



# ENGINEERING LEGAL REVIEW TRANSMITTAL

*(Include the Transmittal with every submittal)*

<b>Off-Site</b>	<b>On-Site</b>	
<b>First Draft</b>	<b>Revised</b>	<b>Notarized</b>

<b>CITY USE ONLY</b>	
Date Received:	
Legal Permit (PL) #:	
Site Construction (PSC) #:	
Legal Invoice Paid:	
Yes	No

<b>PROJECT INFORMATION: (To be filled by Staff)</b>		<b>Site Construction (PSC) #:</b>	
Site Plan No:			
Project Name:		<b>Legal Invoice Paid:</b>	
Site Add./Parcel ID:		Yes	No

<b>PRIMARY CONTACT INFORMATION: (To be filled by Applicant)</b>			
Contact Name:		Phone:	
Company:		E-mail:	
Contact Address:			

<b>NOTARIZED DOCUMENT INSTRUCTIONS:</b>
1. <b>Final Signed and Notarized</b> (Sign in <b>black ink only</b> or County will reject)
2. Consent page on the easement form should be signed by any lenders on the property

<b>SUBMITTAL INSTRUCTIONS:</b>
1. Digital copies are accepted via e-mail for initial and revised drafts. E-mail: <a href="mailto:dshanahan@cityofnovi.org">dshanahan@cityofnovi.org</a> Original copies are required for final signed and notarized submittal.
2. All exhibits should be <u>letter or legal</u> sized (24" x 36" will not be accepted).
3. Make sure all legal fees are paid prior to submittal.

**LEGAL DOCUMENTS REQUIRED: (To be filled by Staff)**

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

10: Off-Site Title Policy	23: R.O.W. Warranty Deed (add'l on ex. rd.)
11: Off-Site Temporary Construction Agreement	24: R.O.W. Warranty Deed (new road)
12: Off-Site Storm Sewer and Drainage	25: Bill Of Sale for Public Streets
13: Off-Site Sanitary Sewer Easement	26: Roads Sworn Statement
14: Off-Site Water Main Easement	<b>(Signed by DEVELOPER Only)</b>
15: Title Policy	27: Roads Waivers of Lien
16: Storm Drainage Facility Maint. Easement	<b>(Signed by ROADS CONTRACTOR Only)</b>
17: Sanitary Sewer System Easement	28: Ingress/Egress Easement
18: Sanitary Sewer Manhole Access Easement	29: Cross Access Easement
19: Water System Easement	30: Emergency Access Easement
20: Bill of Sale for Public Utilities (SanSew/WM)	31: Sidewalk or Path Easement
21: Utilities Sworn Statement (SanSew/WM)	32: Bill of Sale for Boardwalks
<b>(Signed by DEVELOPER Only)</b>	33: Other
22: Utility Waivers of Lien	
<b>(Signed by UTILITY CONTRACTOR Only)</b>	

<b>MAINTENANCE/FINANCIAL GUARANTEES</b>
Submit directly to Bond Coordinator under <b>SEPARATE COVER</b> . For questions, contact Angela Sosnowski @ 248-347-0441

*Additional Documents may be required during the review process*

Questions? Contact the Engineering Division: 248-347-0454

City of Novi Public Works – Engineering Division, 26300 Lee BeGole Drive, Novi, MI 48375