



ENGINEERING LEGAL REVIEW TRANSMITTAL

(Include the Transmittal with every submittal)

Off-Site

On-Site

First Draft

Revised

Notarized

CITY USE ONLY

Date Received:

Legal Permit (PL) #:

Site Construction (PSC) #:

Legal Invoice Paid:

Yes No

PROJECT INFORMATION: *(To be filled by Staff)*

Site Plan No:

Project Name:

Site Add./Parcel ID:

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

Contact Name:

Phone:

Company:

Email:

Contact Address:

INITIAL AND REVISED DRAFT DOCUMENT SUBMITTAL INSTRUCTIONS:

- Digital copies are accepted via e-mail for initial and revised drafts. E-mail: dshanahan@cityofnovi.org
- Submit and label each document as a separate pdf.
- All exhibits should be letter (preferred) or legal sized (24" x 36" will not be accepted).
- Make sure all legal fees are paid prior to submittal.
- **Documents must be submitted as a complete set by section below. Incomplete submittals will not be processed.**

NOTARIZED DOCUMENT SUBMITTAL INSTRUCTIONS:

- Final signed and notarized copy should be signed in **black ink only** or County will reject.
- Consent page on the easement form should be signed by any lenders on the property.
- Original copies are required for final signed and notarized submittal, send to:
City of Novi - Community Development Department, Attn: Planning, 45175 Ten Mile Road, Novi, MI 48375

LEGAL DOCUMENTS REQUIRED PRIOR TO STAMPING SET: *(To be filled by Staff)*

- | | |
|---|---|
| 10: Off-Site Title Policy | 19: Water System Easement |
| 11: Off-Site Temporary Construction Agreement | 23: R.O.W. Warranty Deed (add'l on exist. road) |
| 12: Off-Site Storm Sewer and Drainage | 24: R.O.W. Warranty Deed (new road) |
| 13: Off-Site Sanitary Sewer Easement | 28: Ingress/Egress Easement |
| 14: Off-Site Water Main Easement | 29: Cross Access Easement |
| 15: Title Policy | 30: Emergency Access Easement |
| 16: Storm Drainage Facility Maint. Easement | 31: Sidewalk or Path Easement |
| 17: Sanitary Sewer System Easement | Other: |
| 18: Sanitary Sewer Manhole Access Easement | Other: |

LEGAL DOCUMENTS REQUIRED PRIOR TO UTILITY ACCEPTANCE: *(To be filled by Staff)*

- | | |
|--|---|
| 20: Bill of Sale for Public Utilities (SanSew/WM) | 22: Utilities Waivers of Lien
(Signed by UTILITY CONTRACTOR Only) |
| 21: Utilities Sworn Statement (SanSew/WM)
(Signed by DEVELOPER Only) | |

LEGAL DOCUMENTS REQUIRED PRIOR TO STREET ACCEPTANCE: *(To be filled by Staff)*

- | | |
|--|---|
| 25. Bill of Sale for Public Streets | 27: Roads Waivers of Lien
(Signed by ROADS CONTRACTOR Only) |
| 26: Roads Sworn Statement
(Signed by DEVELOPER Only) | 32: Bill of Sale for Boardwalks |

MAINTENANCE/FINANCIAL GUARANTEES:

Submit directly to Bond Coordinator under **SEPARATE COVER**. For questions, contact Angela Sosnowski @ 248-347-0441