



LEGAL REVIEW TRANSMITTAL FORM

Engineering Documents

(Include the Transmittal with every submittal)

CITY USE ONLY	
Date Received:	
Legal Permit No:	

PROJECT INFORMATION:		Legal Fees Paid:
Site Plan No:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Project Name:		Engineer:
Site Address:		

PRIMARY CONTACT INFORMATION: (To be filled by Applicant)			
Contact Name:		Phone:	
Company:		E-mail:	
Contact Address:			

TYPE OF SUBMITTAL:	
<input type="checkbox"/> Initial Draft <input type="checkbox"/> Revised Draft	<input type="checkbox"/> Final Signed and Notarized (Sign in black ink only or County will reject) <i>Consent page on the easement form should be signed by any lenders on the property</i>

SUBMITTAL INSTRUCTIONS:
<ol style="list-style-type: none"> Digital copies are also accepted via e-mail for initial and revised drafts. E-mail: hsmith@cityofnovi.org Hard copies are required for final signed and notarized submittal. All exhibits should be letter or legal sized (24" x 36" will not be accepted unless requested). Make sure all the legal fees are paid prior to submittal.

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