PRELIMINARY SITE PLAN CHECKLIST

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

Project Name	Date

ITEM	REQUIREMENT	Yes	No - N/A
1	Provide name, address and phone number of Applicant.	☐	☐
2	Provide name, address, phone number, and seal with signatures of Michigan-licensed architect, engineer, designer, landscape architect or planner who prepared the plan. Plan should be stamped "Preliminary" or titled Preliminary Site Plan.	☐	☐
3	Include the north arrow, legend, graphic and written scale on all sheets.	☐	☐
4	Title block must contain the project name and section number wherein located on all sheets.	☐	☐
5	Include City project number in bottom right corner of cover sheet.	☐	☐
6	Provide land description, including sidwell number (metes and bounds for acreage parcel, lot number(s), liber and page for subdivisions) with gross land area in square feet or acres. In the case of a multiple dwelling site plan, the net area in square feet or acres of land area shall also be shown.	☐	☐
7	Identify parcel identification number (sidwell number) and ownership and proposed parcel/ lot lines. Check lot split requirements with City Assessor.	☐	☐
8	Location map must be to scale, showing section numbers, site location, major roads and railroads.	☐	☐
9	List existing zoning of site and and adjacent property(ties).	☐	☐
10	Provide existing topography (based on USGS datum with 2' contour intervals) extending a minimum of 100' beyond all site boundaries.	☐	☐
11	Soil types and characteristics must be graphically shown and described on the site plan, using US Soil Conservation Service "Soil Survey of Oakland County Michigan 1980" or more detailed surveys as are available.	☐	☐
12	Locations and boundaries of wetlands and wetland setbacks should be delineated, as defined in the Novi Wetlands and Watercourse Protection Ordinance, Chapter 12, Article V of Code of Ordinances, and in Article 24, Schedule of Regulations, Footnote V of the Zoning Ordinance. Any proposed filling, draining, cutting, dredging or other alteration proposed for wetlands and setbacks must be graphically depicted and quantified in a table on the site plan. The proposal must be in accordance with the Michigan Wetlands Protection Act and the Inland Lakes and Streams Act (Part 303 and Part 301 of the Natural Resources and Environmental Protection Act, Act 451 of 1994).	☐	☐
13	Locations of all lakes, streams, rivers, creeks, brooks, ponds, detention basins and drainage ways, including intermittent streams and ponds with water elevation level indicated and watercourse setbacks as required in Article 24, Schedule of Regulations of the Zoning Ordinance. Boundaries of 100-year floodplain (flood hazard area) and floodways if located on the property or immediately adjacent to the property.	☐	☐
14	Location of all regulated woodlands as shown on the Regulated Woodlands Map, trees 36" dbh and greater and/or as are otherwise controlled under Chapter 37 of the Novi Code of Ordinances. Alternative plans that preserve the most amount of quality areas of woodlands, any proposed cutting, clearing or retention of any vegetation from the ground up, replacement of regulated trees 8" dbh and greater, proposed grading limits, proposed tree protection measures, if any, pursuant to Ordinance requirements.	☐	☐

ITEM	REQUIREMENT	Yes	No - N/A
15	Plans shall be prepared using the Michigan State Plane Coordinate System with a minimum of two ties to established section corners or quarter section corners. All property line dimensions shall be shown using this system. Existing and proposed ROWs where abutting a public roadway must also be shown.	☐	☐
16	Provide the general layout and dimension of proposed physical improvements, showing the following: Location of all existing and proposed buildings, proposed parking and parking layout, streets and drives, and indicate square footage of pavement area. Identify roads as public or private.	☐	☐
17	General design concept of proposed building(s) appearance and proposed materials of construction for all sides of the building are required. These plans must be sealed by a registered Michigan architect.	☐	☐
18	All landscape plans should show the following:		
	All landscape quantity and area calculations as required by the Landscape Ordinance and Landscape Design Manual.	☐	☐
	All proposed landscape plantings including landscape screening adjacent to residential, greenspace adjacent to buildings, delineated parking lot landscaping, and landscape berm and street tree plantings.	☐	☐
	Plant list including all plant materials, sizes, and container/height.	☐	☐
	Costs for plant materials, mulch, edging and lawn seed/sod.	☐	☐
	Existing and proposed utilities, walls, fencing, light posts, and dumpster enclosures.	☐	☐
	Existing soils per USDA.	☐	☐
	Proposed grading with minimum 2' contour intervals for berms.	☐	☐
	Storm basin plantings with 25' buffer. See Engineering Design Manual for additional requirements for Storm Detention Basin buffer (section 5.6.5) and Retention Basin buffer (section 5.8.2).	☐	☐
	Any required 25' wetland buffers.	☐	☐
	Tree survey showing existing trees over 8" and woodland areas complete with proposed protection fence locations outside the tree's actual dripline.	☐	☐
	Berms cross sections showing slopes and 6" top layer of topsoil.	☐	☐
	Loading zone screening, if any.	☐	☐
	Location and type of proposed site amenities.	☐	☐
	All landscape details and notes required by the Landscape Ordinance and Landscape Design Manual.	☐	☐
	25' clear view zone for corner clearance and any other special requirements per zoning district.	☐	☐
19	Sufficient information to adequately demonstrate a feasible means of providing the following in compliance with applicable City Master Plans:		
	Water Supply: If connected to City system, show existing water main(s) and generalized location and size of proposed systems, or location of existing or proposed well. See Novi Code of Ordinances, Chapter 11.	☐	☐
	Sanitary Waste Disposal: If connected to City system show existing sanitary sewer mains and generalized location and size of proposed system, or location of existing or proposed septic tank and field(s). See Novi Code of Ordinances, Chapter 11.	☐	☐
	Stormwater Collection and Disposal/Sedimentation Control: Show existing storm sewers and generalized location of proposed storm sewer system and generalized overland flow routes. See Engineering Design Manual. Note that Stormwater Management Plan is approved at Preliminary Site Plan approval.	☐	☐

ITEM	REQUIREMENT	Yes	No - N/A
20	If the site plan is for multiple dwellings, in addition to those items above, show:		
	Distance between buildings.	☐	☐
	Maximum lot coverage.	☐	☐
	Total number of buildings and dwelling units by type (e.g., one bedroom, two bedroom, with appropriate square footage) for the project per building.	☐	☐
	Building height.	☐	☐
21	If phased construction is to be used, each phase must stand on its own regarding density, parking, landscaping, utilities, fire access, etc.	☐	☐
22	Pedestrian safety paths and pathways along internal and external roads, as required in the City of Novi's Master Plan, various sections of the Zoning Ordinance, Subdivision Ordinance (Novi Code of Ordinances, Appendix C), Design and Construction Standards (Novi Code of Ordinances, Chapter 11, Sections 11 and 12), the Non-Motorized Master Plan or by City policy.	☐	☐
23	Community Impact Statement, required if project is in excess of ten acres for non-residential developments or 200 units for residential developments. Such statement shall consider adjacent land uses, road capacity, environmental concerns and necessity for proposed uses per the Site Plan and Development Manual.	☐	☐
24	Traffic Impact Study, if required, to permit analysis of the safety and efficiency of access to the site, the adequacy of driveways and internal road systems, and the impact of the project on external roadways per the Site Plan and Development Manual.	☐	☐
25	Indicate street and road names for all public rights-of-way or private roads in a project development. Such names, as well as project names, are to be reviewed by the City's Street Naming Committee for suitability. Submit Project and Street Name Request Form if required.	☐	☐
26	Number of employees on maximum shift for industrial establishments, warehouses and wholesale uses.	☐	☐
27	Locations of all signage and all sign structures shall be depicted. Actual signage shall be reviewed prior to erection pursuant to the permit process contained in the Novi Code of Ordinances, Chapter 28.	☐	☐
28	Existing on-site and off-site driveways located within 100' of property boundaries if site fronts on local or collector road and within 200' of property boundaries if site fronts on a major thoroughfare.	☐	☐
29	Sight distance at each driveway per Novi Code of Ordinances, Chapter 11, Figure VIII-E.	☐	☐
30	Delineate façade drawing content requirements. Identify all materials, colors of materials, etc. Reference all materials to a sample board. Identify each material percentage on each facade calculated individually.	☐	☐
31	Proposed location of Construction Access Route and its connection from the site to the arterial street system of the City.	☐	☐
32	Submit Hazardous Materials Reporting Packet (Commercial and Industrial users only)	☐	☐
33	Submit Non-Domestic User Survey Form (Commercial and Industrial users only)	☐	☐