FINAL SITE PLAN SUBMITTAL FORM

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

Project Name	Site Plan Number

APPLICANT

Company	Primary Contact	Professional License #, if applicable

Street Address	Suite	City	State	Zip

Phone Number	Alternate Phone Number	Email Address

SUBMITTAL REQUIREMENTS

- ☐ Seven sealed and **folded** complete sets of plans which include site plan, elevations, floor plans, engineering, wetland, soil erosion, woodland, landscape, photometric and stormwater management plans. Size of plans must be 24"x36", maximum scale 1"=50'.
- ☐ Original signed copy of this application
- ☐ Completed Final Site Plan Checklist
- ☐ Completed Other Agency Checklist
- ☐ Response letter, citing the revisions made to plans and addressing all comments made by reviewing disciplines
- ☐ 8 1/2" x 11" copy of Engineering Cost Estimate
- ☐ 8 1/2" x 11" copy of Landscape Cost Estimate
- ☐ Hazardous Materials Packet, if not already submitted

Provide updated information for any professional contact, if applicable

All on-site and off-site easements must be submitted for review prior to Stamping Set approval. Please refer to site plan review letters for easement requirements. Submit draft copies of required documents.

☐ Submitting with this Final Site Plan Package ☐ Submitting separately, prior to Stamping Set approval

Not all of the following may be required, common easements include:

- Sanitary Sewer System Easement
- Water System Easement
- Cross Access Easement (Ingress/Egress)
- Emergency Access Easement
- Storm Drainage Maintenance Easement Agreement
- Storm Sewer and Surface Drainage Easement
- Conservation Easement
- Master Deed and By-laws
- Shared Parking Agreement

All exhibits pertaining to these easements or agreements shall be in the order and format of the following: 1) Exhibit "A" – a metes and bounds description of the parent parcel; 2) Exhibit "B" – a metes and bounds description of the easement or agreement area; and 3) Exhibit "C" – a surveyed pictorial representation or drawing of the exhibits A and/or B. (Any other required attached materials, e.g., Maintenance Activities, Costs, Adjustments, etc., may be submitted as Exhibit "D").

I do hearby 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 _____