CITY OF NOVI

45175 W. Ten Mile Road, Novi, Michigan 48375

LAND IMPROVEMENT PLOT PLAN CHECKLIST

Development Name:	
Lot Number:	
Address:	
Date Reviewed:	

The checklist below summarizes the requirements contained in the City of Novi's Code of Ordinances. More specifically, Part II, Chapter 11 - Design and Construction Standards; Chapter 12 - Drainage and Flood Damage Prevention; and Chapter 32 - Subdivision of Land.

Note: Indicate N/A if the item does not apply to this lot; otherwise all items must be shown on the plan.

Shown	N/A			*(For City Use)* CITY APPROVAL
☐	☐	1.	Grading plans shall be presented on paper measuring 11"x17"; 8 1/2"x14" or 8 1/2"x11" whichever is appropriate for the size of the lot proposed for improvement. Any sheet size larger than 11"x17" will only be allowed if given prior approval from the City.	☐
☐	☐	2.	Certification - Plans shall be prepared, signed and sealed by a State of Michigan registered Civil Engineer, Land Surveyor, or Architect.	☐
☐	☐	3.	Scale shall be minimum 1" = 20'; maximum shall be 1" = 40'. Scale allowance for larger lots will be determined by the City Engineer.	☐
☐	☐	4.	North arrow.	☐
☐	☐	5.	Site benchmark based on official City of Novi Benchmark System (NAVD88), located and depicted on or within 100 feet of the site.	☐
☐	☐	6.	Name, address, and phone number of the person or company who prepared the plan and the owner of the parcel to be improved.	☐
☐	☐	7.	Legal description of the parcel. Also, depicting found or set irons for property corners.	☐
☐	☐	8.	Street with name and nearest cross-streets on either side.	☐
☐	☐	9.	Location and dimensions of all proposed and existing structures and proposed setbacks from all property lines consistent with the Zoning Ordinance.	☐
☐	☐	10.	Lot lines with dimensions and bearings. Parcel shall close.	☐
☐	☐	11.	Street right-of-way width and labeled as "Public", "Proposed Public", or "Private", matching the approved site plan, subdivision plat or Master Deed.	☐
☐	☐	12.	All existing and proposed utility structures, including overhead electrical, telephone and communication cables to include distance from finished grade to any existing overhead lines. If any overhead lines exist within thirty (30) feet of a building, plans should be submitted to the appropriate utility company for review and comment prior to submittal of the Land Improvement Permit.	☐

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☐	☐	13.	Location, size, and type of existing water, sanitary and storm mains, service leads, appurtenances and associated easements for public infrastructure.	☐
☐	☐	14.	Location, size, slope and material of proposed water service (min. 1" Type-K Copper or HDPE SDR-9), sanitary sewer lead (6" SDR 23.5), and sump discharge line (min. 4" Schedule-40). Sump pump discharge line shall be connected to existing storm sewer structures, where available. (If known, show existing lead stubs).	☐
☐	☐	15.	Private sewerage disposal system or location of private water source (well).	☐
☐	☐	16.	Existing and proposed ditches and culverts with detailed grading and flow arrows.	☐
☐	☐	17.	All existing and proposed buildings and their addresses within 100 feet of the lot to be improved; including adjacent finished grades. Show "as-built" grades if adjacent lot is complete.	☐
☐	☐	18.	Size, type, and location of existing trees. Note which trees will be removed and those, which will remain, matching the approved Site Plan. Show location of the regulated woodland line.	☐
☐	☐	19.	Identify the location and elevation of the regulated 100-year Floodplain boundaries pursuant to Chapter 12, Article IV of the Novi Code of Ordinances. If 100-year Floodplain is within the limits of the proposed lot and is proposed to be modified, a Floodplain Use Permit is required.	☐
☐	☐	20.	The location of regulated wetlands or watercourse, the location of 25-foot wetland/watercourse setback and any disturbances pursuant to Chapter 12, Article V of the Novi Code of Ordinances, matching the approved site plan.	☐
☐	☐	21.	The location of siltation fencing, gravel access drive, rear-yard catch basin filters and any other temporary or permanent measures as shown on the Approved Soil Erosion Control Plan.	☐
		22.	Existing and proposed elevations at the following locations:	
☐	☐	a.	Finish grades for all castings and hydrants.	☐
☐	☐	b.	Proposed grades conforming to the developments Approved Master Grading Plan.	☐
☐	☐	c.	Existing topography including existing ground elevations at maximum 50-foot intervals, extending a minimum of 50 feet past the lot boundaries. Elevation contours at two (2) foot minimum height intervals are required.	☐
☐	☐	d.	Road edges and centerline at 50-foot intervals at all low and high points, all points of cuvature and tangency, and adjacent to lot corners.	☐
☐	☐	e.	Top of curb or shoulder opposite each front lot corner (and side lot corner for corner lots) to hundredths of a foot.	☐
☐	☐	f.	Proposed finish grade(s) and top of footing(s) clearly shown.	☐
☐	☐	g.	Each lot corner (front and rear), side lot, and all high points and ridge lines shown to the nearest tenth of a foot.	☐
☐	☐	h.	Drainage arrows for proposed drainage.	☐
☐	☐	i.	Whenever swales for lot drainage are called for on the plan, swale elevations shall be required at the high point adjacent to the house, at 50-foot intervals along the swale, and at the side yard even with the front and rear walls of the house. **Clearly label swales**.	☐
☐	☐	j.	Retaining wall(s) labeled with top and bottom grades. Conformance to the City of Novi Building Code shall be noted on the plan. Building Permit required is wall height is greater than 48".	☐
☐	☐	k.	The high point of the swale, located a minimum of 10 feet from a building, shall be 1/2 foot below the proposed finish ground elevation of the house.	☐

☐	☐	l.	All swales are located a minimum of 10 feet from the house.	☐
☐	☐	m.	Ground slope and swales shall be a minimum 5% for a minimum distance of 10 feet from the building and 2% minimum and maximum 25% any other part of the site.	☐
☐	☐	n.	A building shall not be set below the crown of the road on which it fronts.	☐
☐	☐	o.	A minimum of 6/10 foot of a vertical drop shall be provided from the front (and side on corner lots) property line to the top of the curb.	☐
☐	☐	p.	The maximum side slopes of landscape berms shall be 33%. A five (5) foot wide flat area on top shall be provided.	☐
☐	☐	q.	The designation of trees or groups of trees to be saved under the Woodlands Protection Ordinance does not exempt such areas from drainage, slope, and other Site Design Construction contained in Section 11-143, 144.	☐
☐	☐	r.	In general, the lot shall drain from the front of the house to the street and the rear of the house to the rear of the lot.	☐
☐	☐	s.	Whenever the lot is graded toward the rear, a drainage structure must be provided on the lot or the immediately adjacent lot.	☐
☐	☐	t.	Drainage on the lot must be self-contained unless specific drainage easements are provided.	☐
		23.	Driveways	
☐	☐	a.	Maximum slope of any portion of driveway shall be 10%. Maximum cross-slope of the sidewalk through the driveway is 2%.	☐
☐	☐	b.	Maximum cross-slope for side entrance drive aprons shall be 4%.	☐
☐	☐	c.	The driveway shall not interfere with the side or front yard drainage.	☐
☐	☐	d.	Edge of drive shall be offset a minimum of three (3) feet from side lot line.	☐
☐	☐	e.	Show location, width, and materials for proposed drive(s).	☐
☐	☐	f.	Number of drives shown is consistent with Section 11-216(e) of the Code.	☐
		g.	Dimensions of drive are shown per Table IX.10 of the Code. Variance(s) from the dimensions listed below will require approval from the City Engineer.	
☐	☐	•	Intersecting angle is 90 degrees from the street.	☐
☐	☐	•	Driveway width shall be standard sixteen (16) feet, within the right-of-way. Where a side entrance garage is proposed there shall be a minimum approach to garage entrance of twenty-two (22) feet (perpendicular to garage).	☐
☐	☐	•	Entering and exiting tapers are shown along with standard three (3) foot width at the street.	☐
☐	☐	•	Taper depth shall be standard ten (10) feet in length.	☐
☐	☐	•	Total drive opening shall be standard twenty-two (22) feet wide at the back of curb.	☐
☐	☐	h.	Driveways to paved roads should be paved between the edge of the pavement and the existing sidewalk. If there is not an existing sidewalk, the surfacing should extend from the edge of the pavement to a point thirty (30) feet from the edge of the pavement.	☐
☐	☐	i.	When the road is unpaved, residential driveways may be surfaced with stabilized gravel or if driveways are paved, the paving shall extend no closer to the street than five (5) feet from the edge of the road.	☐
☐	☐	j.	Driveways shall be concrete or asphalt in the right-of-way. No pavers or stamped-concrete allowed in the right-of-way.	☐

		24.	Sidewalks	
☐	☐	a.	Verify width, type and location of proposed sidewalk or pathway is consistent with the Master Plan.	☐
☐	☐	b.	Sidewalk cross-section (typical) shall be provided. Standard cross-section shall be 4" thick of 4000 psi concrete (6" thick through residential drives and ramps; 8" thick through commerical/industrial drives) over 6" thick of 21AA crushed limestone meeting MDOT gradation specifications. The stone base shall be extended a minimum of 6" beyond the forms. No sand allowed.	☐
☐	☐	c.	Sidewalks must be constructed according to Americans with Disabilities Act (ADA) standards.	☐
☐	☐	d.	Maximum cross-slope of finished sidewalk is 2%.	☐
☐	☐	e.	Provide level landing at sidewalk ramps. Maximum landing slope in any direction is 2% (finished) and clearly labeled.	☐
☐	☐	f.	Show and label 24" deep detectable warning strip extending the width of the ramp at intersections of streets.	☐
☐	☐	g.	Longitudinal sidewalk slope (finished) should not exceed 5%-7% (8.3% maximum).	☐
☐	☐	h.	Provide grades (**front and back**) at driveways (each side), at 50-foot intervals, at high and low points, at points of curvature and tangency, and at lot lines. Clearly label maximum longitudinal slope and cross-slopes.	☐
☐	☐	i.	Provide curb drops (6" and 4" mountable curbs) for sidewalk ramps (no horizontal saw-cuts allowed).	☐
☐	☐	j.	Sidewalk material shall be concrete and continuous through the driveway.	☐
☐	☐	25.	Right-of-way and easement encroachments require a License Agreement. NOTE ON PLAN	☐