REQUEST FOR PRIVATE DEVELOPMENT INSPECTION

45175 Ten Mile Road
Novi, Michigan 48375
Community Development Department
Phone: (248) 347-0415
www.cityofnovi.org

This request **MUST** be filled out completely and returned to Sarah Marchioni, Building Project Coordinator, in order to schedule any site inspections that pertain to creation, reduction, or release of a financial guarantee. Requests may be emailed to smarchioni@cityofnovi.org, please label subject line with "Inspection Request – Project Name" for prompter scheduling. The inspection time period is from April 15th to November 15th (weather permitting). If an inspection is requested between November 16th and April 14th, a financial guarantee is to be provided. To ensure that an inspection can occur it is recommended that the inspection is requested 4-6 weeks prior to the November 15th cutoff date.

Project Name _____ Site Plan Number _____

Phase (If Applicable) _____ Requestor Name _____

Firm Name _____ Cell phone number _____

Firm Address _____ City / State / Zip _____

E-mail Address _____

Reason For Inspection:

☐ Temporary Certificate of Occupancy / Ready for Use / Use of Parking Lot

☐ Certificate of Occupancy / Project Close out

☐ Letter of Credit Expiration

Inspection Type: For the request to be processed - Check all boxes for items that you would like inspected and include percent complete

☐ Check this box if you would like to be present at the inspection and the Inspector will contact you

	% Complete		% Complete
☐ Site Work	_____	☐ Street Trees	_____
☐ Landscape	_____	☐ Wetlands	_____
☐ Soil Erosion	_____	☐ Storm Water Detention *Basin must be fully operational for this inspection to be requested.	_____
☐ Woodland	_____	☐ Traffic Control Sign (All signs & striping must be installed)	_____
☐ Woodland Fence Removal	_____		
☐ Right-of-Way	_____	☐ Other (Please describe in Comments section)	

Comments:

For Office Use Only: **Inspection Request #** _____

Date Received by Building Department	Inspection Fees:		Remaining Balance	Building.Net #
Assigned to / Date Sent	☐Yes	☐No	$	
Assigned to / Date Sent	☐Yes	☐No	$	
Assigned to / Date Sent	☐Yes	☐No	$	
Assigned to / Date Sent	☐Yes	☐No	$	

If you would like to request a specific date or time for the inspection, then please contact the Inspector directly, after the inspection request is processed

Please allow a minimum of 2-4 weeks for initial inspection, punch list, re-inspection, and approval letter for site work and landscaping / street trees. The length of time will depend on the contractor's response time to the initial punch list.

Contact information for inspectors:

- Site Work, Right-of-Way, and Storm Water
  - Spalding DeDecker – Ted Meadows – 248-762-5116 or tmeadows@sda-eng.com
  - Spalding DeDecker – Sydney Waynick – 248-260-8130 or swaynick@sda-eng.com
  - City of Novi – Humna Anjum – 248-735-5632 or hanjum@cityofnovi.org
  - City of Novi – Milad Alesmail – 248-735-5695 or malesmail@cityofnovi.org
  - City of Novi – Kate Purpura – 248-735-5643 or kpurpura@cityofnovi.org

- Landscape, Woodland, Woodland Fence Removal and Street Trees
  - City of Novi - Rick Meader – 248-735-5621 or rmeader@cityofnovi.org – Landscaping and Street Trees
  - Merjent – Jason DeMoss – 619-944-3835 or Jason.demoss@merjent.com - Woodland and Woodland Fence Removal

- Soil Erosion
  - Spalding – Beth Niemela – 313-720-9467 or bniemela@sda-eng.com

- Traffic Control Signs
  - AECOM – Dominic Conti – 248-396-1631 or dominic.conti@aecom.com
  - City of Novi – Humna Anjum – 248-735-5632 or hanjum@cityofnovi.org
  - City of Novi – Milad Alesmail – 735-5695 or malesmail@cityofnovi.org
  - City of Novi – Kate Purpura – 248-735-5643 or kpurpura@cityofnovi.org

- Wetlands
  - Merjent – Jason DeMoss – 619-944-3835 or Jason.demoss@merjent.com

If you have questions regarding your financial guarantees, please contact Angie Sosnowski at 248-347-0441 or asosnowski@cityofnovi.org