



# ENGINEERING LEGAL REVIEW TRANSMITTAL

*(Include the Transmittal with every submittal)*

<b>Off-Site</b>	<b>On-Site</b>	
<b>First Draft</b>	<b>Revised</b>	<b>Notarized</b>

### CITY USE ONLY

Date Received:

Legal Permit(PL) #:

Site Const.(PSC) #:

Legal Invoice Paid:

Yes                  No

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

Site Plan No:	
Project Name:	
Site Add./Parcel ID:	

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

Contact Name:		Phone:	
Company:		E-mail:	
Contact Address:			

### NOTARIZED DOCUMENT INSTRUCTIONS:

1. Final Signed and Notarized (Sign in **black ink only** or County will reject)
2. Consent page on the easement form should be signed by any lenders on the property

### SUBMITTAL INSTRUCTIONS:

1. Digital copies are also accepted via e-mail for initial and revised drafts. E-mail: [mkopko@cityofnovi.org](mailto:mkopko@cityofnovi.org)
2. Hard copies are required for final signed and notarized submittal.
3. All exhibits should be letter or legal sized (24" x 36" will not be accepted unless requested).
4. Make sure all the legal fees are paid prior to submittal.

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

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

- |                                                                        |                                                                      |
|------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> 10: Off-site Title Policy                     | <input type="checkbox"/> 23: R.O.W. Warranty Deed (add'l on ex. rd.) |
| <input type="checkbox"/> 11: Off-Site Temporary Construction Agreement | <input type="checkbox"/> 24: R.O.W. Warranty Deed (new road)         |
| <input type="checkbox"/> 12: Off-Site Storm Sewer and Drainage         | <input type="checkbox"/> 25: Roads Bill Of Sale                      |
| <input type="checkbox"/> 13: Off-Site Sanitary Sewer Easement          | <input type="checkbox"/> 26: Roads Sworn Statement                   |
| <input type="checkbox"/> 14: Off-Site Water Main Easement              | <b>(Signed by DEVELOPER Only)</b>                                    |
| <input type="checkbox"/> 15: Title Policy                              | <input type="checkbox"/> 27: Roads Waivers Of Lien                   |
| <input type="checkbox"/> 16: Storm Drain Facility Maintenance Easement | <b>(Signed by ROADS CONTRACTOR Only)</b>                             |
| <input type="checkbox"/> 17: Sanitary Sewer Easement                   | <input type="checkbox"/> 28: Ingress-Egress Easement                 |
| <input type="checkbox"/> 18: Sanitary Sewer Manhole Access Easement    | <input type="checkbox"/> 29: Cross-Access Easement                   |
| <input type="checkbox"/> 19: Water Main Easement                       | <input type="checkbox"/> 30: Emergency Access Easement               |
| <input type="checkbox"/> 20: Utilities Bill of Sale (SanSew/WM)        | <input type="checkbox"/> 31: Sidewalk or Pathway Easement            |
| <input type="checkbox"/> 21: Utilities Sworn Statement (SanSew/WM)     | <input type="checkbox"/> 32: Boardwalk Bill of Sale                  |
| <b>(Signed by DEVELOPER Only)</b>                                      | <input type="checkbox"/> 33: Other                                   |
| <input type="checkbox"/> 22: Utility Waivers Of Lien                   |                                                                      |
| <b>(Signed by UTILITY CONTRACTOR Only)</b>                             |                                                                      |

### MAINTENANCE/FINANCIAL GUARANTEES

Submit directly to Bond Coordinator under **SEPARATE COVER**. For any questions, call Angela Sosnowski, @ 248-347-0441

*Additional Documents may be required during the review process*