



**APPLICATION FOR SITE PLAN  
AND LAND USE APPROVAL**  
 City of Novi Community Development Department  
 City of Novi Planning Division  
 45175 W. Ten Mile, Novi, MI 48375  
 248-347-0475; 248-735-5633 fax

- Site Plan Approval
- Special Land Use
- Rezoning
- PRO
- SDO
- Wetland Permit
- Woodland Permit

Project Name
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Use Tab function to navigate form. Point and click cursor to check boxes.

Check all that apply

APPLICANT	Company	Primary Contact		Professional License Number, if applicable		
	Street Address	Suite	City		State	Zip
	Phone Number	Fax Number		E-mail address		

ARCHITECT	Architectural Firm	Primary Architect		Professional License Number, if applicable		
	Street Address	Suite	City		State	Zip
	Phone Number	Fax Number		E-mail address		

ENGINEER	Engineering Firm	Primary Engineer		Professional License Number, if applicable		
	Street Address	Suite	City		State	Zip
	Phone Number	Fax Number		E-mail address		

LANDSCAPE ARCHITECT	Landscape Architectural Firm	Primary Architect		Professional License Number, if applicable		
	Street Address	Suite	City		State	Zip
	Phone Number	Fax Number		E-mail address		

WETLAND	Wetland Consulting Firm	Primary Consultant		Professional License Number, if applicable		
	Street Address	Suite	City		State	Zip
	Phone Number	Fax Number		E-mail address		

WOODLAND

Woodland Consulting Firm	Primary Consultant	Professional License Number, if applicable		
Street Address	Suite	City	State	Zip
Phone Number	Fax Number	E-mail address		

OWNER

Project Name	Legal Name of Ownership, with Primary Contact			
Street Address	Suite	City	State	Zip
Phone Number	Fax Number	E-mail address		

PROJECT INFORMATION

Property Address, if known	North or South of which road?	East or West of which road?		
Parcel Number(s) (Contact Assessing Dept. if unknown)	Section	Brief description of project (number of stories or units, etc.)		
Current Zoning	Proposed Zoning	Gross Site Acreage <small>Size will be reviewed against Assessor's Records</small>	Woodland Acreage <small>If unknown, 2 acres will be used initially</small>	Wetland Acreage
Number of units or lots	Building 1 sq. ft.	Building 2 sq. ft.	Building 3 sq. ft.	Number of Phases
Space for additional information, if necessary				

WETLAND INFORMATION

**Wetland Information:** *Please review City Ordinance Chapter 12 Article V, Wetlands and Watercourse Protection*

Will any onsite or offsite wetlands be impacted by the project?  Yes  No  Not Sure

Will any onsite or offsite wetland buffers be impacted by the project?  Yes  No  Not Sure

Total acreage of wetland disturbance: \_\_\_\_\_ Acres Is an MDEQ Permit required?  Yes  No  Not Sure

Are you proposing any wetland mitigation?  Yes  No  Not Sure

Description of work, and amount of material to be added or removed from site, if known:

WOODLAND INFORMATION

**Woodland Information:** *Please review City Ordinance Chapter 37, Woodlands Protection*

Are there regulated woodlands or trees (36" dbh or greater) onsite?  Yes  No  Not Sure

Are there regulated woodlands or trees (36" dbh or greater) on adjacent site(s)?  Yes  No  Not Sure

If yes to either question above, describe trees and proposed impact:

TRAFFIC

**Traffic Information:**

Are you required to submit a Traffic Study?  Full Study       Abbreviated       No       Not Sure

Are you required to submit a Shared Parking Study?  Yes       No       Not Sure

FAÇADE

**Façade Information:**

Level of Façade review       New Review       Review of Addition       Affidavit for Identical Building

REZONING

**Rezoning Requests:**

Please fill out the appropriate information on this application, and submit it with an explanation of your rezoning request and **Landowner's permission for submittal (if not the applicant)**. Submit four sets of the property survey, sign location plot plan, and traffic study (if applicable). If the rezoning is part of a Planned Rezoning Overlay (PRO) request, include ten sets of conceptual plans and written description of any and all conditions proposed for inclusion in the PRO Agreement, e.g., a limitation on total units, a limitation of square footage, location of proposed curb cuts, etc. See Section 3402 of the Novi Zoning Ordinance for full description of the PRO.

SLU

**Special Land Use Requests:**

Please fill out the appropriate information on this application, and submit it with an explanation of your intended Special Land Use, Noise Analysis or Impact Statement (if required) and **Landowner's permission for submittal (if not the applicant)**. If this request is not being submitted with a new site plan, please submit four copies of the site plan.

SUBMITTAL REQUIREMENTS

**Site Plan Submittal Requirements:**

- Seven sealed and folded sets of plans which include site plan, elevations, floor plans, engineering, wetland, woodland, landscape, lighting and stormwater management plans.  
Size of plans must be 24" x 36", maximum scale of 1" = 50'.
- Original signed copy of this application.
- Notarized original signature of Landowner authorizing permission, if Applicant is not the owner.
- Completed checklist.
- Applicable addendums: Community Impact Statement, Traffic Study (four copies), Shared Parking Study SLU Description, Parallel Plan, PRO Conditions, Noise Analysis, Street Name Approval Request
- Façade Materials Board, three letter-size colored renderings, one letter-size site plan.
- Hazardous Chemical Survey and Non-Domestic Sewer Use Form (commercial and industrial projects only).
- Please contact the Community Development Department if you are submitting a platted subdivision for review.

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted on/or with this application are true and accurate to the best of my knowledge and I am the property owner or I am authorized to file this application and act on behalf of the property owner and I have attached a notarized statement from the owner who grants me permission to act on his/her behalf. I acknowledge that by making this application I have consented to the entry of City officials, employees, agents, and/or representatives for all purposes in connection with this application and to insure compliance with City Ordinances. I acknowledge that this document serves as my request for a Wetland and/or Woodland Permit if such a permit is deemed necessary.

\_\_\_\_\_  
Signature of Applicant      Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Landowner      Date  
*may be submitted on separate notarized document*

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Notary      Date  
County: \_\_\_\_\_  
State: \_\_\_\_\_