



FINAL SITE PLAN CHECKLIST
 City of Novi Community Development Department
 45175 W. Ten Mile, Novi, MI 48375
 248-347-0475; 248-735-5633 fax
www.cityofnovi.org

| |
|--------------|
| Project Name |
|--------------|

FINAL SITE PLAN PACKAGE

Please submit ten full sets of folded plans, using this checklist to assist you in your preparation.

- | | |
|---|--|
| <input type="checkbox"/> You may call 248-347-0475 to request your fees ahead of your submittal. <input type="checkbox"/> A copy of this Final Site Plan Checklist. <input type="checkbox"/> Other Agencies Checklist. <input type="checkbox"/> 8½" x 11" Landscape Cost Estimate. | <input type="checkbox"/> 8½" x 11" Engineering Cost Estimate. <input type="checkbox"/> Responses to all of the Preliminary Site Plan reviews. <input type="checkbox"/> ROW Permit Application recommended (see note below). <input type="checkbox"/> Soil Erosion Application recommended (see note below). |
|---|--|

| ITEM | REQUIREMENT | Yes (a) | No - N/A (a) |
|--------------------|---|---------|--------------|
| GENERAL | | | |
| 1 | A cover sheet outlining a table of contents is recommended. | | |
| 2 | Seals and signatures of Engineer, Land Surveyor, Landscape Architect and/or Architect must be on each corresponding page, or the seals and signatures can be placed on an inclusive cover sheet, if provided. | | |
| 3 | Provide an outdoor lighting plan, prepared pursuant to Section 2511 of the Zoning Ordinance, if required, unless provided and approved on the Preliminary Site Plan submittal. | | |
| ENGINEERING | | | |
| | The Applicant's design engineer is responsible for the accuracy and adequacy of the design and construction details found in Chapter 11 of the Code of Ordinances and other related Ordinances of the City. All engineering plans will be reviewed against said standards, and Final Site Plan approval will not be granted until all necessary permits have been obtained from all outside agencies. | N/A | |
| 4 | For submittal of the ROW Permit Application, include four sets of ROW plans and payment pursuant to the language found on the permit. To complete this form electronically, go to www.cityofnovi.org . | | |
| 5 | Provide a note on the plan that a City of Novi Right-of-Way permit is required for work within any public road right-of-way and/or City easement. | | |
| 6 | For submittal of the Soil Erosion Permit Application, include one set of erosion and sedimentation control plans and payment pursuant to the language found on the permit. To complete this form electronically, go to www.cityofnovi.org | | |
| 7 | Proposed Stormwater Management Plan must be prepared per Section 11-95, and the Appendix of Chapter 12 (Stormwater Management Plan Ordinance), Code of Ordinances. Temporary Sedimentation Basin design calculations or Sedimentation Control structure details shall be furnished when stormwater holding facilities are required. | | |
| 8 | Proposed site grading plans must be prepared per Section 11-144 of the Code of Ordinances. | | |
| 9 | If you have not yet submitted the Application for Street Names, go to www.cityofnovi.org . | | |
| 10 | Indicate on the plans whether streets and drives will be public or private, and provide the appropriate cross sections. | | |

| | | | |
|------------------------------------|--|--|--|
| 11 | Proposed sanitary sewer system or on-site disposal system plans must be prepared per Section 11-165 of the Code of Ordinances. Monitoring manhole must be shown (Contact the DPS at 248-735-5640 to discuss requirements) | | |
| FIRE ACCESS AND SUPPRESSION | | | |
| 12 | Proposed water main and hydrant system plans must be prepared per Section 11-69 of the Code of Ordinances; Plans must show: proposed size of water service into building with potable water line connection outside of building within a utility easement; proposed meter location and size; proposed fire suppression line into building and location of its required monitoring meter; existing and/or proposed wells. <i>Please be advised that if a domestic water service larger than 2" will be required, you will need to call the Water Department at 248.347.0496 and place your order thirty days prior to your installation date.</i> | | |
| 13 | Fire lanes and signage must be shown on the plan. | | |
| 14 | If you did not submit a complete Hazardous Materials Packet with your Preliminary Site Plan, please do so now. Go to www.cityofnovi.org . | | |
| TRAFFIC | | | |
| 15 | All signing and striping shall be done in accordance with the Michigan Manual of Uniform Traffic Control Devices, unless unique circumstances require a deviation from these standards. | | |
| 16 | The traffic circulation signing and striping plan must indicate location and type of signs. | | |
| 17 | When traffic circulation arrows are denoted on a plan, solid arrows shall indicate where arrows are proposed as part of the striping plan; hollow arrows shall be used to denote traffic flow directions. | | |
| FAÇADE | | | |
| 18 | The façade has not been revised from the Preliminary Site Plan submittal. A No Revision Façade Affidavit may be submitted. | | |
| 19 | The facade has been revised from the Preliminary Site Plan submittal, and an updated facade board (no larger than 15" x 36"), if applicable, has been provided. | | |
| LANDSCAPE | | | |
| 20 | Provide a detailed cost estimate on the landscape plan AND on a separate 8½" x 11" paper. Four categories must be shown: Cost of installed plant material (including seed, sod and mulch); Cost of street trees; Cost of woodland replacements, Cost of the site irrigation. | | |
| 21 | Calculate the plant material costs using the following prices: Deciduous trees \$400.00 Evergreen trees \$325.00 Ornamental trees \$250.00 Shrubs \$50.00 Perennials \$15.00 Sod sq/yd \$4.00 Seed sq/yd \$2.50 | | |
| 22 | Landscape plans must include all items listed in the Landscape Design Manual under "2. Landscape Requirements." | | |
| WOODLANDS | | | |
| 23 | The Woodland Plan must demonstrate that regulated trees proposed for preservation can be saved according to the final grading, utilities and | | |
| 24 | The exact number, species and location of replacement trees must be identified on the plan. | | |
| 25 | Location of the Woodland protection fence must be shown. | | |
| 26 | Provide the cost of the woodland replacement trees on the woodland plan, using the prices found in the Landscape section above. | | |
| 27 | Refer to the Woodland Protection Ordinance (Chapter 37 of the Code of Ordinances) for tree replacement credits. | | |
| WETLANDS | | | |
| 28 | Identify all plant material that is proposed for buffer restoration. | | |
| 29 | Identify the boundaries of 100 year-floodplain (flood hazard area) and floodways if located on the property or immediately adjacent to the property (FEMA Maps dated 9-29-06). | | |
| 30 | Location of the wetland silt fence must be shown. | | |