



PRE-APPLICATION MEETING REQUEST
 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 (GE District)

Use Tab function to navigate form. Point and click cursor to check boxes.

| |
|------------------------------|
| Project Name (Working Title) |
|------------------------------|

APPLICANT

| | | | |
|------------------------|-----------------|--|---------------|
| Company | Primary Contact | Professional License Number, if applicable | |
| Street Address | Suite | City | State |
| Zip | Phone Number | | Email Address |
| Alternate Phone Number | | Email Address | |

PROPERTY OWNER

| | | | |
|------------------------|---|---------------|---------------|
| Owner Name | Legal Name of Ownership, with Primary Contact | | |
| Street Address | Suite | City | State |
| Zip | Phone Number | | Email Address |
| 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> | Current Zoning | Proposed Zoning | Gross Site Acreage |
| Brief description of project | | | |

REQUIREMENTS

For proposed site plans and PRO's - submit **seven sealed and folded sets and a digital copy** of available plans, preferably including a site plan, elevations, floor plans, engineering, wetland, woodland, landscape, and stormwater management plans. Size of plans must be 24" x 36", maximum scale of 1" = 50'.

For rezonings, proposed rezoning engineering survey and brief narrative describing any potential future development.

Original signed copy of this application.

I hereby attest that all statements, signatures, descriptions, and exhibits submitted 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 at the time of Preliminary Site Plan submittal I will provide 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.

Signature of Applicant

Date

Printed Name of Applicant

PRE-APPLICATION MEETING *(To be filled by Staff - Applicant will be contacted after submittal)*

Pre-Application meeting can be held approximately ten business days after submittal is received.

Meeting Date: _____

Meeting Time: _____