



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: schoi@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 TO BE SUBMITTED AND EXECUTED PRIOR TO STAMPING SET: (To be filled by Staff)

10: Off-Site Title Policy

13: Off-Site Sanitary Sewer Easement

11: Off-Site Temporary Construction Agreement

14: Off-Site Water Main Easement

12: Off-Site Storm Sewer and Drainage

Other:

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

15: Title Policy

24: R.O.W. Warranty Deed (new road)

16: Storm Drainage Facility Maintenance Easement

28: Ingress/Egress Easement

17: Sanitary Sewer System Easement

29: Cross Access Easement

18: Sanitary Sewer Manhole Access Easement

30: Emergency Access Easement

19: Water System Easement

31: Sidewalk or Path Easement

23: R.O.W Warranty Deed (add'l on exist road)

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

21: Utilities Sworn Statement (SanSew/WM)

(Signed by UTILITY CONTRACTOR Only)

(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

26: Roads Sworn Statement

(Signed by ROADS CONTRACTOR Only)

(Signed by DEVELOPER Only)

32: Bill of Sale for Boardwalks