physical improvements, including adding/modifying entrance signs, constructing flower beds, planting trees, and installing other related entryway improvements. **Reoccurring or non-permanent items such as mulch or annuals are not eligible, nor are other maintenance items.** All physical improvement projects must be located on the perimeter of the neighborhood (i.e., visible from outside the neighborhood) and not on any interior streets or common areas. Neighborhoods are eligible for a 50% match up to a maximum \$5,000, at the City's sole discretion.

Directions

Complete the application below, providing all required information and any supplemental materials. One electronic copy must be submitted via email to the City of Novi Manager's Office to EntrywayGrant@cityofnovi.org by February 1, 2015. ****All required materials must be submitted by this date for application consideration.*** If you have any questions or concerns, you may email the Novi City Manager's office at EntrywayGrant@cityofnovi.org.

Required Application Materials

- A current Association budget demonstrating the ability to meet the 1:1 matching requirements and to maintain the project in the future.
 - Complete bank statements are not required; however, should the Association choose to provide these documents, please be sure all account numbers are removed before submittal of application.
- If In-kind donations (such as donated professional services or materials, and excluding volunteer labor) are to be used to assist in the fund matching, the association must submit formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project.
- Documentation reflecting the Association's current spending on landscape and landscape maintenance.
- If there is an impact on property owners or other non-city agencies (e.g. road commission) provide written permission / approval of project from necessary entity (if applicable).
- Well defined, scaled plans of the proposed project.
- Map with project location identified.



Policies

1. To qualify, projects must be located at the entrance of a neighborhood, clearly visible from the public right-of-way. Eligible projects may be either new construction/installation of physical improvements or a rehabilitation of existing improvements. Examples include entryway signage, updated landscape beds, benches, and streetscape amenities.
Reoccurring and/or maintenance projects are not eligible.
2. Priority will be given to projects that are expected to have the greatest positive effect for the City of Novi.
3. Grant project funding requires at least an equal (1:1) match from the Association and may not exceed 50% of the total cost of the project or a maximum amount of \$5,000. If the funding from the City and the portion provided for by the receiving organization is not sufficient to complete the project, then the receiving organization is responsible for raising the difference.
The intent of this grant is not to completely fund projects, but to assist with as many projects as possible throughout the community. The amount awarded will be reimbursed directly to the applying organization upon successful completion of project and conformance with all standards of the program.
4. The City of Novi will disburse the awarded amount to the organization/Home Owner's Association (not the contractor) upon proof of payment of the organization's cost and proof of completion of the entire project (proof of payment may be shown through sworn statements, canceled checks, copy of contract, release of lien, etc.). The request for reimbursement and proof of project completion must be made by **November 15, 2015**.
5. An organization/ Home Owner's Association is limited to no more than one award every two years.
6. Grants are made with the understanding that the City is in no way obligated to provide further financial or management assistance to ensure that a project is completed. Property is and will continue to be maintained by the Association into the future.
7. Project work must not begin, and permits shall not be obtained until grant approval from City Council, and **must be completed by the end of construction season (November 15, 2015)**.
8. Projects are encouraged to be environmentally sensitive and be of a sustainable nature.
9. All selected projects must comply with City of Novi Ordinances, as well as state and local laws, and all appropriate permits must be obtained after grant approval. *(If you have any questions concerning ordinance compliance, you may view the City of Novi Code of Ordinances at: https://www.municode.com/library/#!/mi/novi/codes/code_of_ordinances?nodeId=PTIICOOR or contact Community Development. The City has the right to decline project reimbursement after project approval if the appropriate permits are not obtained to ensure project completion by **November 15, 2015**.*
10. Priority will be given to projects that abide by the regulations listed in the City's *Residential Entryway Signage* document. Please refer to these regulations on pg. 13 of this document. You can also find them on the City of Novi's website at <http://cityofnovi.org/City-Services/Community-Development/Information-Requirements-Sheets,-Checklists,-Manua/ResidentialEntrancewaySignRequirements.aspx>. It is encouraged that applicants meet with Community Development personnel to ensure that their project abides by these regulations, prior to grant application submittal.
11. If there is an impact on property owners or other non-city agencies (e.g. road commission) written permission / approval of project from necessary entity must be provided.

12. The use of invasive species will not be permitted. Please refer to the included list of what the City of Novi considers an invasive species (pg.10 of this document). You may also visit the Michigan Invasive Plant Species list at <http://mnfi.anr.msu.edu/invasive-species/factsheets.cfm>.

13. Grant applications will be accepted once per calendar year (**due date is February 1**). Recommendation for approval of qualifying projects will be provided by the Beautification Committee for final grant approval by Novi City Council. All grant applicants will be notified regarding City Council's final decision immediately after decisions are announced.

Grant Selection Criteria & Evaluation Process

The evaluation process will be conducted by the City of Novi Beautification Commission (find out more about the Commission here: <http://cityofnovi.org/Government/Boards-and-Commissions.aspx#Beautification>). The Commission will establish qualifying projects and provide recommendations to City Council, who may then choose projects for final approval.

Beautification Commission meeting date and time will be provided after all applications are submitted to the City. At least one representative from the applicant organization should be present to answer any questions regarding the application.

The evaluation will be scored on a 75 point system, being divided into the following three categories:

1. Project Need / Impact (0–25 points)

- a. The potential impact of the project on the neighborhood.
- b. The potential impact of the project on the City of Novi.
- c. Project's ability to establish the neighborhood and create an inviting subdivision entrance.
- d. The existing conditions of the project area.
- e. The age of the subdivision.

2. Project Feasibility (0-25 points)

- a. The commitment and capacity of the requesting organization's directors or trustees to carry out the program.
- b. An itemized account of how the money is to be spent.
- c. The organization's fiscal responsibility and management qualifications.
- d. The amount of matching dollars that the organization has and is willing to contribute.
- e. History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.

3. Project Planning (0-25 points)

- a. Project is well planned and ready for implementation.
- b. Project abides by all necessary laws and ordinances.
- c. Grant application includes well defined, scaled plans.
- d. Grant application is complete and accurate.
- e. Project does not include plants from invasive species list.
- f. For projects including signage improvement/addition, preference given to engraved lettering due to its theft resistant nature.



Neighborhood Entryway Enhancement Matching Grant Application

Due Date: February 1, 2015

I. Applicant Information

a. Association Name:

b. Age of Association:

c. First-time Applicant? Please circle or

If No, date of last application submission _____

d. Project Leader:

e. Office Held/Position within organization:

f. Address:

g. Telephone:

E-Mail:

II. Project Information

a. Provide a clear description of project plan and design, including the location, existing conditions, specific need, and public benefit. Include project planning documents such as landscaping drawings, plans, maps, and/or pictures of project area, etc.

- b. Location of proposed project area (please provide a written description of location, along with an attached map with location identified). City maps can be found on the City of Novi website at: <http://cityofnovi.org/Community/Map-Gallery.aspx>.

- c. Explain how the project meets the review criteria listed in the “**Grant Selection Criteria & Evaluation Process**” section.

- d. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g. road commission), please explain here, and provide written permission / approval of project from necessary entity.

- e. Please list all proposed plants (if any) that intend to be used in the project. Please refer to the City’s invasive species list, as items on this list are not permitted.

III. Funding Information

- a. Estimated Total Project Costs: _____

b. Who provided this cost estimate? _____
 (Name, Title, Company)

 (Phone Number)

c. Total amount of funds requested: _____
(50% project costs up to \$5,000 maximum)

d. If the project cost is projected to exceed the 1:1 match from the city (e.g. if the project cost projection is \$12,000, the City's maximum contribution is \$5,000, matched by \$5,000 from the organization with an additional \$2,000 from the organization), please provide the additional cost :

e. Total amount to be donated through in-kind donations and/or cash assistance: _____

Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor):

*****REMEMBER to include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project**

f. Itemized cost/unit estimates :

EXAMPLE:

ITEM	#UNITS	COST/UNIT	TOTAL
<i>Example:</i>			
Soil	10 cubic yards	\$40	\$400
Contracted Service	8 hrs labor	\$50	\$400
One gallon shrubs	14	\$10	\$140
Total			\$940

IV. Attachments

a. Please include:

- Association budget reflecting the ability to meet 1:1 matching requirements;
- Documentation reflecting the Association's current spending on landscape and landscape maintenance;
- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project *(if applicable)*;
- If there is an impact on property owners or other non-city agencies (e.g. road commission) provide written permission / approval of project from necessary entity *(if applicable)*;
- Well defined, scaled plans of the proposed project.
- Map with project location identified.

****** *Please remove all account numbers from any bank statements that are submitted as part of the grant application***

**** *Applications will not be considered if all necessary documentation is not included***

Neighborhood Entryway Enhancement Matching Grant Checklist

Please consult this checklist prior to submitting the grant application and supporting materials to the City of Novi, Office of the City Manager by February 1, 2015. Thank you!

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> ▪ Project is a permanent physical improvement located on the perimeter of the neighborhood, and not on-going or routine maintenance. | Y | N |
| <ul style="list-style-type: none"> ▪ Has your Association received City of Novi grant funding in the previous 2 years? | Y | N |
| <ul style="list-style-type: none"> ▪ Can your Association demonstrate the ability to meet the 1:1 match requirement? | Y | N |
| <ul style="list-style-type: none"> ▪ You included in the grant application a current Association budget demonstrating the ability to meet the 1:1 match. | Y | N |
| <ul style="list-style-type: none"> ▪ The project is using in-kind donations to assist with funding. | Y | N |
| <ul style="list-style-type: none"> ▪ If in-kind donations are being used, formal documentation from the donating entity is included with application. | Y | N |
| <ul style="list-style-type: none"> ▪ Documentation reflecting the Association's current spending on landscape and landscape maintenance is included. | Y | N |
| <ul style="list-style-type: none"> ▪ If project consists of entryway signage, project abides by all <i>Residential Entranceway Signage</i> regulations (see pg. 15 of document) | Y | N |
| <ul style="list-style-type: none"> ▪ Project complies with all City Ordinances. | Y | N |
| <ul style="list-style-type: none"> ▪ Project has an impact on property owner or non-city agency. | Y | N |
| <ul style="list-style-type: none"> ▪ If project has an impact on property owner or non-city agency, permission or approval of project from necessary entity is provided in application. | Y | N |
| <ul style="list-style-type: none"> ▪ Project includes use of identified invasive species. | Y | N |

- All project documents are included in application (see Required Application Materials on Grant Application and Program Description). Y N
- Map with project location identified is provided. Y N
- Project budget, including all itemized cost estimates is completed on application. Y N



Neighborhood Entryway Enhancement Matching Grant

Invasive Plant List

The list below contains invasive species unsuitable for this project. For a more comprehensive look, please refer to the list at <http://mnfi.anr.msu.edu/invasive-species/factsheets.cfm>. Please be advised that this is not a comprehensive list, and other plant species are subject to approval by the City.

Trees

Norway Maple - *Acer platanoides*

Tree of Heaven - *Ailanthus altissima*

Black Alder - *Alnus glutinosa*

Russian Olive - *Elaeagnus angustifolia*

Black Locust - *Robinia pseudoacacia*

Shrubs

Japanese Barberry – *Berberis thunbergii*

Autumn Olive – *Elaeagnus umbellata*

Glossy Buckthorn - *Frangula alnus/Rhamnus frangula*

Privet- *Ligustrum vulgare*

Amur Honeysuckle – *Lonicera maackii*

Morrow's Honeysuckle – *Lonicera morrowii*

Tartarian Honeysuckle – *Lonicera tatarica*

Bell's Honeysuckle – *Lonicera xbella*

Common Buckthorn – *Rhamnus cathartica*

Black Jetbead – *Rhodotypos scandens*

Multiflora Rose - *Rosa multiflora*

Woody Vines

Oriental Bittersweet – *Celastrus orbiculatus*

Japanese honeysuckle – *Lonicera japonica*

Kudzu - *Pueraria lobata*

Herbaceous Plants

Garlic Mustard – *Alliaria petiolata*

Narrow-leaved Bitter-cress – *Cardamine impatiens*

Spotted Knapweed – *Centaurea stoebe/Centaurea maculosa*

Canada Thistle – *Cirsium arvense*

European Swamp Thistle- *Cirsium palustre*

Black Swallow – wort - *Cynanchum louiseae /Vincetoxicum nigrum*

Pale Swallow-wort - *Cynanchum rossicum /Vincetoxicum rossicum*

Leafy Spurge – *Euphorbia esula*

Baby's Breath – *Gypsophila paniculata*

Giant Hogweed- *Heracleum mantegazzianum*

Dame's Rocket – *Hesperis matronalis*

Lyme-grass – *Leymus arenarius*

Purple Loosestrife – *Lythrum salicaria*

White Sweet Clover – *Melilotus alba*

Yellow Sweet Clover – *Melilotus officinalis*

Japanese Stilt Grass – *Microstegium viminium*

Wild Parsnip – *Pastinaca sativa*

Reed Canarygrass – *Phalaris arundinacea*

Phragmites – *Phragmites australis*

Japanese Knotweed – *Polygonum cuspidatum*

Giant Knotweed – *Polygonum sachalinense*

Mile – a minute Weed – *Polygonum perfoliatum*

Narrow – leaved Cat-tail - *Typha angustifolia*

Aquatic Plants

Flowering Rush – *Butomus umbellatus*

Water-hyacinth – *Eichornia crassipes*

Hydrilla – *Hydrilla verticillata*

European Frog-bit – *Hydrocharis morsus-ranae*

Eurasian Water Milfoil – *Myriophyllum spicatum*

Curly Pondweed - *Potamogeton crispus*



Everything You Need to Know About..

Residential Entranceway Signage



Whether you're looking to construct a new sign or upgrade an existing sign at the entryways into a residential subdivision, condominium or apartment complex, please refer to this handout as a guide to the regulations, process, applications, fees, and most importantly, who to contact for assistance. The process typically starts with a sign permit application, and may include a right-of-way permit, building permit and submittal of a landscape plan.



For more information visit cityofnovi.org
or contact:

Jeannie Niland | Community Development Department
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
e: jniland@cityofnovi.org t: 248.347.0438 f: 248.735.5600

Sign Regulations

Number

One ground sign (a sign not attached to any building, supported by a monument placed in the ground surface such that the entire bottom of the sign is affixed to the ground and is not supported by poles, columns, or uprights) is permitted at each entrance to a neighborhood. Two sign faces greater than two feet apart are permitted.

If a neighborhood has a boulevard entrance, one single-face ground sign is permitted on each side of the boulevard.

Size

Signs shall have a maximum height of 5 feet and a maximum area of 24 square feet. The area of sign is considered the entire area within the smallest circle, triangle, parallelogram, or other geometric shape that encloses the extreme limits of any writing, picture, logo, representation, emblem, or figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back and are at no point more than two feet from one another, the area of the sign shall be taken as the area of one face if the two faces are of equal area, or as the area of the larger face if the two faces are of unequal area.

Location

Signs shall be located at least 10 feet from any street right-of-way and only in yards adjacent to streets at the entrance to the neighborhood or within the median of a boulevard street when a license for such is granted by the City Engineer.

Signs in yards adjacent to the entrance require either a recorded sign easement for the property or a letter of authorization from the property owner for the placement of the sign.

Signs are permitted on a previously approved landscape wall as part of an approved site plan, provided the sign meets the size requirements above. To install a wall larger than the sign requirements, a revised site plan must be submitted for review by the Planning Commission.

Signs must meet corner clearance regulations: walls, plant material, signs or other obstruction to vision above a height of 2 feet shall not be permitted within the clear view zone which is the triangular area formed at the intersection of any existing public street right-of-way lines by a straight line drawn between said right-of-way lines at a distance along each line of 25 feet from their point of intersection. Medians shall be included in this measurement.



Complete Regulations

Refer to the [Sign Code](#) and [Zoning Ordinance](#) for complete regulations

Application

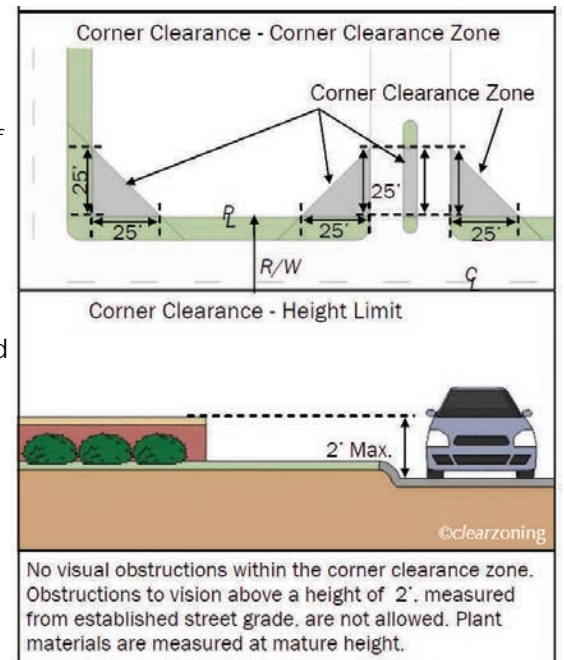
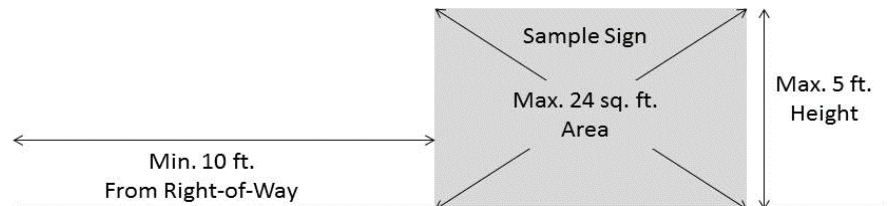
[Sign Permit Application](#) (One application required per sign)

Fee

\$75

Inspections

One final inspection once sign is complete (plus any applicable building, engineering or right-of-way inspections)



For more information contact:
Jeannie Niland | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: jniland@cityofnovi.org t: 248.347.0438 f: 248.735.5600

Engineering Regulations

Right-of-Way (ROW) Permits

If the sign is to be located or any work will be completed in the public ROW (the boundary between private property and the public lands under the legal control of the agency having jurisdiction over a road), a permit will be required from the City of Novi Engineering Division. An additional permit may be required from the Road Commission for Oakland County for ROW under their jurisdiction ([see map here](#)). The Engineering Division can review the application and determine if permits are required from other agencies. A sketch showing the location of the sign is required with the permit application.

Breakaway Design

All signs located within the ROW shall be designed to be crashworthy. The sign shall include breakaway devices that are designed and constructed to break or yield when struck by a vehicle. This can be accomplished by designing the signs to be as lightweight as possible and with a breakaway plane near the ground surface to protect motorists in case of a crash.

Sight Distance

Signs shall not be placed in a location such that they impede sight distance. Sight distance is the length of the sight line over which an object is visible to a driver. The minimum sight distance is set by the ordinance as illustrated below. Please contact the Department of Public Services

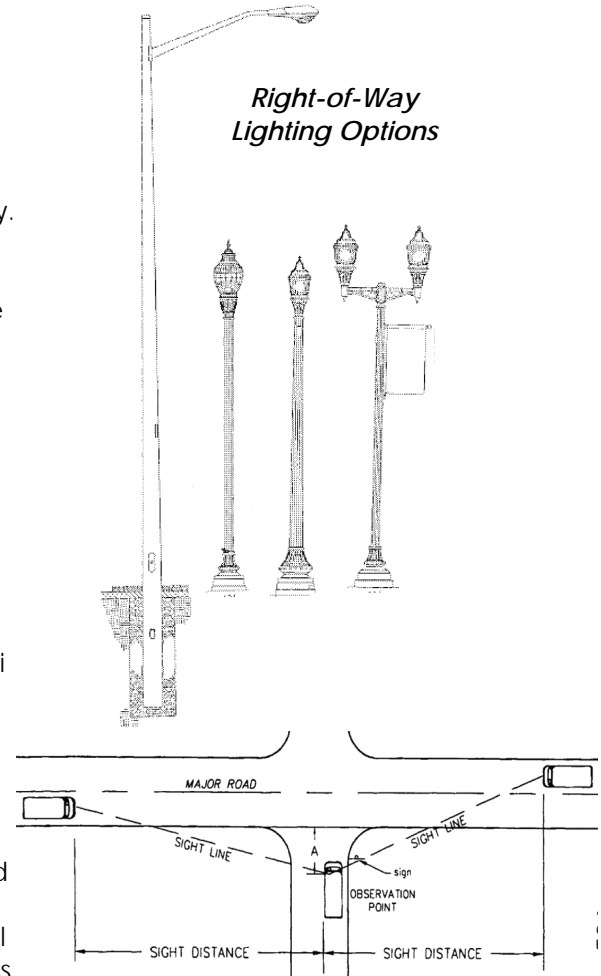
Lighting

Any lighting in the ROW will require coordination with the City of Novi and DTE Energy. Four pre-determined light fixtures are available to choose from including three decorative and one overhead fixture, which will be installed by DTE Energy in accordance with the street lighting policy.

Subdivision Sign License Agreement

A subdivision sign license agreement must be completed and signed by the City and subdivision, which specifies that maintenance of the sign is the responsibility of the subdivision. The Engineering Division will provide a copy of the license agreement as part of the ROW process.

Right-of-Way Lighting Options



MAJOR THROUGH ROAD POSTED SPEED IN MPH	SUBDIVISION STREETS RESIDENTIAL DRIVEWAYS COMMERCIAL DRIVEWAYS	
	2 LANE IN FEET	MULTI LANE
25	260	280
30	310	340
35	360	400
40	410	450
45	460	510
50	510	560
55	560	620

Guide for Corner Sight Distance

Complete Regulations
Refer to the [Design and Construction Standards](#) for complete regulations

Application
Novi ROW Permit is initiated with the Sign Application
[Oakland Co. ROW Permit Application](#)

Fee
Novi ROW Permit \$100
Oakland County ROW Permit \$100

Inspections
One final ROW inspection (if applicable)



For more information contact:
Philip Kerby | Department of Public Services
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: pkerby@cityofnovi.org t: 248.735.5695 f: 248.735.5600

Sign Foundation Regulations

Generally

Construction materials and sign structures shall be of the quality and grade as specified for structures in the state construction code.

Fastenings

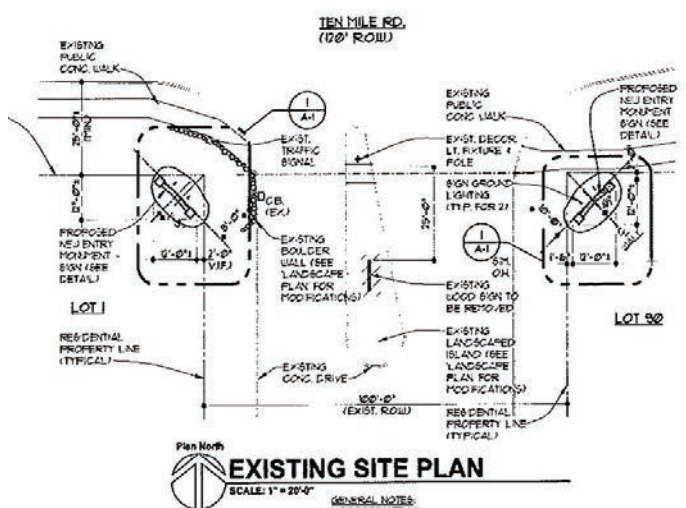
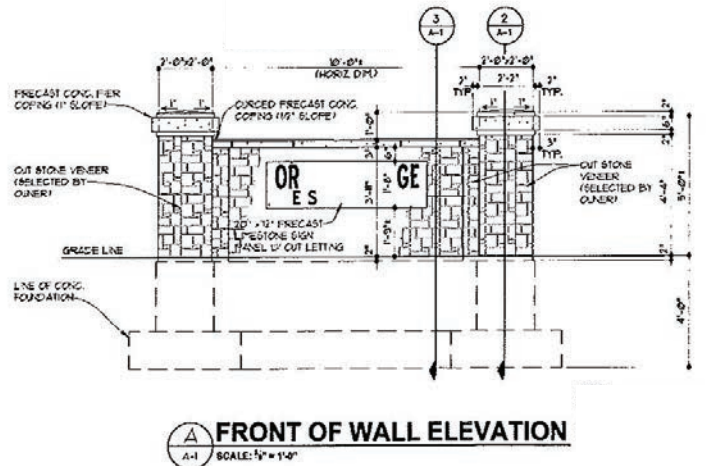
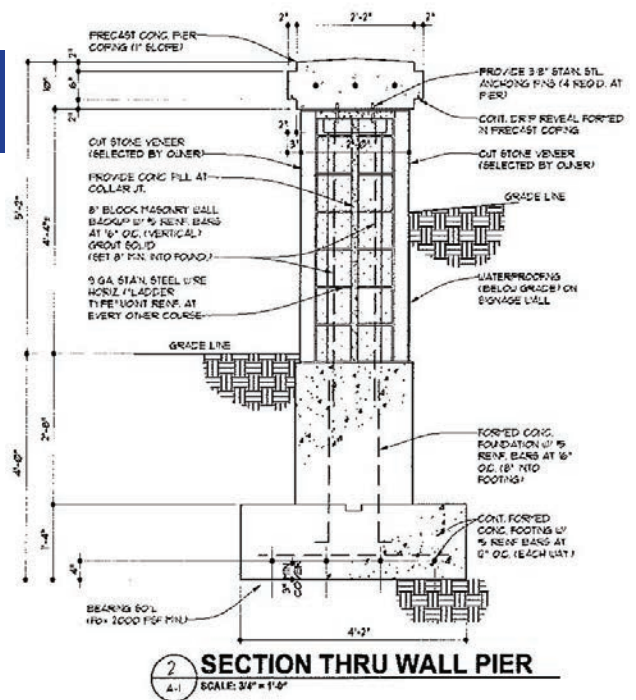
Signs erected to masonry, concrete or steel shall be safely and securely fastened thereto by means of metal anchors, bolts, or approved expansion screws of sufficient size and anchorage to support safely the loads applied. All building fastenings must be of noncorrosive materials. Lightweight sign letters may be attached by means of an approved adhesive.

Lighting

Signs may be illuminated internally or externally but shall be either enclosed or directed away from roadways, traffic areas and adjacent residential properties. Sign lighting shall be focused on the sign to avoid stray lighting, and shall not be arranged to shine into the night sky. Any new lighting will require an electrical permit.

Windloads

For the purpose of design, wind pressure shall be taken upon the gross area of the vertical projection of all signs and sign structures at not less than 15 pounds per square foot for those portions above the ground.



Sample details and site plan for a proposed sign location outside of the corner clearance zone or right-of-way

Complete Regulations
 Refer to the [Sign Code](#) for complete regulations

Application
[Building Permit Application](#)
[Electrical Permit Application](#)

Fee
 Building Permit, Varies, starting at \$180
 Electrical Permit \$70

Inspections
 Building: One for footing and one for final
 Electrical: Up to two for rough/underground and final



For more information contact:
Hal Hultman | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: hhultman@cityofnovi.org t: 248.347.0464 f: 248.735.5600

Landscape Regulations

Island Plantings

Islands must be landscaped. If an island is to be re-landscaped by the subdivision association, a landscape plan shall be submitted to the City for administrative approval.

At least 75% of the island must be landscaped with a mixture of shrubs, groundcover, perennials and ornamental grasses along with canopy and subcanopy trees in accordance with the minimum planting area widths in the table to the right.

Maintenance

Maintenance of the island is the responsibility of the subdivision association. All landscaping must be irrigated.

For more information contact:

David Beschke | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: dbeschke@cityofnovi.org t: 248.735.5621 f: 248.735.5600

Tree Species Type	Tree Lawn Size
Small Tree (Subcanopy Deciduous)	4 to 6 ft.
Medium Tree (Subcanopy & Canopy Deciduous)	6 to 8 ft.
Large Tree (Canopy Deciduous)	Greater than 8 ft.

Zoning Board of Appeals (ZBA) Regulations

Application

If the regulations of the sign ordinance are not met, applicants may petition the Zoning Board of Appeals (ZBA) for a variance from the regulations. In order to seek a variance, a sign permit must be submitted and denied. Then a ZBA Application, fee and 14 copies of a scaled drawing indicating location, overall dimension and sign verbiage must be submitted. A pre-ZBA application meeting can be scheduled by contacting Thomas Walsh, Building Official at 248.347.0417 or twalsh@cityofnovi.org

Meeting

The ZBA generally meets on the second Tuesday of each month. Completed applications are due six weeks prior to the meeting. Applicants should be prepared to explain the nature of the practical difficulty at the ZBA meeting.

Complete Regulations
 Refer to the [Zoning Ordinance](#) for complete regulations

Application
[ZBA Application](#)

Fee
 \$300

Standards for Granting a Sign Variance

1. The request is based upon circumstances or features that are exceptional and unique to the property and do not result from conditions that exist generally in the City or that are self created.
2. The failure to grant relief will unreasonably prevent or limit the use of the property and will result in substantially more than mere inconvenience or inability to attain a higher economic or financial return.
3. The grant of relief will not result in a use of structure that is incompatible with or unreasonably interferes with adjacent or surrounding properties, will result in substantial justice being done to both the applicant and adjacent or surrounding properties, and is not inconsistent with the spirit of the ordinance.



For more information contact:

Angie Pawlowski | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: apawlowski@cityofnovi.org t: 248.347.0459 f: 248.735.5600