



LEGAL REVIEW TRANSMITTAL FORM

Planning Documents

(Include the Transmittal with every submittal)

CITY USE ONLY

Date Received: _____

Legal Permit No: _____

Legal Fees Paid: _____

Yes _____ No _____

Planner: _____

PROJECT INFORMATION:

Site Plan No:	_____
Project Name:	_____
Site Address:	_____

PRIMARY CONTACT INFORMATION: *(To be filled by Applicant)*

Contact Name:	_____		
Company:	_____		
Contact Address:	_____		
Phone:	_____	Email:	_____

TYPE OF SUBMITTAL:

- Initial Draft
- Revised Draft
- Final Signed and Notarized *(Sign in black ink only or County will reject)*
Consent page on the easement form should be signed by any lenders on the property

NOTES:

1. Digital copies are also accepted via e-mail for initial and revised drafts. E-mail: hsmith@cityofnovi.org
2. Hard copies are required for final signed and notarized submittal.
3. All exhibits should be letter or legal sized (24" x 36" will not be accepted unless requested)
4. Make sure all the legal fees are paid prior to submittal.

LEGAL DOCUMENTS REQUIRED:

All items checked below should be submitted together. Incomplete submittals will not be processed.

- | | |
|---|---|
| <input type="checkbox"/> 01: Master Deed | <input type="checkbox"/> 06: Covenants And Restrictions |
| <input type="checkbox"/> 02: Conservation Easement | <input type="checkbox"/> 07: Shared Parking Agreement |
| <input type="checkbox"/> 03: Development Agreement | <input type="checkbox"/> 08: Text Amendment |
| <input type="checkbox"/> 04: Planned Rezoning Overlay | <input type="checkbox"/> 09: Other Planning Agreement |
| <input type="checkbox"/> 05: RUD Agreement | <input type="checkbox"/> 15: Title Policy |
| <input type="checkbox"/> Master Deed Exhibit B | <input type="checkbox"/> Conservation Easement Exhibits |
| <input type="checkbox"/> Others (Specify) | |

Additional Documents may be required during the review process