



# FACADE MODIFICATION REVIEW SUBMITTAL FORM

City of Novi Community Development Department

Planning Division

45175 Ten Mile Road, Novi, MI 48375

248-347-0475

[cityofnovi.org](http://cityofnovi.org)

Site Plan Number

PROJECT

Project Name		Building 1 Sq. Ft.	Building 2 Sq. Ft.	Building 3 Sq. Ft.
Project Street Address	Suite	City	State	Zip

APPLICANT

Company		Primary Contact		Professional License #, if applicable
Street Address	Suite	City	State	Zip
Phone Number	Alternate Phone Number		Email Address	

OWNER

Company		Legal Name of Ownership and Primary Contact		
Street Address	Suite	City	State	Zip
Phone Number	Alternate Phone Number		Email Address	

SUBMITTAL REQUIREMENTS

Two sealed and **folded** facade alteration drawings with facade percentages/material calculations shown. Size of plans must be 24"x36", typical architectural scale 1/8"=1'.

Original signed copy of this application.

Narrative/letter with comments detailing revisions made to facade.

Facade Material Sample(s) and Paint Sample(s).

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted 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 at the time of Preliminary Site Plan submittal I will provide 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.

Signature of Applicant

Date

Printed Name of Applicant

Signature of Property Owner

may be submitted on separate notarized document

Date

Printed Name of Property Owner