ENGINEERING LEGAL REVIEW TRANSMITTAL

(Include the Transmittal with every submittal)

☐ Off-Site ☐ On-Site

☐ First Draft ☐ Revised ☐ Notarized

CITY USE ONLY	
Date Received:	
PL #:	PSC #:

PROJECT INFORMATION: *(To be filled by Staff)*				Legal Invoice Paid: ☐ Yes ☐ No
Site Plan No:		Staff Engineer:		
Project Name:				Jurisdication: ☐ Local ☐ RCOC
Site Add./Parcel ID:				

PRIMARY CONTACT INFORMATION: *(To be filled by Applicant)*			
Contact Name:		Phone:	
Company:		Email:	
Contact Address:			

INITIAL AND REVISED DRAFT DOCUMENT SUBMITTAL INSTRUCTIONS:

- Digital copies are accepted via e-mail for initial and revised drafts. E-mail: schoi@cityofnovi.org
- Submit and label each document as a separate pdf.
- All exhibits should be letter (preferred) or legal sized (24" x 36" will not be accepted).
- Make sure all legal fees are paid prior to submittal.
- **Documents must be submitted as a complete set by section below. Incomplete submittals will not be processed.**

NOTARIZED DOCUMENT SUBMITTAL INSTRUCTIONS:

- Final signed and notarized copy requires all printing to be in **black ink**, signatures may be in blue ink.
- Consent page on the easement form should be signed by any lenders on the property.
- Original copies are required for final signed and notarized submittal, send to:
  City of Novi - Community Development Department, Attn: Planning, 45175 Ten Mile Road, Novi, MI 48375

LEGAL DOCUMENTS REQUIRED TO BE SUBMITTED AND EXECUTED PRIOR TO STAMPING SET: *(To be filled by Staff)*

- ☐ 10: Off-Site Title Search/Policy
- ☐ 11: Off-Site Temporary Construction Agreement
- ☐ 12: Off-Site Storm Sewer and Drainage
- ☐ 13: Off-Site Sanitary Sewer Easement
- ☐ 14: Off-Site Water Main Easement
- ☐ Other:

LEGAL DOCUMENTS REQUIRED TO BE SUBMITTED PRIOR TO STAMPING SET: *(To be filled by Staff)*

- ☐ 15: Title Search/Policy
- ☐ 16: Storm Drainage Facility Maintenance Easement
- ☐ 17: Sanitary Sewer System Easement
- ☐ 18: Sanitary Sewer Manhole Access Easement
- ☐ 19. Water System Easement
- ☐ 23: R.O.W Warranty Deed (add'l on exist road)
- ☐ 24: R.O.W. Warranty Deed (new road)
- ☐ 28: Ingress/Egress Easement
- ☐ 29: Cross Access Easement
- ☐ 30: Emergency Access Easement
- ☐ 31: Sidewalk or Path Easement
- ☐ Other:

LEGAL DOCUMENTS REQUIRED PRIOR TO UTILITY ACCEPTANCE: *(To be filled by Staff)*

- ☐ 20: Bill of Sale for Public Utilities (SanSew/WM)
- ☐ 21: Utilities Sworn Statement (SanSew/WM) **(Signed by DEVELOPER Only)**
- ☐ 22: Utilities Waivers of Lien **(Signed by UTILITY CONTRACTOR Only)**

LEGAL DOCUMENTS REQUIRED PRIOR TO STREET ACCEPTANCE: *(To be filled by Staff)*

- ☐ 25. Bill of Sale for Public Streets
- ☐ 26: Roads Sworn Statement **(Signed by DEVELOPER Only)**
- ☐ 27: Roads Waivers of Lien **(Signed by ROADS CONTRACTOR Only)**
- ☐ 32: Bill of Sale for Boardwalks

Questions? Contact the Engineering Division: 248-347-0454