



**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
- SDO
- 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		

OWNER	Project 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) <small>(Contact Assessing Dept. if unknown)</small>	Section	Brief description of project (number of stories or units, etc.)			
	Current Zoning	Proposed Zoning	Gross Site Acreage <small>Size will be reviewed against Assessor's Records</small>		Woodland Acreage	Wetland Acreage
			<small>If unknown, 2 acres will be used initially</small>			
	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? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure					
	Will any onsite or offsite wetland buffers be impacted by the project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure					
	Total acreage of wetland disturbance: _____ Acres Is an MDEQ Permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure					
	Are you proposing any wetland mitigation? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure					
	Are there regulated woodlands or trees (36" dbh or greater) on adjacent site(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure					
If yes to either question above, describe trees and proposed impact:						

TRAFFIC	Traffic Information: Are you required to submit a Traffic Study? <input type="checkbox"/> Full Study <input type="checkbox"/> Abbreviated <input type="checkbox"/> No <input type="checkbox"/> Not Sure Are you required to submit a Shared Parking Study? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
	Facade Information: Level of Façade review: <input type="checkbox"/> New Review <input type="checkbox"/> Review of Addition <input type="checkbox"/> Affidavit for Identical Building <input type="checkbox"/> 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). If the rezoning is part of a Planned Rezoning Overlay (PRO) request, include ten sets of conceptual plans and written description of any and all conditions proposed for inclusion in the PRO Agreement, e.g., a limitation on total units, a limitation of square footage, location of proposed curb cuts, etc. 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 required) 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: <input type="checkbox"/> Seven sealed and <u>folded</u> 24"x36" sets of plans and <u>PDF</u> copy of plans, maximum scale of 1" = 50', which include site plan, elevations, floor plans, engineering, landscape, wetland, woodland, stormwater management plans and lighting. <input type="checkbox"/> Original signed and notarized copy of this application. <input type="checkbox"/> Notarized original signature of Landowner authorizing permission, if Applicant is not the owner. <input type="checkbox"/> Completed Preliminary Site Plan Checklist . <input type="checkbox"/> Applicable addendums: Community Impact Statement, Traffic Study (four copies), Shared Parking Study, SLU Description, Parallel Plan, PRO Conditions, Noise Analysis, Project and Street Name Request Form . <input type="checkbox"/> Façade Materials Board, three letter-size colored renderings, one letter-size site plan. <input type="checkbox"/> Hazardous Chemical Survey and Non-Domestic User Survey (commercial and industrial projects only). <input type="checkbox"/> 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

Notary _____
Date
County: _____
State: _____