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SHIRVANIAN OFFICE BUILDING SP 07-76

SHIRVANIAN OFFICE BUILDING, SP07-76

Consideration of the request of Wah Yee Associates, for Preliminary Site Plan, Woodland Permit and Stormwater Management Plan approval. The subject property is located in Section 15, at 43485 Fonda Drive, west of Novi Road and north of Grand River Avenue. The subject property is approximately 0.97 acres and the applicant is proposing to construct a 5,851 square foot general office building.

Required Action

Recommend approval/denial of the Preliminary Site Plan, Woodland Permit and Storm Water Management Plan

REVIEW	RESULT	DATE	COMMENTS
Planning	Approval not recommended	01/11/08	<ul style="list-style-type: none"> • Number of variances requested • Number of minor deficiencies in the plan • Minor items to be addressed at time of Final Site Plan submittal.
Landscaping	Approval not recommended	01/17/08	<ul style="list-style-type: none"> • Planning Commission waiver requested for subcanopy trees. • Planning Commission waiver requested for interior parking lot canopy trees. • Planning Commission waiver requested for interior parking lot landscape area. • Planning Commission waiver requested for perimeter canopy trees. • Planning Commission waiver requested for building foundation landscape area. • Minor items to be addressed at time of Final Site Plan submittal.
Woodlands	Approval recommended	01/16/08	<ul style="list-style-type: none"> • In lieu of planting replacement trees, money should be placed in the tree fund. • Minor items to be addressed at time of Final Site Plan submittal.
Traffic	Approval recommended	01/09/08	<ul style="list-style-type: none"> • Minor items to be addressed at time of Final Site Plan submittal.
Engineering	Approval recommended	01/16/08	Minor items to be addressed at time of Final Site Plan submittal.
Façade	Approval recommended	01/17/08	Minor items to be addressed at time of Final Site Plan submittal.
Fire	Approval recommended	01/16/08	Minor items to be addressed at time of Final Site Plan submittal.

Motions

Approval – Preliminary Site Plan

In the matter of Shirvanian Office, SP 07-76, motion to **approve** the Preliminary Site Plan, subject to the following:

- a. Planning Commission reduction of 7 feet in the required northern building setback;
- b. Planning Commission reduction of 12 feet in the required eastern building setback;
- c. Planning Commission reduction of 43 feet in the required western building setback;
- d. Planning Commission waiver of the subcanopy tree requirement;
- e. Planning Commission waiver for required eleven interior parking lot canopy trees;
- f. Planning Commission waiver for width of and total area of interior parking lot landscape area;
- g. Planning Commission waiver for perimeter canopy trees required;
- h. Planning Commission waiver for 1,097 square feet of building foundation landscape area;
- i. Zoning Board of Appeals variance for the eastern and western parking setbacks;
- j. Zoning Board of Appeals variance to allow a 22 foot width along the maneuvering lane at the southern end of the property;
- k. Zoning Board of Appeals variance for the side yard loading zone setback;
- l. Applicant revising the plans to address minor comments as indicated by the applicant response letter;
- m. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan; and
- n. *(additional conditions here if any)*

for the following reasons... *(because a reduction in building setback will not impair the health, safety or general welfare of the City as related to the use of the premise or adjacent premise, that waiver of the building setbacks along a common parcel line between two premises would result in a more desirable relationship between a proposed building and an existing building, that adherence to a minimum required building setback would result in the establishment of nonusable land area that could create maintenance problems and it is otherwise in compliance with Article 16, Article 24 and Article 25 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

Approval – Woodland Permit

In the matter of Shirvanian Office, SP 07-76, motion to **approve** the Woodland Permit, subject to:

- a. Money being placed in the tree fund in lieu of the planting replacement trees on site;
- b. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan;
- c. *(additional conditions here if any)*

for the following reasons...*(because it is in compliance with the Woodland Ordinance.)*

Approval – Storm Water Management Plan

In the matter of Shirvanian Office, SP 07-76, motion to **approve** the Storm Water Management Plan, subject to:

- a. The conditions and items listed in the staff and consultant review letters being addressed on the Final Site Plan; and
- b. *(additional conditions here if any)*

for the following reasons...*(because it otherwise in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

Denial - Preliminary Site Plan

In the matter of Shirvanian Office, SP 07-76, motion to **deny** the Preliminary Site Plan, for the following reasons...*(because it is not in compliance with the Ordinance.)*

Denial Woodland Permit

In the matter of Shirvanian Office, SP 07-76, motion to **deny** the Woodland Permit, for the following reasons...*(because it is not in compliance with the Woodland Ordinance.)*

Denial - Storm Water Management Plan

In the matter of Shirvanian Office, SP 07-76, motion to **deny** the Storm Water Management Plan, for the following reasons...*(because it is not in compliance with Chapter 11 of the Ordinance.)*

PLANNING REVIEW



PLAN REVIEW CENTER REPORT

January 11, 2008

Planning Review

Shirvanian Office Building

SP #07-76

Petitioner

Wah Yee Associates, Architects (John Freel)

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: 43485 Fonda Drive, west of Novi Road, north of Grand River Ave. (Section 15).
- Site School District: Novi Community School District
- Site Zoning: TC, Town Center
- Adjoining Zoning: North, East and South: TC, Town Center; West: I-1, Light Industrial and EXPO, Expo District (northwest)
- Site Use(s): Existing One-Family House
- Adjoining Uses: North: Big Boy Restaurant, The Melting Pot; East: Existing retail building, Wendy's Restaurant, House of Blinds, Wonderland Music; South: Baby'N Kids Bedrooms; West: Vacant, Expo Center (northwest)
- Site Size: 0.97 acre
- Proposed Building Size: 5,851 square feet
- Plan Date: Site Plan 12/10/07

Project Summary

The applicant is proposing to construct a general office building at 43485 Fonda Drive, west of Novi Road and north of Grand River Avenue. The proposed building will be approximately 5,851 square feet.

Recommendation

Approval of the ***Preliminary Site Plan is not recommended.*** The applicant is requesting a number of variances and/or findings from the Planning Commission and Zoning Board of Appeals regarding the setbacks on the site. Considering the narrowness of the property in question, some of these may be unavoidable. However, there are also a number of additional deficiencies in the proposed site plan. The applicant should address these deficiencies in a revised preliminary site plan submittal.

Ordinance Requirements

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 16 (TC and TC-1, Town Center Districts), Article 24 (Schedule of Regulations), Article 25 (General Provisions), and any other applicable provisions of the Zoning Ordinance. Please see the attached charts for information pertaining to ordinance requirements. Applicable sections of the Zoning Ordinance and other regulatory documents are highlighted in gray on the attached chart. Items in

bold below must be addressed by the applicant or Planning Commission before Preliminary Site Plan Approval may be granted.

1. Gross Leasable Area: Presently, the floor plan presented by the applicant does not clearly show and dimension the areas for tenant utilities. As such, the entire building has been taken into account to calculate the gross leasable area. **The applicant should more clearly dimension the floor plan so that an accurate measurement of gross leasable floor area can be made.**
2. Building Setbacks: The proposed building should be setback fifty feet from all property lines. The building setback on the northern side of the property is approximately 43 feet. The building setback on the eastern side of the property is approximately 38 feet. The building setback on the western side of the property is approximately seven feet. **The applicant should revise the site to meet the building setback requirements or seek a reduction in the setbacks by the Planning Commission.**
3. Parking Setbacks: Per Section 2400 of the Zoning Ordinance, parking setbacks along the front and sides of the property should be equal to twenty feet. Both the eastern and western side yard setbacks are deficient at two feet and zero feet respectively. **The applicant should revise the site to meet the required parking setbacks or seek a Zoning Board of Appeals variance.**
4. Maneuvering Lanes: Maneuvering lanes are required to be 24 feet wide when abutting proposed parking spaces. The maneuvering lanes at the southern end of the property are 22 feet wide. **The applicant should adjust the width of the maneuvering lanes at the southern end of the property or seek a Zoning Board of Appeals variance.**
5. Loading Zone: Ten square feet of loading zone space is required for each front foot of building. 540 square feet of loading zone is spaced is required for the proposed project and 520 square feet is shown. **The applicant should increase the size of the loading zone by twenty square feet or seek a Zoning Board of Appeals variance.**
6. Dumpster Screening: Dumpster screening is required to be one foot higher than the proposed dumpster. **The applicant should indicate the height of the proposed dumpster.**
7. Town Center Lighting Design Requirements: The Town Center design manual requires all building-mounted lighting to be of a decorative nature similar to the Wellington by Hadco, Series 9600 light. Fixture A is the only proposed wall mount fixture that meets this requirement. **The applicant should revise the lighting plan to include only Figure A and any necessary emergency lighting on the northern, eastern and southern sides of the building.**

Master Plan for Land Use – Review

Recently, the City has undertaken a review of the Master Plan for Land Use for a few select portions of the City. Presently, the Planning Commission has made a recommendation to City Council to amend the Master Plan, incorporating the recommended alternatives for the areas in question. One of the areas for review includes the subject property. The revised Master Plan for this area, as recommended by the Planning Commission, shows a proposed road running through the subject property as well as plans for a natural area with associated pedestrian amenities. The Master Plan review recommendations also call for pedestrian plazas throughout the area, which the applicant has included.

Response Letter

A letter from either the applicant or the applicant's representative addressing comments in this, and in the other review letters, is requested **prior to the matter being reviewed by the Planning Commission.** Additionally, a letter from the applicant is requested to be submitted with the next set of plans submitted highlighting the changes made to the plans addressing each of the comments listed above.

Pre-Construction Meeting

Prior to the start of any work on the site, Pre-Construction (Pre-Con) meetings must be held with the applicant's contractor and the City's consulting engineer. Pre-Con meetings are generally held after Stamping Sets have been issued and prior to the start of any work on the site. There are a variety of requirements, fees and permits that must be issued before a Pre-Con can be scheduled. To give you an advance notice of the requirements and what must be in place prior to the Pre-Con, a sample Pre-Con checklist is attached. If you have questions regarding the checklist or the Pre-Con itself, please contact Sarah Marchioni [248.347.0430 or smarchioni@cityofnovi.org] in the Community Development Department.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0586 or kkapelanski@ci.novi.mi.us.



Kristen Kapelanski, Planner

Attachments: Planning Review Chart
Lighting Review Chart

Planning Review Chart
 Shirvanian Office Building
 Preliminary Site Plan SP#07-76
 January 11, 2008

Item	Required	Proposed	Meets Requirements?	Comments
Master Plan	Town Center Commercial	No change		Tenants should check with Planning Department prior to leasing space to ensure use is permitted.
Zoning	TC, Town Center	No change		
Proposed Use (Sec. 1601)	Uses permitted listed in Section 1601	5,851 square foot retail building	Yes	Applicant has indicated a square footage of 5,684. Applicant should provide all dimensional measurements for the building so that square footage can be verified.
Building Height (Sec. 1602.2)	5 stories –or– 65 feet	Approximately 26'	Yes	
Building Setbacks (Sec. 1602.4)				
Front (north)	50 feet	Approx. 43 feet	No	Setbacks may be reduced by Planning Commission proving three conditions are met: (a) That a reduction in setback, or waiver of a setback altogether, will not impair the health, safety or general welfare of the City as related to the use of the premises or adjacent premise; (b) That waiver of the setback along a common parcel line between two premises would result in a more desirable relationship between
Side (east)	50 feet	Approx. 38 feet	No	

Item	Required	Proposed	Meets Requirements?	Comments
Side (west)	50 feet	Approx. 7 feet	No	a proposed building and an existing building; and (c) The adherence to a minimum required setback would result in the establishment of nonusable land area that could create maintenance problems.
Rear (south)	50 feet	200 feet +	Yes	
Parking Setbacks (Sec. 2400, Schedule of Regulations)				
Front (north)	Allowed in front yard Must be setback 20 feet from any planned or existing ROW Must include a 2 ½ foot high landscaped berm or wall	Front yard parking shown 29 feet with 4' masonry screen wall	Yes	
Side (east)	20 feet	2 foot	No	Applicant should revise the site plan to meet setback requirements or seek a Zoning Board of Appeals variance.
Side (west)	20 feet	0 feet	No	
Rear (south)	10 feet	80 feet +	Yes	
Architectural Amenities (Sec. 1602.7)	Developments in the TC district shall include architectural amenities, including brick sidewalks & benches. Additionally, the architectural design of the building shall be complementary to the surrounding area.	Paved brick sidewalk is provided on the site, along with a decorative bench and trash can. The building façade will be reviewed for conformance with the façade ordinance, in the context of the area	Yes	See the façade review for additional information (if any) regarding the surrounding area requirements.
Required Open Space on site (Sec. 1602.8)	A minimum of 15% of the gross site area shall be permanently landscaped or a pedestrian plaza 42,253 sq. ft. X .15= 6,338 sq. ft. required	6,500 square feet + of open space provided	Yes	

Item	Required	Proposed	Meets Requirements?	Comments
Number of Parking Spaces (Sec. 2505.14c(1))	Office : 1 space per 222 sq. ft. of gross leasable area for general office 5,851 sq. ft./222= 26 spaces required	26 spaces provided	Yes	Medical office requires additional parking spaces. Parking has been provided for general office use only.
Parking Space Dimensions (Sec. 2506)	90 degree parking- 9 feet by 19 feet or 17 feet (when 4" curb shown)	Spaces sized appropriately throughout the site	Yes	
Maneuvering Lanes (Sec. 2505)	24 feet required when abutting parking, 22 feet allowed when no parking is abutting lane	24' maneuvering lanes provided at northern end of site. 22' maneuvering lanes provided at southern end of site.	No	Maneuvering lanes are required to be 24' wide when abutting parking spaces. Applicant should adjust the maneuvering lanes at the southern end of the site to a width of 24'.
Barrier Free Spaces (ADA standard)	2 barrier free spaces required, including 1 van accessible space	2 provided, 1 van accessible	Yes	
Barrier Free Space Dimensions (Barrier Free Code)	8 feet wide with a 5 foot wide access aisle for standard b.f. 8 feet wide with an 8 foot wide access aisle for van accessible	8 feet wide with a 5 foot wide access aisle (8' access aisle for van accessible)	Yes	
Barrier Free Signs (Barrier Free Design Graphics Manual)	One barrier free sign is required per space	Signs shown.	Yes	
Loading Spaces (Sec. 2507.2)	- Off street loading in the TC district shall be in the rear yard - Must provide 10 sq. ft. for each front foot of building- 540 sq. ft. required - Loading area must be setback in an amount equal to a parking area- 20 feet from any side property line and 10 feet from the rear line	520 sq. ft. of loading space provided in the rear yard setback 0 foot from side yard and 100 feet + from rear yard.	No	Applicant should increase the loading space by 20' and provide adequate setback or seek a Zoning Board of Appeals variance.
Sidewalks (Sec. 1607.11)	Sidewalks are required in the TC district	A concrete sidewalk is shown along Fonda Street	Yes	

Item	Required	Proposed	Meets Requirements?	Comments
Development Amenities (Sec. 1602.14)	Development amenities are required in any TC district	Paved brick sidewalk is provided on the site, along with a decorative bench and trash can.	Yes	
Dumpster Requirements (Chapter 21, Section 21.145)	Screening of not less than 5 feet on 3 sides of dumpster required, interior bumpers or posts must also be shown. Screening should be 1 foot taller than dumpster.	Screening of 8' provided on three sides. Interior bumpers shown.	No	Applicant should indicate height of proposed dumpster.
Dumpster Setbacks (Sec. 2503.10)	Accessory structures shall be set back 6 feet from any rear or side lot line and 10 feet from the main building	Side yard- 10 feet + Rear yard- 50 feet +	Yes	
Lighting (Section 25.1)	Exterior lighting plan needed at time of Final Site Plan review	Photometric plan provided.	See attached lighting review chart.	

Lighting Review Summary Chart

Shirvanian Office Building

Preliminary Site Plan SP #07-76

Plan Date: 12/12/07

Bolded items must be addressed at the time of Final Site Plan

Item	Required	Meets Requirements?	Comments
Intent (Section 2511.1)	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties, reduce unnecessary transmission of light into the night sky	Yes	
Lighting plan (Section 2511.2.a.1)	Site plan showing location of all existing and proposed buildings, landscaping, streets, drives, parking areas and exterior lighting fixtures	Yes	
Lighting Plan (Section 2511.2.a.2)	Specifications for all proposed and existing lighting fixtures including: <ul style="list-style-type: none"> • Photometric data • Fixture height • Mounting & design • Glare control devices • Type and color rendition of lamps • Hours of operation • Photometric plan 	Yes	
Required conditions (Section 2511.3.a)	Height not to exceed maximum height of zoning district or 25 feet where adjacent to residential districts or uses.	Yes	
Required Notes (Section 2511.3.b)	<ul style="list-style-type: none"> • Electrical service to light fixtures shall be placed underground • No flashing light shall be permitted • Only necessary lighting for security purposes and limited operations shall be permitted after a site's hours of operation. 	Yes	

Item	Required	Meets Requirements?	Comments
Required conditions (Section 25.11.3.c)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1.	Yes	
Required conditions (Section 25.11.3.f)	Use of true color rendering lamps such as metal halide is preferred over high and low pressure sodium lamps.	Yes	
Minimum Illumination (Section 25.11.3.k)	<ul style="list-style-type: none"> • Parking areas 0.2 min • Loading and unloading areas 0.4 min • Walkways 0.2 min • Building entrances, frequent use 1.0 min • Building entrances, infrequent use 0.2 min 	Yes	
Maximum Illumination adjacent to Non-Residential (Section 25.11.3.l)	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle	Yes	
Cut off Angles (Section 25.11.3.2)	All cut off angles of fixtures must be 90 degrees when adjacent to residential districts	Yes	
Fixture Requirements (Town Center Design Manual)	Wellington by Hadco, Series 9600. This fixture is no longer manufactured. The applicant should choose a similar fixture for pedestrian areas.	No	The applicant should use only the approved decorative fixtures (Fixture A) along the north, east and south sides of the building.

LANDSCAPE REVIEW



PLAN REVIEW CENTER REPORT

January 17, 2008

Preliminary Landscape Review

07-76 Shirvanian Office Building

Review Type

Preliminary Landscape Review

Property Characteristics

- Site Location: Fonda Street
- Site Zoning: TC Town Center
- Site Use(s): Office
- Plan Date: 12/12/07

Recommendation

Approval of the Preliminary Landscape Plan for 07-76 Shirvanian Office Building cannot be recommended due to the multiple Planning Commission waivers that would be required. This project site is limited due to its size, configuration and surroundings. Adjacent sites have been previously developed and the property to the west is wooded wetland and floodplain. **If the proposed building size was reduced, thereby reducing the required parking area, fewer waivers would likely be required. Alternately, the Planning Commission may give consideration to the requested waivers.**

Staff also notes that the City of Novi currently owns the property directly to the west of the project site. The Walled Lake Branch of the Middle Rouge River runs through the property and native vegetation exists within the floodplain. The City of Novi Master Plan calls for this stream corridor to be *featured as an attractive natural amenity and focal point for the public to enjoy*. The Applicant and Planning Commission may wish to discuss enhancement of this area toward that goal and as a means of mitigating the landscape waivers requested. The Applicant may also choose to contact property owners to the east of the site, as potential landscape space exists there as well. A landscape easement on those properties may allow for additional landscape installation and buffering.

Ordinance Considerations

Adjacent to Residential – Buffer (Sec. 2509.3.a.)

1. The property is not adjacent to residential property.

Adjacent to Public Rights-of-Way – Berm (Wall) & Buffer (Sec. 2509.3.b.)

1. A 3' high brick wall is required along the Fonda Street right-of-way adjacent to parking. The Applicant has provided this wall at 4' in height. The required berm has been provided for the remainder of the frontage.
2. Five (5) Canopy/ Large Evergreen Trees are required within the 20' wide landscape buffer adjacent to the right-of-way. These have been provided.
3. Seven (7) sub-canopy trees are required within the right-of-way greenbelt buffer. **The Applicant is requesting a Planning Commission waiver for these seven (7) subcanopy trees due to the lack of space available.**
4. The required 25' Clear Vision Zones at the entry drive have been maintained.
5. The Applicant has provided an amenity in the form of a brick paver pad with a bench at the front entry of the building.

Street Tree Requirements (Sec. 2509.3.b.)

1. No Street Trees are required in this zoning district.

Parking Landscape (Sec. 2509.3.c.)

1. Fourteen (14) Interior Parking Lot Canopy Trees are required. Three (3) are provided. **The Applicant is requesting a Planning Commission waiver for the remaining eleven (11) Canopy Trees that cannot be located on the site.**
2. A total of 1003 SF of Interior Parking Lot Landscape Area is required. While 819 SF of Interior Parking Lot Landscape Area has been provided, the areas do not meet the required minimum 300 SF and 10' width. **The Applicant is requesting a Planning Commission waiver for the Interior Parking Lot Landscape Area due to the restrictive size of the site.**
3. One Perimeter Canopy Tree is required at a minimum 35 LF around the parking area. None are provided. **The Applicant is requesting a Planning Commission waiver for Perimeter Canopy Trees that cannot be located on the site.** Roughly 12 Perimeter Canopy Trees would be required. However this count would be reduced with the addition of more Interior Parking Lot Trees which would also qualify as Perimeter Trees.

Building Foundation Landscape (Sec. 2509.3.d.)

1. A total of 2,795 SF of Building Foundation Landscape is required and 1,698 SF is provided. **The Applicant is requesting a Planning Commission waiver for the remaining 1,097 SF of Building Foundation Landscape Area that cannot be located on the site.**
2. A minimum 4' wide landscape bed is required at all building foundation areas with the exception of access points. This has been provided.
3. A minimum of 60% of the building frontage along the right-of-way has been landscaped as required.

Storm Basin (LDM)

1. The storm basin was previously developed along with the adjacent Dara Place development.

Plant List (LDM)

1. The Plant List generally meets the requirements of the Ordinance and the Landscape Design Manual. Please adjust the canopy trees to 3" caliper. Woodland Replacements may remain at 2.5".

Planting Details and Notes (LDM)

1. Planting Details and Notations meet the requirements of the Ordinance and the Landscape Design Manual.

Irrigation (Sec. 2509 3.f.(6)(b))

1. An Irrigation Plan and cost estimate should be submitted with subsequent submittals.

General

1. Existing and proposed utilities have been shown.
2. Proposed contours at minimum 2' intervals have been shown.
3. A loading zone has been shown at the rear of the building as required.
4. Please clarify the transformer location and properly screen.
5. Please show areas for snow deposit on the plan.

Please follow guidelines of the Zoning Ordinance and Landscape Design Guidelines. This review is a summary and not intended to substitute for any Ordinance. For the landscape requirements, see the Zoning Ordinance landscape section on 2509, Landscape Design Manual and the appropriate items in the applicable zoning classification. Also see the Woodland and Wetland review comments.

Landscape Review Summary Chart

Date: January 16, 2008

Project Name: Shirvanian Office Building
 Project Location: Fonda Street
 Sp #: 07-76
 Plan Date: 12/12/07
 Review Type: Preliminary Landscape Plan
 Status: **Approval cannot be recommended without Planning Commission waivers being granted.**

Item	Required	Proposed	Meets Requirement	Comments
Name, address and telephone number of the owner and developer or association.(LDM 2.a.)	Yes	Yes	Yes	Include on plan sheets.
Name, Address and telephone number of RLA (LDM 2.b.)	Yes	Yes	Yes	Include on plan sheets.
Legal description or boundary line survey.(LDM 2.c.)	Yes	Yes	Yes	Include on plan sheets.
Project Name and Address (LDM 2.d.)	Yes	Yes	Yes	Include on plan sheets.
A landscape plan 1"-20' minimum. Proper North. (LDM 2.e.)	Yes	Yes	Yes	
Consistent Plans throughout set.	Yes	Yes	Yes	All plan sheets much match.
Proposed topography. 2' contour minimum (LDM 2.e.(1))	Yes	Yes	Yes	Provide proposed contours at 2' interval for the entire site.
Existing plant material. (LDM 2.e.(2))	Yes	Yes	Yes	Show location type and size. Label to be saved or removed. Plan shall state if none exists.
Proposed plant material. (LDM 2.e.(3))	Yes	Yes	Yes	Identify all, including perennials.
Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W. (LDM 2.e.(4))	Yes	Yes	Yes	
Existing and proposed overhead and underground utilities, including hydrants. (LDM 2.e.(4))	Yes	Yes	Yes	
Clear Zone (LDM 2.3.(5) - 2513)	Yes	Yes	Yes	
Zoning (LDM 2.f.)	Yes	Yes	Yes	Include all adjacent zoning.
Sealed by LA. (LDM 2.g.)	Yes	Yes	Yes	Requires original signature.
Plant List (LDM 2.h.) – Include all cost estimates.				
Quantities	Yes	Yes	Yes	
Sizes	Yes	Yes	No	Canopy trees must be 3" in caliper. Sub-Canopy trees must be 2.5" in caliper.
Root	Yes	Yes	Yes	
Type and amount of mulch	Yes	Yes	Yes	Specify natural color, finely shredded

Item	Required	Proposed	Meets Requirement	Comments
				hardwood bark mulch. Include in cost estimate.
Type and amount of lawn	Yes	Yes	Yes	Include in cost estimate.
Acceptable species	Yes	Yes	Yes	Per the Landscape Design Manual.
Diversity	Yes	Yes	Yes	Max. 20% Genus, 15% Species.
Planting Details/Info (LDM 2.i.) – Utilize City of Novi Standard Details.				
Deciduous Tree	Yes	Yes	Yes	
Evergreen Tree	Yes	Yes	Yes	
Shrub	Yes	Yes	Yes	
Perennial/ Ground Cover	Yes	Yes	Yes	
Transformers (LDM 1.e.5.)	Yes	Yes	No	Show location and provide 24" clear of plantings on all sides.
Cross-Section of Berms (LDM 2.j.)	Yes	Yes	Yes	Provide all proposed dimensions.
ROW Plantings (LDM 1)	Yes	Yes	Yes	Include required calculations.
Walls (LDM 2.k.)	NA			Include required calculations.
Landscape Notations – Utilize City of Novi Standard Notes.				
Installation date (LDM 2.i.)	Yes	Yes	Yes	Provide intended date.
Statement of intent (LDM 2.m.)	Yes	Yes	Yes	Include statement of intent to install and guarantee all materials for 2 years.
Plant source (LDM 2.n.)	Yes	Yes	Yes	Indicate Northern grown nursery stock.
Miss Dig Note (800) 482-7171	Yes	Yes	Yes	All plan sheets.
Mulch type.	Yes	Yes	Yes	Natural color, shredded hardwood mulch.
2 yr. Guarantee	Yes	Yes	Yes	
Approval of substitutions.	Yes	Yes	Yes	City must approve any substitutions in writing prior to installation.
Tree stakes guy wires and tree wrap.	Yes	Yes	Yes/No	No wire, hose or plastic.
Maintenance	Yes	Yes	Yes	Include a minimum of one cultivation in June, July and August for the 2-year warranty period.
Car Parking (Landscape) Setback (2400)	Yes	Yes	Yes	Refer to Planning Review comments.
Parking Area Landscape Calculations (LDM 2.0.)				
A. For : OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district	Yes			$A = 4590 \times 10\% = 459.27 \text{ sf}$
B. For : OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district	Yes			$B = 11,049 \times 5\% = 552.50 \text{ sf}$
C. For : OS-1, OS-2, OSC, OST,	NA			$C = \times 1\% = \text{sf}$

Item	Required	Proposed	Meets Requirement	Comments
B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district				
A. For: I-1 and I-2 Landscape area required due to # of parking spaces	Yes			$A = 7\% \times = SF$
B. For: I-1 and I-2 Landscape area required due to vehicular use area	Yes			$B = 2\% \times = SF$
C. For: I-1 and I-2 Landscape area required due to vehicular use area	NA			$C = 0.5\% \times = SF$
Total A, B and C above = Total interior parking lot landscaping requirement	Yes	Yes	No	Total interior landscaping required = A + B + C = 1,102 SF required. 819 SF provided. Waiver required.
Parking lot tree requirement	Yes	Yes	Yes	14 required. 3 provided. Waiver required.
Perimeter greenspace Plantings	Yes	Yes	Yes	Perimeter trees provided at 1 per 35 LF.
Parking Lot Plants				
Max. 15 contiguous space limit	Yes	Yes	Yes	
Parking Land Banked	NA			
Interior Landscape requirements (LDM.2.p.)	Yes	Yes	Yes	Include calculations on landscape plan. 11 Canopy Trees required, 3 provided. Waiver required.
Snow Deposit (LDM.2.q.)	Yes	Yes	No	Depict adequate areas on plan.
Soil Type (LDM.2.r.)	Yes	Yes	Yes	Per USDA or borings.
Irrigation plan (LDM 2.s.)	Yes	Yes	No	Provide irrigation plan with final site plan.
Cost Estimate (LDM 2.t.)	Yes	Yes	No	Include estimate of irrigation system at Final Site Plan submittal.
Placement (LDM 3.a.(4) and Subdivision 4.03 B)	Yes	Yes	Yes	
Residential Adjacent to Non-residential				
Berm requirements met (2509.3.a.)	NA			
Planting requirements met (LDM 1.a.)	NA			
Adjacent to Public Rights-of-Way				
Berm requirements met (2509.3.b.)	Yes	Yes	Yes	
Planting requirements met	Yes	No	No	Canopy trees have been provided.

Item	Required	Proposed	Meets Requirement	Comments
(2509.3.b.- LDM 1.b.)				7 Sub-canopy trees are required, Waiver required.
Street tree requirements met (2509.3.b)	NA			
Detention Basin Plantings (LDM 1.d.(3))	Yes	Yes	Yes	
Subdivision requirements				
R.O.W. and Street Trees (2509.3.f - LDM 1.d))	NA			
Single Family	NA			
40 wide non-access greenbelt				
Street Trees				
Islands and boulevards				
Multi family	NA			
Condo Trees				
Street trees				
Foundations plantings				
Non-Residential	NA			
Interior street trees				
Evergreen shrubs				
Subcanopy trees				
Plant massing				
Basin plantings				
Loading Zone Screening (2507)	Yes	Yes	Yes	Located to rear of build & adjacent to same zoning.
Landscape Wall or Berm for OST loading zone screening (2302.A)	NA			
Wildlife Habitat Area (Wildlife Habitat Master Plan Map)	NA			
Subdivision Ordinance Appendix C - ROW Buffer Non-Access Greenbelt (402.B3, 403.F)	NA			
Subdivision Natural Features (403.C) Man-made Bodies of Water (403.D) Open Space Areas (403.E)	NA			

Financial Requirements Review

To be completed at time of Final Site Plan Review.

Item	Amount	Verified	Adjustment	Comments
Full Landscape Cost Estimate	\$ 22,774			Includes street trees. Does not include irrigation costs.
Final Landscape Review Fee	\$			1.5% of full cost estimate Any adjustments to the fee must be paid in full prior to stamping set submittal.

Financial Requirements (Bonds & Inspections)

Item	Required	Amount	Verified	Comments
Landscape Cost Estimate	YES	\$ 27,774		Does not include street trees. Includes irrigation (estimated).
Landscape Financial Guaranty	YES	\$ 41,661 (150%)		This financial guarantee is based upon 150% of the verified cost estimate. For Commercial, this letter of credit is due prior to the issuance of a Temporary Certificate of Occupancy. For Residential this is letter of credit is due prior to pre-construction meeting.
Landscape Inspection Fee (Development Review Fee Schedule 3/15/99)	YES	\$ 1,666.44		For projects up to \$250,000, this fee is \$500 or 6 % of the amount of the Landscape cost estimate, whichever is greater. This cash or check is due prior to the Pre-Construction meeting.
Landscape Administration Fee (Development Review Fee Schedule 3/15/99)	YES	\$ 249.96		This fee is 15% of the Landscape Inspection Fee. This cash or check is due prior to the Pre-Construction meeting.
Transformer Financial Guarantee	YES	\$ 500		\$500 per transformer if not included above. For Commercial this letter of credit is due prior to the issuance of a Temporary Certificate of Occupancy. For Residential this is letter of credit is due prior to pre-construction meeting.
Street Tree Financial Guaranty	YES	\$ 0		\$400 per tree – Contact City Forester for Details
Street Tree Inspection Fee	YES	\$ 0		6% of the Street Tree Bond as listed above. – Contact City Forester for Details
Street tree Maintenance Fee	YES	\$ 0		\$25 per trees – Contact City Forester for Details
Landscape Maintenance Bond	YES	\$ 2,777.40		10% of verified cost estimate due prior to release of Financial Guaranty (initial permit received after October 2004)

NOTES:

1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards. The section of the applicable ordinance or standard is indicated in parenthesis. For the landscape requirements, please see the Zoning Ordinance landscape section 2509, Landscape Design Manual and the appropriate items under the applicable zoning classification.
2. NA means not applicable.
3. Critical items that must be addressed are in bold.
4. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.
5. For any further questions, please contact:

David R. Beschke, RLA
City of Novi Landscape Architect
45175 W. Ten Mile Road
Novi, Michigan 48375-3024
(248) 735-5621
(248) 735-5600 fax
dbeschke@cityofnovi.org

WOODLAND REVIEW



Environmental Consulting & Technology, Inc.

January 16, 2008

Ms. Barbara McBeth
Deputy Director of Community Development
City of Novi
45175 West Ten Mile Road
Novi, MI 48375

Re: Shirvanian Office Building
Woodland Review of the Preliminary Site Plan (SP#07-76)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the proposed Shirvanian Office Building project preliminary site plan (Plan) prepared by Fairway Engineering LLC dated December 10, 2007. The plan and supporting documentation were reviewed for conformance with the City of Novi Woodland Protection Ordinance Chapter 37.

The site is located in Section 15 on the south side of Fonda Street, west of Novi Road between Grand River Avenue and I-96. The Plan proposes the construction of a 5,986 square foot building with associated infrastructure and parking.

ECT has reviewed the City of Novi Official Woodlands Map and completed an on-site Woodland Evaluation on Tuesday, January 15, 2008. With the exception of several Colorado blue spruce trees being reported as pine trees, ECT found that the Existing Trees and Tree Removal List of the *Tree Removal Plan* (Sheet C-6) accurately depicts existing site conditions. The surveyed trees have been marked with the survey numbers in white paint, but the paint is fading and not visible on all of the trees.

The Plan proposes the removal of 21 trees with dbh greater than or equal to 8 inches. This represents removal of 75% of the total number of trees reported for the site (28). The Plan thus proposes to preserve 25% of the on-site trees. Per the *Conceptual Landscape Plan* (Sheet LA-1.0), 28, 2.5-inch caliper replacement trees are required, 12 of which are to be planted around the existing detention basin. It is proposed that the remaining 16 tree credits shall be paid into the City's Tree Fund: 16 replacement trees at \$400 each equal to \$6,400 total.

It appears as if the Applicant is prepared to meet the requirements of the City of Novi Woodland Ordinance and tree replacement requirements but has not calculated the number of replacement trees correctly. In addition, three boxelders on the east central side (# 4046, 4047, & 4048 on the *Tree Removal Plan* Sheet C-6) are designated to remain onsite, but proposed placement of the driveway curb will likely impact approximately half of the trees' root systems. Their survival is not likely. ECT recommends that their designation be changed to "remove," and four more replacement trees be added to the overall replacement requirement. A slight grade change is also proposed between two boxelders (#4069 and 4070) to be retained on the southwest side of the site. Since grade changes within the drip line of a tree can negatively impact its root system, ECT recommends that the grading be adjusted such that grade changes occur *outside* of the drip lines for trees #4069 and 4070. Please see the *Revised Woodland Impacts* listed below:

Revised Woodland Impacts

According to the Existing Trees and Tree Removal List of the *Tree Removal Plan* (Sheet C-6), ECT suggests that the proposed Plan calls for the following impacts to on-site regulated trees:

2200 Commonwealth
Boulevard, Ste 300
Ann Arbor, MI
48105

(734)
769-3024

FAX (734)
769-2184

- 24 total regulated stems with 8-inch dbh or greater to be removed; #4054 6-inch maple, #4087 6-inch cherry stem, and 2 dead trees (#4055 and 4103) are not regulated; includes #4046, 4047, & 4048 boxelders recommended to be removed and replaced;
- 7 total regulated stems (3 regulated trees) to remain; #4046, 4047, & 4048 boxelders should be removed and replaced given the proposed grading plan;
- 41 replacement trees required;
 - Trees to be removed 8" – 11" 11 x 1 = 11 (includes compensation for #4046, 4047, & 4048 boxelders)
 - Trees to be removed 11.1" – 20" 9 x 2 = 18
 - Trees to be removed 20.1" + 4 x 3 = 12
- 0 replacement trees shown on-site;
- 41 tree credits to be paid to the City's Tree Fund 41 x \$400 = \$16,400

Site Plan Compliance with Ordinance Chapter 37 Standards

The Plan appears to lack several items necessary for compliance with the Site Plan standards. The following information must be provided in the Plan:

- Full scientific (genus and species) and common names of the trees surveyed, in addition to diameter-at-breast-height (d.b.h.), condition, and save vs. removal status information provided.
- Existing general soil conditions on the site.
- Statement as to how trees not proposed for removal will be protected during land clearing, construction, and on a permanent basis; location of tree protection barriers on plan
- Statement as to the proposed grade changes and proposed drainage pattern changes for the site, including changes in water levels within protected woodlands
- Information as to how all trees to be retained shall be identified at the site, e.g. water-based paint, flagging, tree tags, etc., prior to field inspection

Tree Replacement Plan

The *Conceptual Landscape Plan* (Sheet LA-1.0) provides the proposed replacement locations on site for 12 replacements. The Plan calls for six red maple (*Acer rubrum*) and six swamp white oak (*Quercus bicolor*). These trees are proposed along the northern and western edge of the existing detention basin on the south end of the site. Six of the twelve trees appear to be located at elevations less than or equal to the rim elevation of the outlet structure. These trees are not likely to survive being inundated, especially during the growing season. The proposed replacement trees are also located in close proximity to existing landscape vegetation, including shrub masses and 2.5" caliper trees, utilities, and stormwater structures. Given the water elevation and relatively steep slopes of the basin and location of existing vegetation and utilities, ECT recommends that these 12 replacement trees not be located onsite but rather contributed to the City's Tree Fund.

The Plan states that 16 tree credits will be paid into the City's Tree Fund. However, it is ECT's opinion that 41 tree replacement credits are required, given impacts indicated in the Existing Trees and Tree Removal List of the *Tree Removal Plan* (Sheet C-6).

Ms. Barb McBeth
January 16, 2008
Page 3

Recommendation

ECT recommends approval of the Preliminary Site Plan, contingent upon the Applicant addressing the missing information and corrections stated above in the Final Site Plan. Although the Applicant appears to be prepared to meet the requirements of the City of Novi Woodland Ordinance and the associated tree replacement requirements, revisions are needed to the tree replacement calculations and the total replacement cost to be paid into the City of Novi Tree Fund. Scientific name, soils conditions, retained tree protection, grade and drainage change, and retained tree identification information should be included. Grade changes should be avoided within the drip lines of trees to be retained whenever possible. In consideration of the success of their establishment and long-term viability and limited space onsite, replacement trees should not be planted onsite. ECT recommends that 41 tree replacement credits are paid into the City's Tree Fund.

If you have any questions regarding the contents of this letter, please contact us.

Respectfully,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.

Martha Holzheuer

Martha Holzheuer, Certified Arborist
Landscape Ecologist

cc: Angela Pawlowski
Kristen Kapelanski

TRAFFIC REVIEW

January 9, 2008

Ms. Barbara E. McBeth
Deputy Director Community Development
45175 West Ten Mile Road
Novi, MI 48375-3024



Re: Shirvanian Office – Preliminary – 1st Review
SP No. 07-76
OHM Job No. 163-07-0542

As requested, we have reviewed the preliminary site plan submitted for the proposed Shirvanian Office development. The plans were prepared by Fairway Engineering, Inc. and are dated December 10, 2007.

OHM RECOMMENDATION

At this time, we recommend approval of the preliminary site plan, subject to the items listed below being corrected prior to final plan submittal.

DEVELOPMENT BACKGROUND

- The site is currently zoned as TC (Town Center).
- The property contains approximately 0.94 acres.
- The applicant has proposed to build an office building on the subject property.
- The proposed building will be 5,684 SFT (gross) in size.

ROADWAY NETWORK

The development is located west of Novi Road on the south side of Fonda Drive. Novi Road is functionally classified as an arterial route with a posted speed of 40 mph. and is under the jurisdiction of the Road Commission of Oakland County (RCOC). Fonda Drive is considered a non-residential collector and falls within the jurisdiction of the City of Novi. The applicant is proposing an office building on the subject property with the access from the Fonda Drive.

SITE PLAN CORRECTIONS

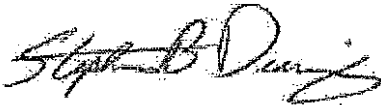
1. Sidewalk: At the point where the site driveway crosses the sidewalk along Fonda Drive, the plans show the sidewalk being interrupted by the drive, with the provision of ADA ramps to cross the driveway. However, the correct design practice for minor access points is that the sidewalk is to be continued through the driveway, to denote the fact that pedestrians have priority over driveway traffic.
2. Sidewalk Adjacent to Parking: The minimum width of the sidewalk adjacent to the parking spaces should be 7' to account for the 2' overhang from the parked vehicles. The length of the parking stalls can be reduced to up to 17' in places where 7' wide sidewalk is provided. Alternatively, 12" high curb can be provided to prevent the parked vehicles encroaching the sidewalk.
3. Parking Stall Dimensions: We noticed that the length of the parking stalls on the northern boundary of the proposed site is 17' inclusive of the overhang from the parked vehicles. The minimum dimension for the length of the parking stalls is 19'. Such anomaly should be corrected.
4. ADA Ramps: The most current MDOT details for ADA compliant ramps shall be provided in the

plan set. The most recent update to the MDOT details is dated August 2007.

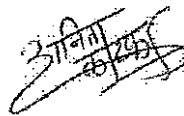
5. Signs: The correct code for the "NO PARKING FIRE LANE" sign is R7-9a (mod). The correction should be made on the site plan. We recommend graphically representing the "NO PARKING" message. The detail on Page C-5 of the plan set should be updated accordingly.
6. Sign Quantity Table: A correct code for the "NO PARKING FIRE LANE" sign should be shown on the Sign Quantity Table.
7. Clear Site Triangle: The clear sight triangle per the requirements of the City of Novi should be provided at entrance drive for the proposed development.

If you have any concerns or questions, please feel free to contact us at 734-522-6711.

Sincerely,
Orchard, Hiltz & McCliment, Inc.

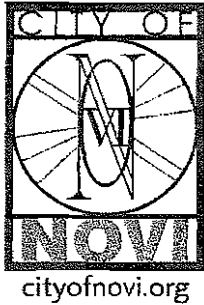


Stephen B. Dearing, P.E., PTOE.
Manager of Traffic Engineering



Anita S. Katkar, P.E.
Traffic Project Engineer

ENGINEERING REVIEW



PLAN REVIEW CENTER REPORT

January 16, 2008

Engineering Review

Shirvanian Office Building
SP #07-76

Petitioner

Norayr & Hasmig Shirvanian

Review Type

Preliminary Site Plan

Property Characteristics

- Site Location: 43485 Fonda Drive
- Site Size: 0.94 acres
- Date Received: 12/14/2007

Project Summary

- Construction of a 5,684 square-foot office building and associated parking. Site access would be provided from an approach off of Fonda Drive to the north and a secondary connection to Dara Place the east to.
- Water service would be provided by an 8-inch extension from the existing 8-inch water main along the south side of Fonda Drive. A 1-1/2-inch domestic lead will be provided to serve the building, along with two additional hydrants
- Sanitary sewer service would be provided from an existing 15-inch sanitary sewer running along the west side of the site. The owner intends on extending the sewer lead from an existing 6-inch vitrified clay connection to the existing 15-inch sanitary main.
- Storm water would be collected by a single storm sewer collection system and detained onsite by an existing detention basin located at the south side of the site. The storm water will then be discharged to the Walled Lake Branch of the Middle Rouge.

Recommendation

Approval of the Preliminary Site Plan and Preliminary Storm Water Management Plan is recommended.

Comments:

The Preliminary Site Plan meets the general requirements of Chapter 11 and the Storm Water Management Ordinance, with the following items to be addressed at the time of Final Site Plan submittal (further engineering detail will be required at the time of the final site plan submittal):

Additional Comments (to be addressed prior to the Final Site Plan submittal):

General

1. Provide a note on the plans that all work shall conform to the current City of Novi standards and specifications.
2. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal.
3. A right-of-way permit will be required for any work done in the City of Novi right-of-way and/or any property owned by the City of Novi.
4. Provide sufficient easement to maintain a 10-foot horizontal buffer from the center of the existing 15-inch sanitary sewer running along the west property boundary.
5. A license Agreement will be required for the retaining wall proposed within the sanitary sewer easement. The agreement shall state that the wall and all site facilities within the influence of the wall that may be removed or damaged in the event the utility requires maintenance will be the responsibility of the property owner to repair or replace. Additionally, a cross-section shall be included with the agreement showing the distance between the wall foundation and the utility. A template agreement is available from the Engineering Department. If the easement can not be obtained along with a license agreement, the Engineering Department will not support the parking lot setback variance from the ZBA.
6. A temporary construction easement will be required for any work done on the property of Dara Place.
7. Show a hatched area on relevant sheets representing the ingress/egress easement (24 feet wide) from the Fonda Drive entrance to the secondary connection to the adjoining property.

Water Main

8. Show the existing water main well and hydrant on the plan.

Sanitary Sewer

9. The proposed connection to the existing 6-inch vitrified clay sanitary lead has been shown. The City of Novi is not responsible for the existing condition or future maintenance associated with any private development leads. It is the owner's sole discretion to assure the connection will be adequate.
10. Show the existing easement for the 8-inch sanitary sewer crossing the property from Dara Place on the plan.

Storm Sewer

11. Provide a schedule listing the casting type for each proposed catch basin on the utility plan.

Storm Water Management Plan

12. The Storm Water Management Plan for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
13. Provide a storm water access easement on the plan.

Paving & Grading

14. Show elevations along the drive approach and sidewalk on the plan.
15. Show top-of-curb and top-of-walk elevations around the proposed building. Make sure t/w and t/c elevations match around the building.
16. Verify the slopes along the ingress/egress routing to the building from the barrier-free stalls comply with Michigan Barrier-Free regulations.
17. Label specific ramp locations on the plans (or label as typical), and specify the product proposed and provide a detail for the detectable warning surface for barrier free ramps. The product shall be the concrete-embedded detectable warning plates, or equal, and shall be approved by the Engineering Department. Stamped concrete will not be acceptable.
18. Provide a note on the Grading Plan stating the right-of-way pathway will match existing grades at both ends.
19. The concrete sidewalk should continue across the drive approach, even if like materials are used for each. The sidewalk shall be increased to 8-inches thick along the crossing. Provide additional spot grades as necessary to verify the maximum 2-percent cross-slope is maintained along the walk. Label the
20. The approaches within the right-of-way shall be asphalt to match the adjoining right-of-way. An additional cross-section detail for the required 5-inch bituminous over 12-inch aggregate pavement (or equivalent as shown in the City of Novi Design and Construction Standards 11-198) shall be provided. Include a cross section on the details sheet.

Flood Plain

21. A City of Novi floodplain use permit will be required for the proposed floodplain impact. This should be submitted as soon as possible. Contact the Building Department for submittal information. An MDEQ floodplain use permit will also be required prior to site plan approval.

Off-Site Easements

22. Any off-site utility easements anticipated must be executed by both parties **prior to final approval of the plans**. Drafts of the easement shall be submitted at the time of the Preliminary Site Plan submittal for review, and shall be approved by the City prior to final signatures.
23. Approval from the neighboring property owner for the work associated with the off-site construction shall be forwarded to the Engineering Department **prior to site plan approval**.

The following must be provided at the time of Preliminary Site Plan resubmittal:

24. A letter from either the applicant or the applicant's engineer must be submitted with the Final Site Plan highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved.

The following must be submitted at the time of Final Site Plan submittal:

25. An itemized construction cost estimate must be submitted to the Community Development Department at the time of Final Site Plan submittal for the determination of plan review and construction inspection fees. This estimate should only include the civil site work and not any costs associated with construction of the building or any demolition work. ***The cost estimate must be itemized*** for each utility (water, sanitary, storm sewer), on-site paving, right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pretreatment structure and restoration).

The following must be submitted at the time of Stamping Set submittal:

26. A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department with the Final Site Plan. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.
27. A draft copy of the private ingress/egress easement for shared use of the drive entry at Fonda Drive must be submitted to the Community Development Department.
28. A draft copy of the 20-foot wide easement for the water main to be constructed on the site must be submitted to the Community Development Department.
29. Executed copies of any required off-site utility easements must be submitted to the Community Development Department.

The following must be addressed prior to construction:

30. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting. Once determined, a grading permit fee must be paid to the City Treasurer's Office.
31. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchioni in the Community Development Department (248-347-0430) for forms and information.
32. A permit for work within the right-of-way of Fonda Drive must be obtained from the City of Novi. The application is available from the City Engineering Department and should be filed at the time of Final Site Plan submittal. Please contact the Engineering Department at 248-347-0454 for further information.

33. A permit for water main construction must be obtained from the MDEQ. This permit application must be submitted through the City Engineer after the water main plans have been approved.
34. Construction Inspection Fees to be determined once the construction cost estimate is submitted must be paid prior to the pre-construction meeting.
35. An incomplete site work performance guarantee for this development will be calculated (equal to 1.5 times the amount required to complete the site improvements, excluding the storm water facilities) as specified in the Performance Guarantee Ordinance. This guarantee will be posted prior to TCO, at which time it may be reduced based on percentage of construction completed.
36. A street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted at the Treasurer's Office.
37. Permits for the construction of each retaining wall must be obtained from the Community Development Department (248-347-0415).

Please contact Lindon K. Ivezaj at (248) 735-5635 with any questions or concerns.



cc: Rob Hayes, City Engineer
Kristen Kapelanski, Community Development Department
Tina Glenn, Water & Sewer Dept.

FAÇADE REVIEW

METCO SERVICES, INC.

ENGINEERS, ARCHITECTS, & SURVEYORS

23917 Cass St. · Farmington · Michigan · 48335 · (248) 478-3423 · Fax (248) 478-5656

January 17, 2008

City of Novi Planning Department
45175 W. 10 Mile Rd.
Novi, MI 48375-3024

Attn: Ms. Barb McBeth – Deputy Director Community Development

Re: **FACADE ORDINANCE – Preliminary Site Plan Review**
Shirvanian Office Building (SP-07-76)
Façade Region: 1
Zoning District: TC
Size: (1) Building – 1 story (5,986 Sq. Ft.)

Dear Ms. McBeth:

The following is the Façade Review for preliminary site plan review regarding the drawings prepared by Wah Yee Associates, dated 12-12-07 for compliance with Novi Ordinance 2520; the Façade Ordinance. The percentages of materials proposed are as shown below. A “check” by the percentage signifies that the range is within the ordinance guidelines, while an “x” indicates an overage. The maximum percentages allowed by the Schedule Regulating Façade Materials are shown in the right hand column.

Drawings Dated 12-12-07	NORTH FACADE	SOUTH FACADE	EAST FACADE	WEST FACADE	ORDINANCE MAXIMUM
NATURAL BRICK	48.7% ✓	47.9% ✓	37.4% ✓	49.9% ✓	100% (30% Min.)
CANVAS AWNINGS	6.3% ✓	6.3% ✓	7.4% ✓	0.0% ✓	10%
DISPLAY GLASS	7.4% ✓	7.4% ✓	8.6% ✓	4.6% ✓	25%
MOLDED CORNICES	7.3% ✓	7.3% ✓	7.3% ✓	7.3% ✓	15%
E.I.F.S.	12.8% ✓	12.9% ✓	19.0% ✓	18.5% ✓	25%
CAST STONE	9.8% ✓	10.5% ✓	11.6% ✓	2.6% ✓	25%

Recommendations:

1. The materials shown on the sample board are consistent with the façade ordinance. The applicant has request a section 9 waiver for the cast stone, but this is not required because the allowable percentage of cast stone is within tolerance of the revised façade ordinance materials chart.
2. The drawings indicate that the trash enclosure will be composed of materials that match the color and texture of the building.
3. The mechanical equipment is planned to be screened by the building parapet, if actual units are visible, then screening is required and materials should match the building.

It is our recommendation that the building meets the intent of the façade ordinance and a Section 9 Waiver is not required.

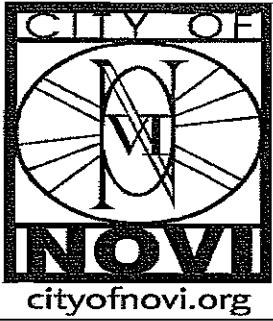
If you have any questions regarding this matter, please contact me at your convenience.

Sincerely,
Metco Services



Douglas R. Necci AIA

FIRE REVIEW



Novi Fire Department

42975 Grand River Avenue
Novi, MI 48375

248.349.2162

fax 248.349.1724

January 16, 2008

TO: Barbara McBeth, Deputy Director
Community Development, City of Novi

RE: Shirvanian Office Building, SP07-76, Preliminary Site Plan
Fire Department Review

Dear Ms. McBeth,

The above plan has been reviewed and it is **Recommended for Approval**.

Sincerely,

Michael W. Evans
Fire Marshal

cc: file

APPLICANT RESPONSE LETTER(S)

SUPERIOR

Diversified Services Corporation

21612 Rathlone
Northville, Michigan 48167
Ronald R. Nuechterlein

CONSTRUCTION MANAGEMENT

Phone: (248) 380-6607
Fax: (248) 380-4065

February 12, 2008

Ms. Kristen Kapelanski
Planner
City of Novi
45175 Ten Mile Road
Novi, Michigan

RE: Shirvanian Office Building
Site Plan SP #07-76
43485 Fonda Street
Novi, Michigan 48375

Dear Kristen:

We are in receipt of the plan review comments for the above project. The following is our response to the comments and deficiencies stated in the reports

PLANNING REVIEW

- Gross Leasable Area: Gross Building area in this project is 5,986 square feet. Per the City of Novi definition of floor area. Gross Leaseable (Novi Code Sec. 21 Definitions) is 5,519 square feet. Tenant utilities are not determined at this time and will not, per definition, change the leaseable square footage of the building. For clarification, more dimensions will be added to the plan for the next review submittal.
- Building Setbacks: This site is approximately 100 feet wide and 400 feet deep and consists of less than an acre of land. It appears the setback ordinance was intended for larger parcels of land. It is impossible for us to place a building on this parcel with a 50 foot side yard setback and meet the ordinance. The front yard set back is 53 feet at the northeasterly corner and due to the R.O.W. curvature, 43 feet at the northwesterly corner. The applicant is requesting a waiver or variance on these deviations.
- Parking Setbacks The front and rear parking setbacks fall within the requirements of the ordinance. Once again, the narrow width of the site makes it difficult to attain ample parking for the building. The applicant is requesting a ZBA variance.
- Maneuvering Lanes The primary drive through the property is to be 24 feet. The area behind the building is considered secondary lanes for parking and therefore 22 feet was felt to be adequate. This reduction also creates a 4 foot green belt at the building. Fire Marshal, Mike Evans, has no objection to the 22 foot width. The applicant is seeking a ZBA variance.

5. Loading Zone: The loading zone area will be increased to 540 square feet to meet the ordinance.
6. Dumpster Screening: The proposed rubbish container is to be no higher than 7 feet. The trash enclosure walls are designed to be 8 feet high.
7. Town Center Lighting Design Requirements: Figure A fixture (decorative wall mounted) is the approved fixture. Figure B fixture is an emergency and building code required sidewalk light fixture. It is noted on the photometric sheets located under and behind the opaque fabric awnings. This fixture will not be seen on the north, east, or south elevations, therefore it is not drawn on the elevations. For clarification, figure B locations will be noted on the next submittal review drawings.

ENGINEERING REVIEW

General

1. A note will be added to the plans in the next submission stating City of Novi conformity for the work.
2. Standard City detail sheets will be added to the stamping set submission.
3. A right-of-way permit will be obtained
4. An easement can be provided to maintain the 10 foot horizontal clearance.
5. Currently no easement exists for the sanitary sewer, located off our parcel. We are willing to grant the easement, however if repairs are required to the sewer, the city should take necessary precautions to protect our improvements. We will pledge our cooperation to resolve this issue amicably.
6. Dara Place will provide a letter of temporary easement.
7. The ingress/egress easement for cross access with Dara Place will be shown on the next plan submission.

Water Main

Sanitary sewer

Storm sewer

Numbered issues 8 through 13 will be addressed on the next plan submission.

Paving & Grading:

Numbered issues 14 through 18 will be addressed on the next plan submission.

19. Due to the difficulty of asphalt paving over the concrete walk, which must be installed first, we would suggest the walk be constructed of approach thick asphalt and cross – hatched stripped 5 feet wide from the ramp on each side of the drive. This will create a smoother surface and no chance of differential movement of the dissimilar materials from winter frost heave.
20. This issue will be added on the next plan submission.

Flood plain:

21. The MDEQ floodplain permit has been applied for and the City of Novi floodplain use permit will be applied for soon.

Off-Site Easements:

22. Easements will be pursued promptly as required.
23. Approval from neighboring properties as required will be furnished.

The remaining items 24 through 37 will be addressed when appropriate.

OHM TRAFFIC, PARKING AND SIDEWALK REVIEW

Site Plan Corrections:

1. Sidewalk: Please see response to Item number 19 under ENGINEERING REVIEW
2. Sidewalk Adjacent to Parking: The parking stall depth at walk areas is intended to be 19 feet at the front and the rear of the building. The walk width at rear is 5 feet and 6 feet at front with a 6 inch high curb. This design has been acceptable practice in Novi in the past.
3. Parking Stall Dimensions: Plans are intended to show 19 feet and will be clarified on the next submission.

Items number 4 through 7 will be addressed on the next plan submission.

Ms. Kristen Kapelanski
February 12, 2008

FIRE DEPARTMENT REVIEW

Recommended for approval – No issues taken.

FAÇADE REVIEW

Recommended for approval – No issues taken.

LANDSCAPE REVIEW

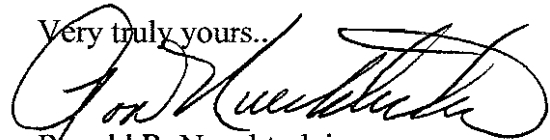
Please see attached response from Design Team Limited dated January 31, 2008

WOODLAND REVIEW

Please see attached response from Design Team Limited dated January 31, 2008.

Hopefully we have addressed the issues in the most appropriate manner. We greatly appreciate your time and consideration on this matter.

Very truly yours..



Ronald R. Nuechterlein
Applicant

January, 31 2007

Mr. David R. Beschke, R.L.A.
Landscape Architect
City of Novi
45175 W. Ten Mile Road
Novi, MI 48375-3024

RE: SHIRVANIAN OFFICE BUILDING SP 07-76 - REVIEW COMMENTS & RESPONSES

Dear David:

We have received the review comments, dated January 17, 2007, from the city regarding the Shirvanian Office Building and we have prepared the following responses and clarifications for those comments from the city:

Landscape Review Comments -

Adjacent to Public Rights-of-Way – Berm (Wall) & Buffer (Sec. 2509.3.b):

- Item #2 – We will be requesting a Planning Commission waiver for the seven (7) sub-canopy trees that are required for the Right-of-Way requirements. This is due to site size, configuration, and the minimal and restrictive space available after placement of canopy trees required in same area. Refer to sheet LA-1.0

Parking Landscape (Sec.2509.3.c.):

- Item #1 – We will be requesting a Planning Commission waiver for the remaining eleven (11) trees that are required. This is due to the lack of interior landscape area provided. Refer to sheet LA-1.0.
- Item #2 – We have provided +/- 819 SF of Interior Parking Lot Landscape Area, but the areas are not considered to be countable because the spaces do not meet the minimum size requirement provides by the Zoning Ordinance. We will be requesting a Planning Commission Waver for the 1,003 SF of Interior Parking Lot Landscape Area required. This is due to lack of interior landscape area provided, the amount of parking and pavement required, and the conflict between engineering and landscape required standards. Refer to sheet LA-1.0.
- Item #3 – Due to the minimal amount of greenspace along the parking area and the remaining greenspace on site we will be requesting a Planning Commission wavier for the twelve (12) trees required. And for consideration, the non-buildable naturalized area existing on the west property line with shade trees

DesignTeam Limited
17255 W. Ten Mile Road
Southfield, MI 48075

248.559.1000
Fax: 248.559.5717
designteam@designteamllc.com
www.designteamllc.com

Building Foundation Landscape (Sec.2509.3.d.):

- Item #1 – We are providing a total of 1,698 SF of foundation landscape areas. We will be requesting a Planning Commission wavier for the remaining 1,097 SF required. This is due to the sidewalk needed for the health, safety, and welfare of individuals, to meet ADA federal / state requirements, and location of the proposed building. Refer to sheet LA-1.0.

Plant List (LDM):

- The canopy trees proposed for the landscape requirements have been increased in size to 3" cal. Refer to sheet LA-1.0.

Irrigation (Sec2509.3.f.(6)(b)):

- An Irrigation plan will be provided for the final site plan approval submittal, which will include a cost estimate.

General:

- Item #4 – The transformer location is now shown on the plans and screening has been proposed around the unit, refer to sheet LA-1.0 and LA-2.0 for the detail. We are assuming that the transformer doors will be facing the parking lot, to the west.
- Item #5 – We feel the best locations for the snow to be disposed of is at the south end of the parking lot, and along the east side of the drive aisle. Refer to sheet LA-1.0 for the note and locations.

Landscape Review Chart –

Plant List (LDM 2.h.):

- Item #2 – The Canopy Trees have been adjusted to the 3" cal. size.

Planting Details / Info (LDM 2.i.):

- Item #5 – The transformer detail will show that there is a minimum clearance of 24" around three sides of unit and a minimum of 48" in front of the access doors, refer to sheet LA-2.0 for detail.

Landscape Notations:

- Item #8 – The detail notes have been corrected removing any use of wire, rope, hose, or plastic to be used for staking of trees. Refer to sheet LA-2.0 for detail.

Plant List (LDM 2.h.):

- Item #8 – We will be requesting a waiver from Planning Commission for the amount of interior landscaping area required.
- Item #9 – We will be requesting a waiver from Planning Commission for the amount of parking lot trees required.

Parking Lot Plants:

- Item #4 – Snow deposit areas have been noted on plans, refer to sheet LA-1.0.
- Item #6 – An irrigation plan will be submitted for the final submittal.
- Item #7 – The cost estimate will include an estimate of irrigation costs at the time of final submittals.

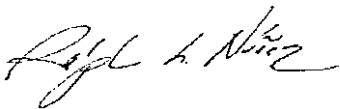
Adjacent to Public Right-of-Way:

- Item #3 – We will be requesting a waiver from Planning Commission for the exclusion of 7 Sub-canopy required trees.

The plans have been revised to address many of the comments raised by the city's staff and reviewer. These revisions are shown on the submitted plans and noted.

If there are further comments, questions or clarification based upon the revised plans please let us know. We look forward to presenting the plans to the Planning Commission and working with the city on this exciting project.

Sincerely,
Design Team Limited



Ralph L. Núñez, RLA, ASLA
President/Design Principal

Design Team Limited
17255 W. Ten Mile Road
Southfield, MI 48075

248.559.1000
Fax: 248.559.5717
www.designteamllc.com
www.designteamllc.com

January 31, 2008

Ms. Barbara E. McBeth
Deputy Director Community Development
City of Novi
45175 West Ten Mile Road
Novi, MI 48375-3024

**RE: SHIRVANIAN OFFICE BUILDING, SP 07-76 –
WOODLAND REVIEW COMMENTS & RESPONSES**

Dear Barbara:

We have received the woodland review comments from the city regarding the Shirvanian Office Building and we have prepared the following responses and clarifications for those comments provided by Martha Holzheuer at Environmental Consulting & Technology, Inc.

Woodland Review Comments -

- Item #1 – The trees noted as Pine on the tree list, and that are not Pines on the site, have been corrected to Spruce or Blue Spruce.
- Item #2 – The three Box Elders, #4046, #4047, and #4048, were suggested and discussed to be removed, will actually be saved. The developer inspected the trees, and in his opinion, they are not in the way of the development, and will take great care to save the trees.
- Item #3 – We will be grading outside of the drip lines of trees #4069 and #4070, and we will be saving the trees.

Revised Woodland Impacts:

- Item #1 – We have reviewed our plans and now count 22 trees to be removed, due to construction or grading needed.
- Item #2 – We agree that trees #4054 & #4087 are non-regulated because of their current small size, and trees #4055 & # 4103 are non-regulated because of their condition being dead. Trees #4101, #4102, #4103, & #4104 lie outside of the woodland line and should be considered as non-regulated. We have a total of 7 non-regulated trees not counted for replacement. Refer to engineering sheet C-6 for provided information.
- Item #3 – We have calculated that 32 trees are required for replacement;
 - 3 Trees to be removed 8" – 11" - 4 Trunks x 1 = 4
 - 8 Trees to be removed 11.1" – 20" - 8 Trunks x 2 = 16
 - 4 Trees to be removed 20.1" - > - 4 Trunks x 3 = 12
 - Total = 32 Trees

DesignTeam Limited
17255 W. Ten Mile Road
Southfield, MI 48075

248.559.1000
Fax: 248.559.5717
designteam@designteamllc.com
www.designteamllc.com

- Item #4 – We will not be proposing any replacement trees on site.
- Item #5 – A tree credit for 32 trees will be paid into the City of Novi's Tree Fund at \$400.00 per tree credit, 32 x \$400.00 = \$12,800.00. Refer to sheet LA-1.0.

Site Plan Compliance with Ordinance Chapter 37 Standards:

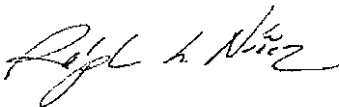
- Item #1 – The scientific names, common names, diameter-at-breast-height, condition, and save or remove notations are completed for the tree list table. Refer to sheet C-6 for revised table.
- Item #2 – A general graphic of existing soils on site is provided with a brief description of the soils. Refer to sheet C-6 for graphic & descriptions.
- Item #3 – Tree protection fences with a detail and notes will be added to sheet C-6, the fences also are shown on the landscape plan LA-1.0 and the tree protection detail is shown on the landscape details sheet LA-2.0.
- Item #4 - All proposed grades on site will divert all drainage to the detention basin as required by engineering. Site is less than 1 acre in size and should not impact woodland areas. A note will be added to sheet C-6.
- Item #5 – All trees to be retained will be flagged with bright green tape wrapped around their trunks, prior to field inspection.

Tree Replacement Plan:

- Item #1 – We will not be providing any trees for replacement due to the restrictive and unavailable space to plant.
- Item #2 – We have proposed to pay into the City of Novi's Tree Fund in the amount of \$12,800.00 for the 32 trees required for replacement. Refer to sheet LA-1.0.

If there are further comments, questions or clarification needed please let us know. We look forward to presenting the plans to the Planning Commission and working with the city on this exciting project.

Sincerely,
Design Team Limited



Ralph L. Núñez, RLA, ASLA
President/Design Principal

DesignTeam Limited
17255 W. Ten Mile Road
Southfield, MI 48075

248.559.1000
Fax: 248.559.8717
designteam@designteamlimited.com
www.designteamlimited.com

REDUCED SITE PLAN

MAPS

**Location/Air Photo
Zoning
Future Land Use
Woodlands
Wetlands and Floodplain**

Shirvanian Office SP 07-76

Location

MAP CREATED: FEBRUARY 13, 2008



Fonda Drive

Wendy's

Dara Place

House of Blinds

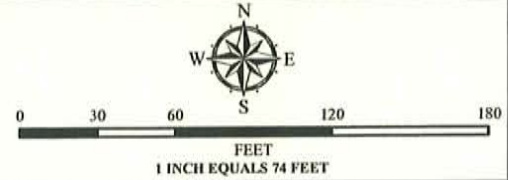
Wonderland Music

Novi Road

Subject Property



CITY OF NOVI
COMMUNITY DEVELOPMENT DEPARTMENT
PLAN REVIEW CENTER
NOVI CITY HALL/CIVIC CENTER
45175 W. TEN MILE ROAD
NOVI, MI 48375-3024
(248) 347-3279
WWW.CI.NOVI.MI.US
MAP AUTHOR: KRISTEN KAPELANSKI



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Shirvanian Office SP 07-76

Zoning

MAP CREATED: FEBRUARY 13, 2008

Fonda Drive

Legend

-  EXPO: EXPO District
-  I-1: Light Industrial District
-  TC: Town Center District

Wendy's

Novi Road

Dara Place

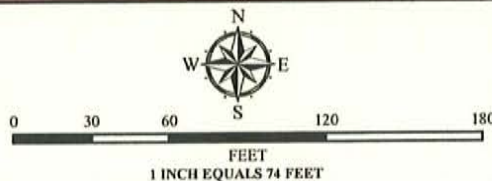
House of Blinds

Wonderland Music

Subject Property



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Shirvanian Office SP 07-76

Future Land Use

MAP CREATED: FEBRUARY 13, 2008

Fonda Drive

Legend

-  TC COMMERCIAL
-  DOWNTOWN WEST

Novi Road

Wendy's

Dara Place

House of Blinds

Wonderland Music

Subject Property



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NOVI, MI 48375-3024
(248) 347-3279
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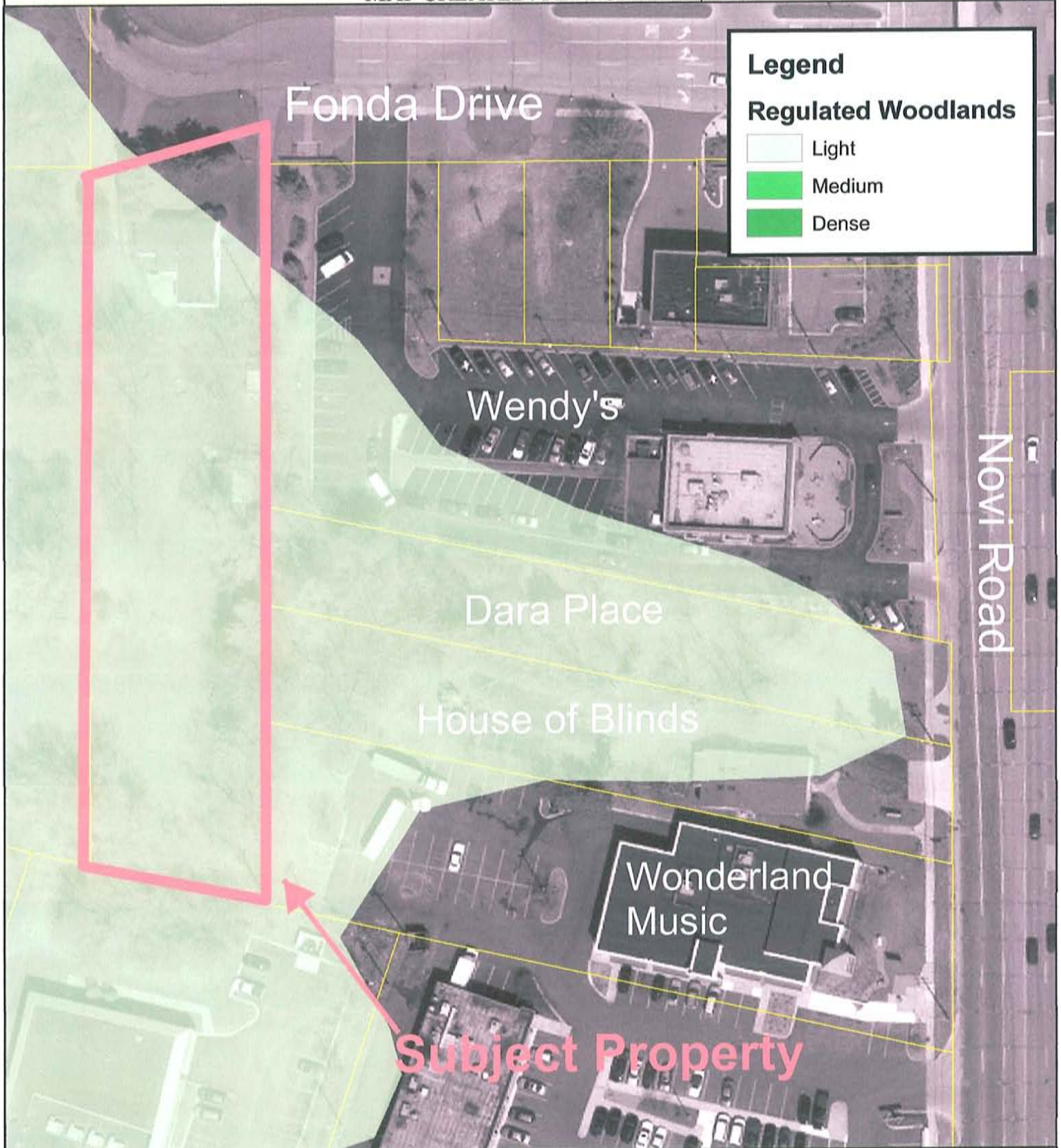


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Shirvanian Office SP 07-76

Woodlands

MAP CREATED: FEBRUARY 13, 2008



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NOVI, MI 48375-3024
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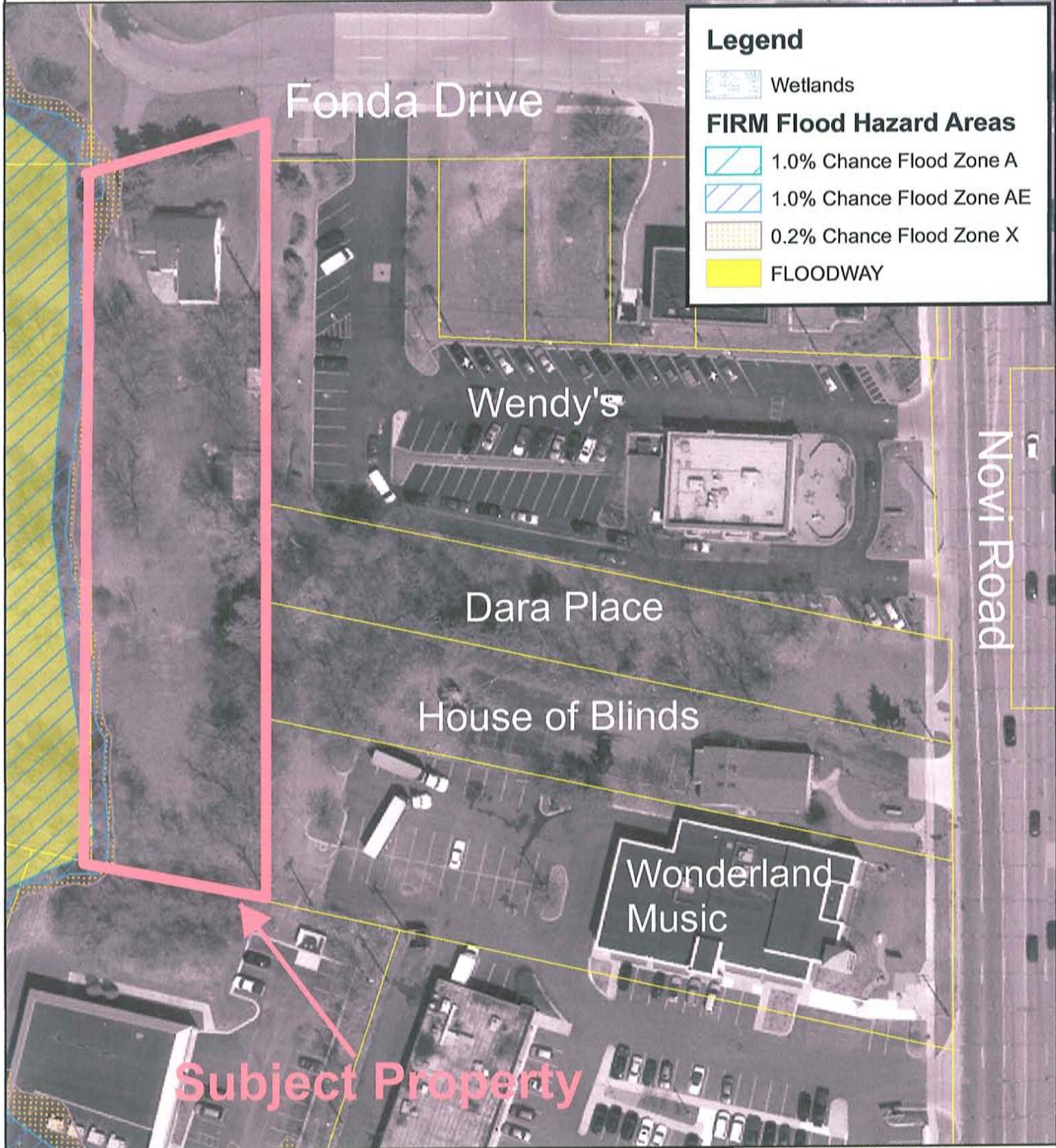


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Shirvanian Office SP 07-76

Wetlands and Flood Plan


MAP CREATED: FEBRUARY 13, 2008





Legend

 Wetlands

FIRM Flood Hazard Areas

 1.0% Chance Flood Zone A

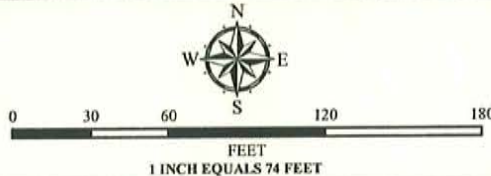
 1.0% Chance Flood Zone AE

 0.2% Chance Flood Zone X

 FLOODWAY



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