APPLICATION FOR SITE PLAN AND LAND USE APPROVAL

City of Novi Community Development Department
Planning Division
45175 Ten Mile Road, Novi, MI 48375
248-347-0475
cityofnovi.org

Check all that apply:

- ☐ Site Plan Approval
- ☐ Special Land Use
- ☐ Rezoning
- ☐ PRO
- ☐ Wetland Permit
- ☐ Woodland Permit

Project Name

Use Tab function to navigate form. Point and click cursor to check boxes.

APPLICANT

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

PROPERTY OWNER

Owner Name	Legal Name of Ownership, with Primary Contact
Street Address	Suite / City / State / Zip
Phone Number	Alternate Phone Number / Email Address

PROJECT INFORMATION

Property Address, if known	North or South of which road?	East or West of which road?
Parcel Number(s) (Contact Assessing Dept. if unknown) / Section	Brief description of project (number of stories or units, etc.)	
Current Zoning / Proposed Zoning	Gross Site Acreage (Size will be reviewed against Assessor's Records)	Woodland Acreage / Wetland Acreage (If unknown, 2 acres will be used initially)
Number of units or lots	Building 1 SQ FT / Building 2 SQ FT / Building 3 SQ FT	Number of Phases
Additional information, if necessary		

ARCHITECT

Architectural Firm	Primary Architect	Professional License Number, if applicable
Street Address	Suite / City / State / Zip	
Phone Number	Alternate Phone Number	Email Address

ENGINEER

Engineering Firm	Primary Engineer	Professional License Number, if applicable
Street Address	Suite / City / State / Zip	
Phone Number	Alternate Phone Number	Email Address

LANDSCAPE ARCHITECT

Landscape Architectural Firm	Primary Architect	Professional License Number, if applicable
Street Address	Suite / City / State / Zip	
Phone Number	Alternate Phone Number	Email Address

WETLAND

Wetland Consulting Firm	Primary Consultant	Professional License Number, if applicable
Street Address	Suite / City / State / Zip	
Phone Number	Alternate Phone Number	Email Address

WOODLAND

Woodland Consulting Firm	Primary Consultant	Professional License Number, if applicable
Street Address	Suite / City / State / Zip	
Phone Number	Alternate Phone Number	Email Address

WETLAND INFO

Wetland Information: *Please review City Ordinance Chapter 12 Article V, Wetlands and Watercourse Protection*

Will any onsite or offsite wetlands be impacted by the project? ☐ Yes ☐ No ☐ Not Sure

Will any onsite or offsite wetland buffers be impacted by the project? ☐ Yes ☐ No ☐ Not Sure

Total acreage of wetland disturbance: _____ Acres Is an MDEQ Permit required? ☐ Yes ☐ No ☐ Not Sure

Are you proposing any wetland mitigation? ☐ Yes ☐ No

Description of work, and amount of material to be added or removed from site, if known:

WOODLAND INFO

Woodland Information: *Please review City Ordinance Chapter 37, Woodlands Protection*

Are there regulated woodlands or trees (36" dbh or greater) onsite? ☐ Yes ☐ No ☐ Not Sure

Are there regulated woodlands or trees (36" dbh or greater) on adjacent site(s)? ☐ Yes ☐ No ☐ Not Sure

If yes to either question above, describe trees and proposed impact:

TRAFFIC

Traffic Information:

Are you required to submit a Traffic Study? ☐ Full Study ☐ Abbreviated ☐ No ☐ Not Sure

Are you required to submit a Shared Parking Study? ☐ Yes ☐ No ☐ Not Sure

FACADE

Façade Information:

Level of Façade review: ☐ New Review ☐ Review of Addition ☐ Affidavit for Identical Building ☐ Modification - use Facade Modification Review Submittal Form

REZONING

Rezoning Requests:

Please fill out the appropriate information on this application, and submit it with an explanation of your rezoning request and **Landowner's permission for submittal (if not the applicant)**. Submit four sets of the property survey, sign location plot plan, and traffic study (if applicable).

Planned Rezoning Overlay Requests:

If the rezoning is part of a Planned Rezoning Overlay (PRO) request, refer to the PRO Checklist and see Section 7.13 of the Novi Zoning Ordinance for full description of the PRO.

SLU

Special Land Use Requests:

Please fill out the appropriate information on this application, and submit it with an explanation of your intended Special Land Use, Noise Analysis or Impact Statement (if requried) and **Landowner's permission for submittal (if not the applicant).** If this request is not being submitted with a new site plan, please submit four copies of the site plan.

SUBMITTAL REQUIREMENTS

Site Plan Submittal Requirements:

- ☐ Seven sealed and folded 24"x36" sets of plans and PDF copy of plans, maximum scale of 1" = 50', which include site plan, elevations, floor plans, engineering, landscape, wetland, woodland, stormwater management plans and lighting.
- ☐ Original signed and notarized copy of this application.
- ☐ Notarized original signature of Landowner authorizing permission, if Applicant is not the owner.
- ☐ Completed Preliminary Site Plan Checklist.
- ☐ Applicable addendums: Community Impact Statement, Traffic Study, Shared Parking Study, SLU Description, Parallel Plan, PRO Conditions, Noise Analysis, Project and Street Name Request Form.
- ☐ Façade Materials Board, three letter-size colored renderings, one letter-size site plan.
- ☐ Hazardous Chemical Survey and Non-Domestic User Survey (commercial and industrial projects only).
- ☐ Please contact the Community Development Department if you are submitting a platted subdivision for review.

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted on/or 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 I have attached 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. I acknowledge that this document serves as my request for a Wetland and/or Woodland Permit if such a permit is deemed necessary.

Signature of Applicant _____ Date _____

Printed Name of Applicant _____

Signature of Landowner _____ Date _____
may be submitted on separate notarized document

Printed Name of Landowner _____

Signature of Notary _____ Date _____

Printed Name of Notary _____

County: _____ State: _____

Date Commission Expires: _____