



ENGINEERING 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 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: bpeacock@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 | (Signed by DEVELOPER Only) |
| <input type="checkbox"/> 15: Title Policy | <input type="checkbox"/> 27: Roads Waivers Of Lien |
| <input type="checkbox"/> 16: Storm Drain Facility Maintenance Easement | (Signed by ROADS CONTRACTOR Only) |
| <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 |
| (Signed by DEVELOPER Only) | <input type="checkbox"/> 33: Other |
| <input type="checkbox"/> 22: Utility Waivers Of Lien | |
| (Signed by UTILITY CONTRACTOR Only) | |

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