



# PLANNING LEGAL REVIEW TRANSMITTAL

*(Include the Transmittal with every submittal)*

**Off-Site**                      **On-Site**  
**First Draft**                  **Revised**                  **Notarized**

**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 Address:	

**PRIMARY CONTACT INFORMATION:** *(To be filled by Staff)*

Contact Name:			
Company:			
Contact Address:			
Phone:		Email:	

**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

**NOTES:**

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"/> 01: Master Deed	<input type="checkbox"/> 06: Covenants And Restrictions
<input type="checkbox"/> 02: Conservation Easement	<input type="checkbox"/> 07: Shared Parking Agreement
<input type="checkbox"/> 03: Development Agreement	<input type="checkbox"/> 08: Text Amendment
<input type="checkbox"/> 04: Planned Rezoning Overlay	<input type="checkbox"/> 09: Other Planning Agreement
<input type="checkbox"/> 05: RUD Agreement	<input type="checkbox"/> 15: Title Policy
<input type="checkbox"/> Master Deed Exhibit B	<input type="checkbox"/> Conservation Easement Exhibits
<input type="checkbox"/> Others (Specify)	

*Additional Documents may be required during the review process*