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CITY of NOVI CITY COUNCIL

Agenda Item C
October 17, 2011

SUBJECT: Approval of Zoning Ordinance Text Amendment 18.252 to update the Novi Site Plan and Development Manual in its entirety and to amend the City of Novi Zoning Ordinance at Article 25, "General Provisions," Section 2516 "Site Plan Review (All Districts)" in order to update the existing Novi Site Plan and Development Manual. **SECOND READING**

SUBMITTING DEPARTMENT: Community Development Department ^{Barb} - Planning

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION:

The Plan Review Center staff has updated the City of Novi Site Plan and Development Manual, which is written for and provided to the development community to provide an overview of Novi's development review standards, provide requirements for development plan and application submittals, and answer frequently asked questions about the site plan and development review process. The update that is being presented would replace the current Site Plan and Development Manual which was published in 1999. The updated Novi Site Plan and Development Manual is attached in its entirety, including all forms submitted by applicants for Planning Division procedures.

One improvement to the manual is the hyperlinks that have been added to allow developers to directly link to required forms or relevant information. It is hoped that the new manual will provide easy electronic access, and reduce the number of paper copies currently distributed. When the new document is approved, it will be located under the Community Development tab on the City's webpage.

The entire manual has been updated to reflect current Zoning Ordinance standards and review procedures. The most significant revisions are highlighted below:

- A section addressing the Planned Rezoning Overlay Review Process has been added. (This option was not previously included in the Zoning Ordinance when the 1999 Site Plan Manual was drafted and adopted.)
- Similar concepts previously detailed in "sections" have been logically combined into chapters (i.e. Woodland and Wetland Permits are now discussed in a Natural Features Chapter).
- All Planning Division applications (included in Attachment A) have been updated to reflect current processes.
- Chapter 5: Additional Studies, Section 1: Traffic Impact Studies has been updated per the most current trip generation manual.
- To further streamline and shorten the length of the manual, the chapter detailing the Subdivision Review Process has now been eliminated. Most residential developers now propose site condominiums as opposed to platted subdivisions. The City Code still details how a platted subdivision is reviewed and approved but the updated Site Plan Manual, which is intended to provide an overview of the most commonly used processes, will not describe this procedure.

As part of the Zoning Ordinance, applicants are required to follow any procedures and policies detailed in the Site Plan and Development Manual or seek a variance or waiver of those procedures, just as they would do for deviations from the Zoning Ordinance. Therefore, any revisions to the Site Plan and Development Manual follow the usual course for revisions to the Zoning Ordinance and may be approved by the City Council following public hearing and recommendation from the Planning Commission.

Also attached is a minor change to the Zoning Ordinance text that would clarify that the Site Plan and Development Manual updated in 2011 is the version that is referenced in the Zoning Ordinance.

The Planning Commission held the public hearing on September 7th and recommended approval of the updated Site Plan and Development Manual. The Planning Commission meeting minutes are attached.

The City Council approved the first reading on September 26, 2011. Relevant meeting minutes are attached.

RECOMMENDED ACTION: Approval of Zoning Ordinance Text Amendment 18.252 to update the Novi Site Plan and Development Manual in its entirety and to amend the City of Novi Zoning Ordinance at Article 25, "General Provisions," Section 2516 "Site Plan Review (All Districts)" in order to update the existing Novi Site Plan and Development Manual.
SECOND READING

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Fischer				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Staudt				
Council Member Wrobel				

PROPOSED ZONING ORDINANCE AMENDMENT – STRIKE VERSION

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

ORDINANCE NO. 11- 18 – 252

AN ORDINANCE TO AMEND ORDINANCE NO. 97-18, AS AMENDED, THE CITY OF NOVI ZONING ORDINANCE, AT ARTICLE 25, GENERAL PROVISIONS SECTION 2516, SITE PLAN REVIEW (ALL DISTRICTS); IN ORDER TO UPDATE THE EXISTING CITY OF NOVI SITE PLAN MANUAL.

THE CITY OF NOVI ORDAINS:

Part I.

That Ordinance No. 97-18, the City of Novi Zoning Ordinance, as amended, Article 25, General Provisions, is hereby amended to read as follows:

ARTICLE 25. GENERAL PROVISIONS

Section 2500 – Section 2515. [Unchanged.]

Section 2516. Site Plan Review (All Districts)

1. – 7. [Unchanged.]

8. All provisions of the Novi Site Plan and Development Manual, as revised and dated 2011 and attached hereto, excluding any appendix or attachments thereto, are hereby adopted, enacted and made part of this Ordinance. The provisions of the Site Plan and Development Manual shall govern site plan review procedures and development requirements within the City of Novi; provided, if any provision of the Site Plan and Development Manual is in conflict with the City Charter, this or any other ordinance, or applicable statute, the conflicting provision shall not be interpreted as repealing said Charter, ordinance or statute, but rather said Charter, ordinance or statute shall govern.

PART II.

Severability. Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

PART III.

Savings Clause. The amendment of the Novi Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the Novi Code of Ordinances set forth in this Ordinance.

PART IV.

Repealer. All other Ordinance or parts of Ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

PART V.

Effective Date: Publication. Public hearing having been held hereon pursuant to the provisions of Section 103 of Act 110 of the Public Acts of 2006, as amended, the provisions of this Ordinance shall be published within fifteen (15) days of its adoption by publication of a brief notice in a newspaper circulated in the City of Novi stating the date of enactment and effective date, a brief statement as to its regulatory effect and that a complete copy of the Ordinance is available for public purchase, use and inspection at the office of the City Clerk during the hours of 8:00 A.M. to 5:00 P.M., Local Time. The provisions of this Ordinance shall become effective seven (7) days after its publication.

MADE, PASSED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, ON THE ___ DAY OF _____, 2011.

DAVID LANDRY, MAYOR

MARYANNE CORNELIUS, CITY CLERK

Ayes:
Nayes:
Abstentions:
Absent:

**CITY OF NOVI
SITE PLAN
AND DEVELOPMENT
MANUAL**



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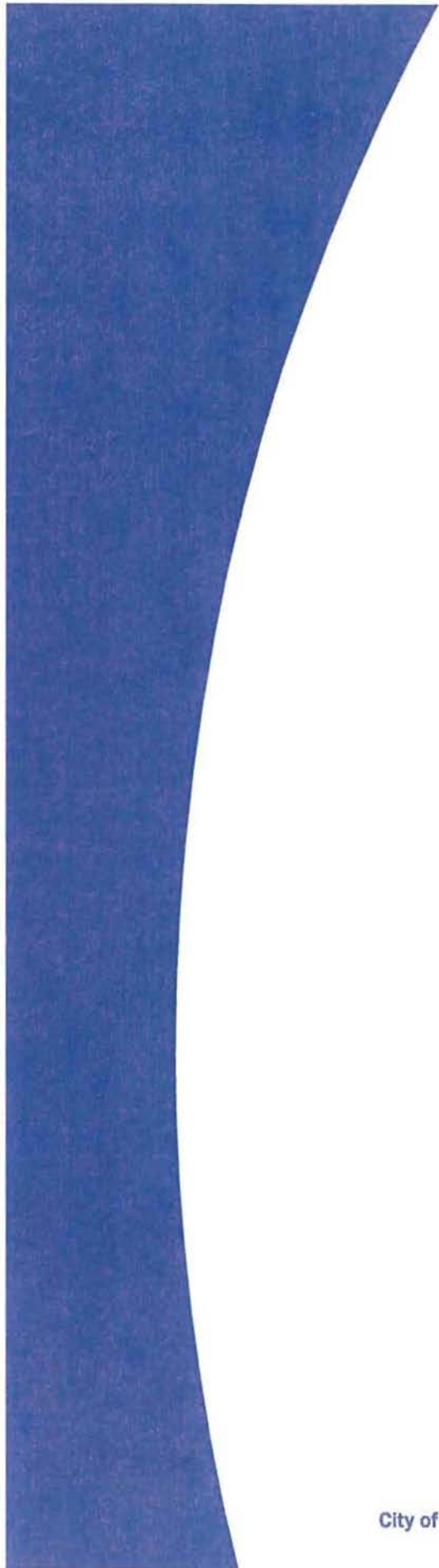
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CHAPTER 1

SITE PLAN

REVIEW PROCESS



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SITE PLAN REVIEW PROCESS

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's site plan review process. Potential applicants should contact the Community Development Department to arrange a meeting to discuss specific site plan proposals and review procedures. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for site plan approval.

WHAT IS THE SITE PLAN REVIEW PROCESS?

The Site Plan Review Process is a four step process consisting of a Pre-Application review and meeting, Preliminary Site Plan review, Final Site Plan review and Stamping Set approval.

WHAT TYPES OF DEVELOPMENT MUST GO THROUGH THE SITE PLAN REVIEW PROCESS?

- Building of any structures or additions, including carports and outside mechanical equipment, other than single-family homes to be used as a residence
- Improvements to, modifications of, or expansion of off-street parking areas
- A change of use within an existing freestanding building or the interior modification of an existing use which results in an increase in off-street parking needs
- Improvements to, expansion or extension of or abandonment of any public or private overhead or underground utility or utility-related lines or easements (including oil and gas production facilities)
- Establishment of any site condominium or condominium development
- Proposed construction of public or private roads
- Revisions made to any previously approved site plan including, but not limited to:
 - Approved landscape plans
 - Modifying the location of or expanding the size of buildings
 - Changes to the façade, including material and color changes
 - Revisions in any phasing plan
- Special land uses (Principal Uses Permitted Subject to Special Conditions)
- Any of the above items that would intrude or cause impact into regulated woodlands or wetlands

SITE PLAN REVIEW PROCESS

INTRODUCTION

WHAT TYPES OF INFORMATION SHOULD BE INCLUDED ON A SITE PLAN?

The site plan shown below identifies and shows examples of some of the information staff would expect to see on a proposed site plan.

Provide ties to section corners using the Michigan Plane Coordinate System

Service connections to and/or extensions of sanitary sewer and watermain are required

Pedestrian and/or bicycle access and pathway(s) should be provided

Landscaping must be provided along building, within parking lot and along perimeter of site

See Zoning Ordinance for loading area and screening requirements

Dumpsters must be screened and placed in accessible locations away from residential and barrier free spaces

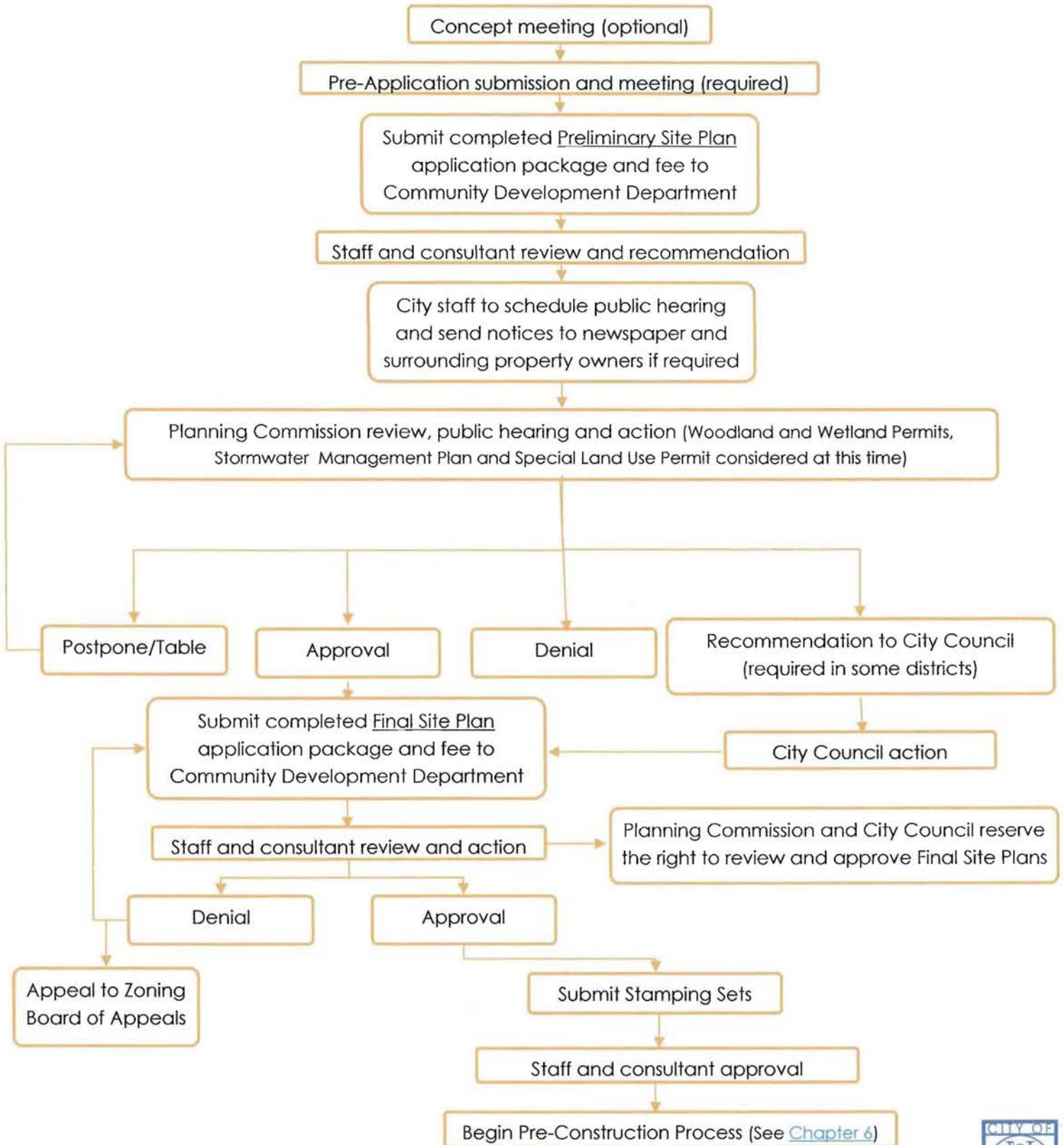
Stormwater detention is typically required

Two points of access are typically required



SITE PLAN REVIEW PROCESS

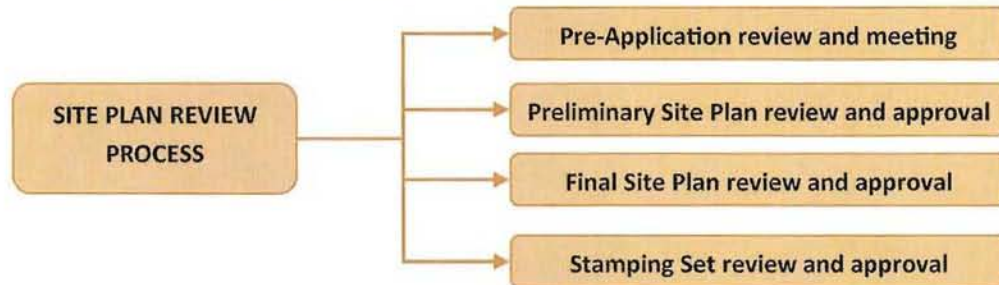
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SITE PLAN REVIEW PROCESS

OVERVIEW

WHAT ARE THE MAJOR COMPONENTS OF THE SITE PLAN REVIEW PROCESS?



PRE-APPLICATION REVIEW AND MEETING

WHAT SHOULD BE SUBMITTED TO BEGIN THE PRE-APPLICATION PROCESS?

An applicant must discuss the proposed development of a property with the Community Development Department staff at a Pre-Application meeting. Pre-Application meetings typically follow any previously held concept meetings. An applicant should submit the required [Pre-Application Meeting Request Form](#) (found in [Attachment A](#) and at cityofnovi.org) along with the nine sets of folded size 24" x 36" proposed concept plans and a brief narrative describing the use of the property. If the applicant wishes to receive an estimate of review fees, the [Request for Estimated Fees](#) form can also be submitted (found in [Attachment A](#) and at cityofnovi.org). Pre-Application plans are reviewed and Pre-Application meetings are held free of charge. Once the Pre-Application package is submitted a meeting can generally be scheduled within ten business days.

Prior to the Pre-Application submittal, an applicant should schedule a concept meeting with the Community Development Department staff to discuss the site plan review process and Zoning Ordinance requirements. There are no fees associated with this meeting and it can be arranged by contacting the Community Development Department at 248-347-0475. A concept meeting is not required but is recommended.

SITE PLAN REVIEW PROCESS

OVERVIEW

PRELIMINARY SITE PLAN REVIEW AND APPROVAL

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL PRELIMINARY SITE PLAN REVIEW PROCESS?

- A completed [Application for Site Plan and Land Use Approval](#) (found in [Attachment A](#) and at cityofnovi.org) listing the exact acreage of the following: entire site, regulated woodlands and regulated wetlands
- A completed [Preliminary Site Plan Checklist](#) (found in [Attachment A](#) and at cityofnovi.org) (All items listed in the Preliminary Site Plan Checklist must be shown on the plans.)
- Ten sets of signed and sealed size 24" x 36" folded plans, including stormwater detention information and woodland and wetland information, if applicable (All applicable disciplines must sign and seal the plans.)
- A Community Impact Statement, if required (This item will be discussed at the Pre-Application meeting. Refer to [Chapter 5](#) for additional information on Community Impact Statements.)
- A Traffic Impact Study, if required (This item will be discussed at the Pre-Application meeting. Refer to [Chapter 5](#) for additional information on Traffic Impact Studies.)
- A written statement describing the proposed use
- A completed [Hazardous Chemical Survey](#) (commercial and industrial users only - found in [Attachment A](#) and at cityofnovi.org)
- A completed [Non-Domestic Sewer Use Form](#) (commercial and industrial users only - found in [Attachment A](#) and at cityofnovi.org)
- A completed [Street and Project Name Request Form](#), if applicable (found in [Attachment A](#) and at cityofnovi.org)
- A check payable to the City of Novi for review fees (Fees are site specific and will be calculated at the time of submittal. An invoice will be sent to the applicant by City staff.)

WHAT ARE THE STEPS OF THE PRELIMINARY SITE PLAN REVIEW PROCESS?

STEP 1: Formal Preliminary Site Plan package is submitted by the applicant and reviewed by Community Development Department staff and consultants and comments are forwarded to the applicant via email.

SITE PLAN REVIEW PROCESS

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Letters recommending denial may necessitate a revised Preliminary Site Plan review. The applicant will need to submit the **Site Plan Revision Submittal Form** available in Attachment A or at cityofnovi.org along with ten sets of signed and sealed size 24" x 36" folded plans. Although not recommended, a Preliminary Site Plan may be considered by the Planning Commission with one or more staff and/or consultant letters recommending denial provided a written request is submitted by the applicant.

STEP 2: If a public hearing is required because of a requested Special Land Use Permit, Woodland Permit, Wetland Permit or Special Development Option, a notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the subject property and public utilities at least five to fifteen days prior to the public hearing date, depending on the permit requested.

The applicant is required to submit an additional 11 size 24" x 36" copies of the same Preliminary Site Plan reviewed along with a letter responding to the staff and consultant review comments and one 8.5" x 11" colored copy of the Preliminary Site Plan prior to the Planning Commission meeting.

STEP 3: The Planning Commission will hold the public hearing (if required), review the Preliminary Site Plan and take one of the following actions on the Preliminary Site Plan (and associated permits and the Stormwater Management Plan, if applicable):

- Approve the Preliminary Site Plan (with or without conditions)
- Deny the Preliminary Site Plan
- Table the Preliminary Site Plan
- Recommend approval of the Preliminary Site Plan to City Council, if applicable
- Recommend denial of the Preliminary Site Plan to City Council, if applicable

The applicant or applicant's representative must attend the meeting in which their plans are scheduled for consideration. Failure to appear will cause the Planning Commission to postpone consideration of the project.

STEP 4: City Council consideration and approval of the Preliminary Site Plan and associated permits is required in certain zoning districts. Refer to the Zoning Ordinance for specific regulations. Most Preliminary Site Plans and associated permits can be approved by the Planning Commission.

The Planning Commission and/or City Council reserve the right to require Planning Commission and/or City Council approval of the Final Site Plan.

SITE PLAN REVIEW PROCESS

OVERVIEW

FINAL SITE PLAN REVIEW AND APPROVAL

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL FINAL SITE PLAN REVIEW PROCESS?

- A completed [Final Site Plan Application](#) (found in [Attachment A](#) and at cityofnovi.org)
- A completed [Final Site Plan Checklist](#) (found in [Attachment A](#) and at cityofnovi.org) (All items listed in the Final Site Plan Checklist must be shown on the plans.)
- Ten sets of signed and sealed size 24" x 36" folded plans, including stormwater detention information, a photometric plan and woodland and wetland information, if applicable (All applicable disciplines must sign and seal the plans.)
- A **No Revision Façade Affidavit** may be submitted if no changes to the façade have been made, if applicable (found in [Attachment A](#) and at cityofnovi.org)
- An itemized engineering cost estimate including sanitary sewer, watermain, storm sewer, paving and grading costs, size 8.5" x 11" (The cost estimate should not include soil erosion or demolition costs.)
- An itemized landscaping cost estimate including greenbelt and greenbelt ornamental trees, perennials, pond plantings, shrubs, edging, mulch, seed mix and seeded lawn, size 8.5" x 11" (The cost estimate should not include woodland trees, replacement trees or mitigation.)
- A written response to all of comments in the review letters describing changes to the plans
- A [Right-of-way Permit Application](#), recommended (found at cityofnovi.org)
- A [Soil Erosion Permit Application](#), recommended (found at cityofnovi.org)
- An [Other Agencies Checklist](#) (found in [Attachment A](#) and at cityofnovi.org)
- A check payable to the City of Novi for review fees (Fees are site specific and will be calculated at the time of submittal. An invoice will be sent to the applicant by City staff.)

WHAT ARE THE STEPS OF THE FINAL SITE PLAN REVIEW PROCESS?

STEP 1: Formal Final Site Plan package is submitted by the applicant and reviewed by Community Development Department staff and consultants and comments are forwarded to the applicant via email.

Letters recommending denial may necessitate a revised Final Site Plan review. The applicant will need to submit the [Site Plan Revision Submittal Form](#) available in [Attachment A](#) or at cityofnovi.org along with ten sets of signed and sealed size 24" x 36" folded plans.

STEP 2: Planning Commission / City Council Action: The Planning Commission and/or City Council may reserve the right to consider and approve the Final Site Plan at the time of Preliminary Site Plan approval. Final Site Plan approval is generally administratively granted by City staff.

SITE PLAN REVIEW PROCESS

If an applicant intends to begin construction immediately following the site plan approval process, the pre-construction process should be initiated following the issuance of Final Site Plan approval letters. Please refer to [Chapter 6](#) for additional information on the pre-construction process.

STAMPING SET REVIEW AND APPROVAL

WHAT NEEDS TO BE SUBMITTED FOR STAMPING SET REVIEW AND APPROVAL?

- Twelve sets of signed and sealed size 24" x 36" folded plans incorporating all the comments in the staff and consultant review letters. (Lesser numbers of plans may be needed for smaller projects. The exact number of Stamping Sets required will be noted in the planning Final Site Plan review letter. All applicable disciplines must sign and seal the plans.)
- Additional information (i.e. master deed revisions, easements, etc.) may be required and will be noted in the staff and consultant review letters

Staff will inform the applicant if additional corrections to the plans are needed necessitating sheet replacement. The applicant is responsible for disassembling the plans, replacing sheets and reassembling the plans.

WHAT ARE THE STEPS OF THE STAMPING SET REVIEW AND APPROVAL PROCESS?

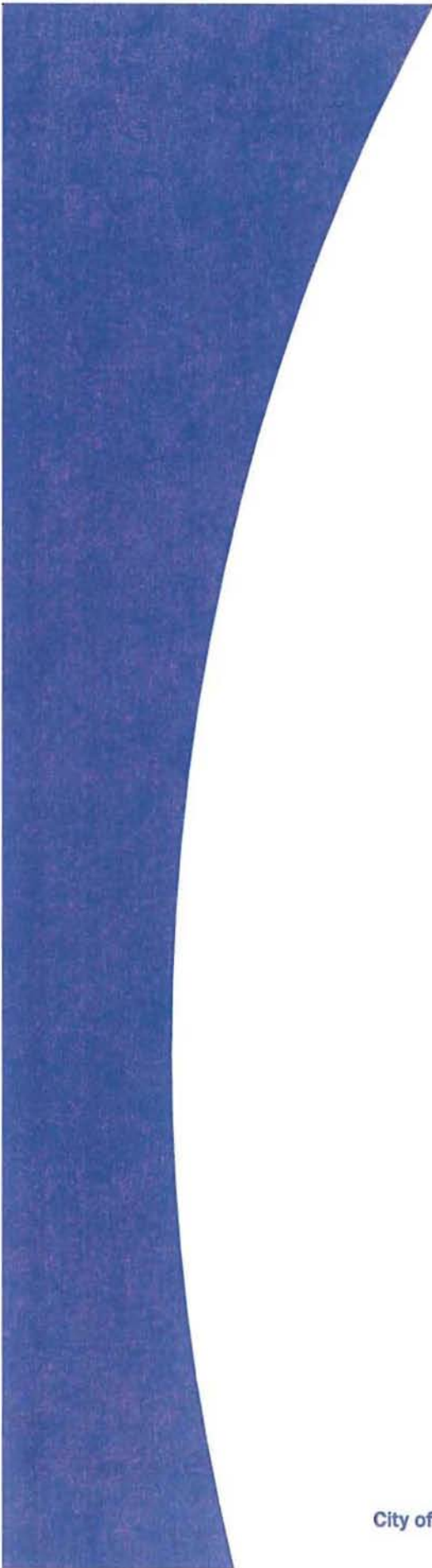
STEP 1: Stampings Sets are submitted by the applicant and reviewed by Community Development Department staff and consultants.

An applicant may apply for building permits after receiving Preliminary Site Plan review. However, this is at the risk of the applicant as changes required during Final Site Plan review may affect building plans.

STEP 2: City staff and consultants will stamp the plans "Approved" and pass the stamped plans along to the Building Division. The applicant is now free to apply for any required building permits. The applicant will receive a copy of the stamped plans with their building permit.

HOW LONG ARE SITE PLAN APPROVALS VALID AND CAN THEY BE RENEWED?

Preliminary Site Plan approvals are valid for two years from the date of Planning Commission/City Council or staff approval. Final Site Plan approvals are valid for two years from the date the Stamping Set is approved. An extension of a Preliminary or Final Site Plan approval must be requested in writing by the applicant. The request will be forwarded to and considered by the approving body (Planning Commission, City Council or staff). It is the applicant's responsibility to request the extension prior to expiration of approvals. Up to three one-year extensions may be granted.



CHAPTER 2

**SPECIAL LAND
USE PERMIT
REVIEW PROCESS**



SPECIAL LAND USE PERMIT REVIEW PROCESS

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's special land use permit review process. Potential applicants should contact the Community Development Department to arrange a meeting to discuss specific special land use permit proposals and review procedures. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a special land use permit.

WHAT IS A SPECIAL LAND USE PERMIT?

Referred to as "Principal Uses Permitted Subject to Special Conditions," special land use permits allow uses that may be permitted but require additional review and a public hearing prior to their approval within a zoning district. This is different than "Principal Uses Permitted," which are allowed by right anywhere in a district as long as an applicant adheres to the Zoning Ordinance requirements. Special land uses listed within a zoning district may not be permitted at all locations within the district. For example, some uses may be required to be located near an intersection of two major roads. Special land use permits require a public hearing and the approval of the Planning Commission (or City Council in some districts). The Planning Commission (and City Council, if required) will consider the requirements listed in Section 2516 of the Zoning Ordinance when determining whether or not to approve or deny a special land use permit request.

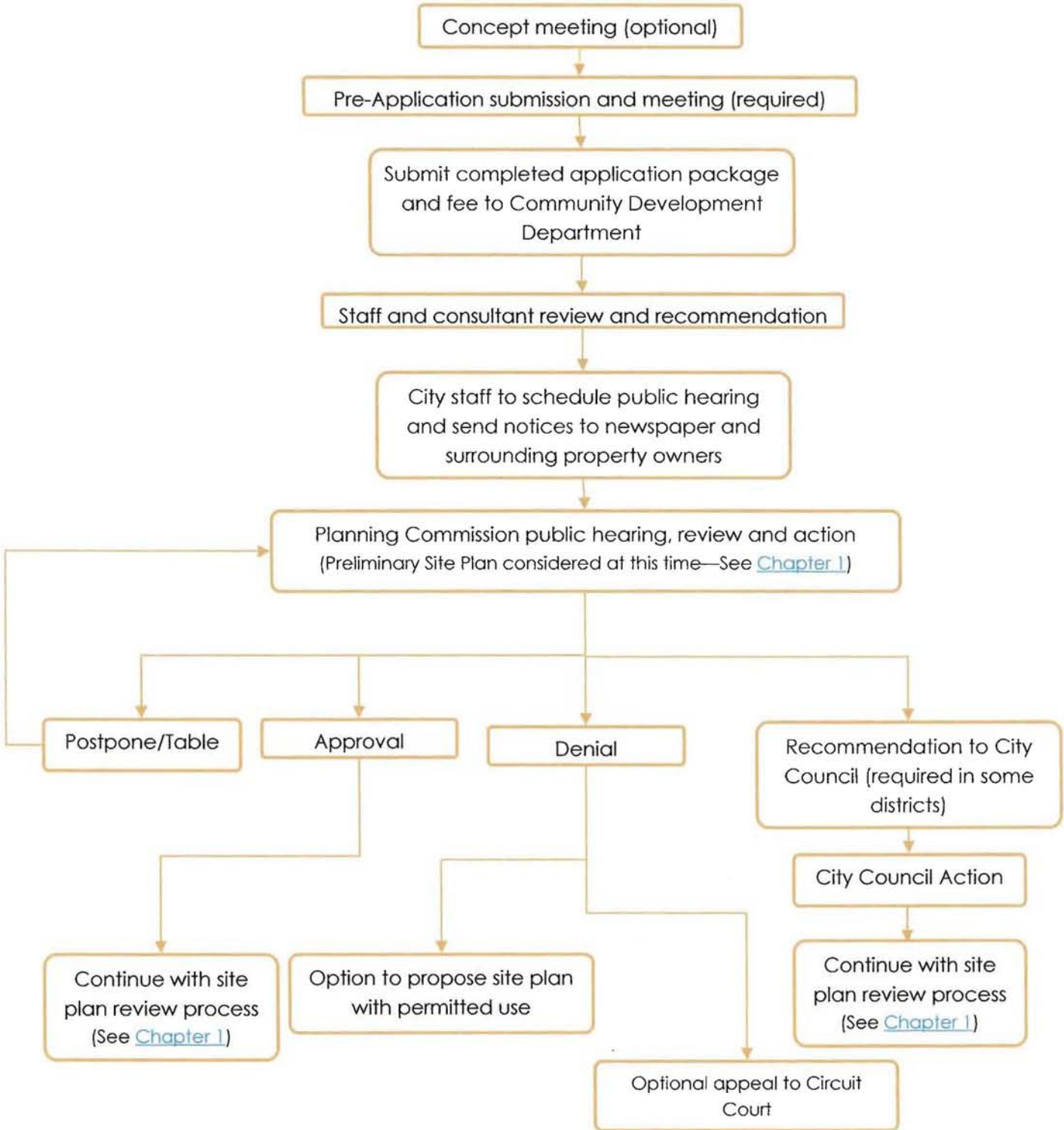
WHAT IS THE FIRST STEP IN THE SPECIAL LAND USE PERMIT REVIEW PROCESS?

An applicant should schedule a concept meeting with the Community Development Department staff to discuss the special land use permit review process. There are no fees associated with this meeting and it can be arranged by contacting the Community Development Department at 248-347-0475. A concept meeting is not required but is recommended. If site plan approval is required, any required special land use permits will be discussed as part of the Preliminary Site Plan review process outlined in [Chapter 1](#).

An applicant must discuss a proposed special land use permit request with the Community Development Department staff at a Pre-Application meeting. Pre-Application meetings typically follow any previously held concept meetings. An applicant should submit the required [Pre-Application Meeting Request](#) form (found in [Attachment A](#) and at cityofnovi.org) along with a brief narrative describing the proposed use and nine sets of site plans and floor plans. If the applicant wishes to receive an estimate of review fees, the [Request for Estimated Fees](#) form can also be submitted (found in [Attachment A](#) and at cityofnovi.org). Pre-Application plans are reviewed and Pre-Application meetings are held free of charge. Once the Pre-Application package is submitted a meeting can generally be scheduled within ten business days.

SPECIAL LAND USE PERMIT REVIEW PROCESS

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SPECIAL LAND USE PERMIT REVIEW PROCESS

OVERVIEW

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL REVIEW PROCESS?

- Completed Preliminary Site Plan package (Refer to [Chapter 1](#)) (Abbreviated application packages may be permitted if no exterior site alterations are proposed.)
- A Traffic Impact Study, if required (This item will be discussed at the Pre-Application meeting. Refer to [Chapter 5](#) for additional information on Traffic Impact Studies.)
- A Community Impact Statement, if required (This item will be discussed at the Pre-Application meeting. Refer to [Chapter 5](#) for additional information on Community Impact Statements.)
- A written statement describing the proposed use
- A Noise Impact Statement or a Noise Analysis, if required, or written statement requesting a waiver of this requirement and stating the reasons for the requested waiver, in accordance with the requirements described later in this section
- A check payable to the City of Novi for review fees (Fees are site specific and will be calculated at the time of submittal. An invoice will be sent to the applicant by City staff.)

WHAT ARE THE STEPS OF THE SPECIAL LAND USE PERMIT REVIEW PROCESS?

STEP 1: Community Development Department staff meets with the applicant at the Pre-Application meeting to go over the initial comments from staff and consultants.

STEP 2: Formal Preliminary Site Plan and special land use permit request is submitted by the applicant and reviewed by Community Development Department staff and consultants and comments are forwarded to the applicant via email.

STEP 3: A public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the property at least fifteen days prior to the public hearing date.

The applicant is required to submit a letter responding to the staff and consultant review comments and one 8.5" x 11" colored copy of the site plan prior to the Planning Commission meeting.

STEP 4: The Planning Commission will hold the public hearing, review the application and take one of the following actions:

- Approve the special land use permit and Preliminary Site Plan with or without conditions
- Recommend approval of the special land use permit and Preliminary Site Plan to City Council (City Council approval required in some districts.)
- Deny the special land use permit and Preliminary Site Plan
- Table the request for further study

SPECIAL LAND USE PERMIT REVIEW PROCESS

OVERVIEW

The applicant or applicant's representative must attend the meeting at which the plans are scheduled for consideration. Failure to appear will cause the Planning Commission to postpone consideration.

STEP 5: If required, the request will be placed on the next available City Council agenda for consideration of the special land use permit and Preliminary Site Plan. (City Council approval required in certain districts.)

STEP 6: The City Council will take one of the following actions:

- Approve the special land use permit and Preliminary Site Plan with or without conditions
- Deny the special land use permit and Preliminary Site Plan
- Table the request for further study

STEP 7: The applicant continues with the site plan review process. (Refer to [Chapter 1.](#))

WHEN IS A NOISE IMPACT STATEMENT OR NOISE ANALYSIS REQUIRED?

Some uses requiring special land use permits also require the submission of a Noise Impact Statement or Noise Analysis. The Zoning Ordinance includes text indicating which document is required next to each Principal Use Permitted Subject to Special Conditions in each district. If neither document is noted next to the listed use then no additional documentation addressing the noise impacts of a use is required.

WHAT SHOULD BE INCLUDED IN A NOISE IMPACT STATEMENT AND NOISE ANALYSIS?

Both a Noise Impact Statement and Noise Analysis shall demonstrate that the proposed use, proposed mechanical equipment and activities anticipated to occur on the site will comply with the noise standards listed in Section 2519 of the Zoning Ordinance and shall include the following:

- Noise Impact Statement
 - Prepared by a design professional (project architect or engineer)
 - Note all external and internal sound-generating equipment including manufacturer's specifications
 - Include hours of operation
 - Include any proposed sound proofing measures or noise attenuation features (i.e., berm, wall, etc.)
 - Based on the proposed use and results of the Noise Impact Statement, staff and Planning Commission may request a Noise Analysis

SPECIAL LAND USE PERMIT REVIEW PROCESS

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- Noise Analysis
 - Prepared by a certified sound engineer
 - Contain all information generally evaluated by a licensed professional for purposes of determining compliance with noise limitations and attenuation requirements

An applicant may request a waiver of the Noise Impact Statement or Noise Analysis from the Planning Commission. In order to request a waiver, the applicant should submit a written statement requesting the waiver and demonstrating a practical difficulty in providing the noise information and/or stating how the proposed use clearly meets the noise standards in Section 2519.10 of the Zoning Ordinance.

DOES APPROVAL OF A SPECIAL LAND USE PERMIT ALLOW CONSTRUCTION TO BEGIN?

Approval of a special land use permit does not authorize construction or use of land. The applicant will need to complete the site plan review process outlined in [Chapter 1](#) before beginning construction. Building Permits may also be required.

CHAPTER 3

**REZONING AND
PLANNED REZONING
OVERLAY
REVIEW PROCESS**



SECTION 1 REZONING REVIEW PROCESS

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's rezoning review process. Potential applicants should contact the Community Development Department to arrange a meeting to discuss specific rezoning proposals and review procedures. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a change in zoning.

WHAT IS A REZONING?

An entity wishing to change the zoning designation of a parcel of land can apply to rezone said parcel. A rezoning can be initiated by the City or requested by the property owner.

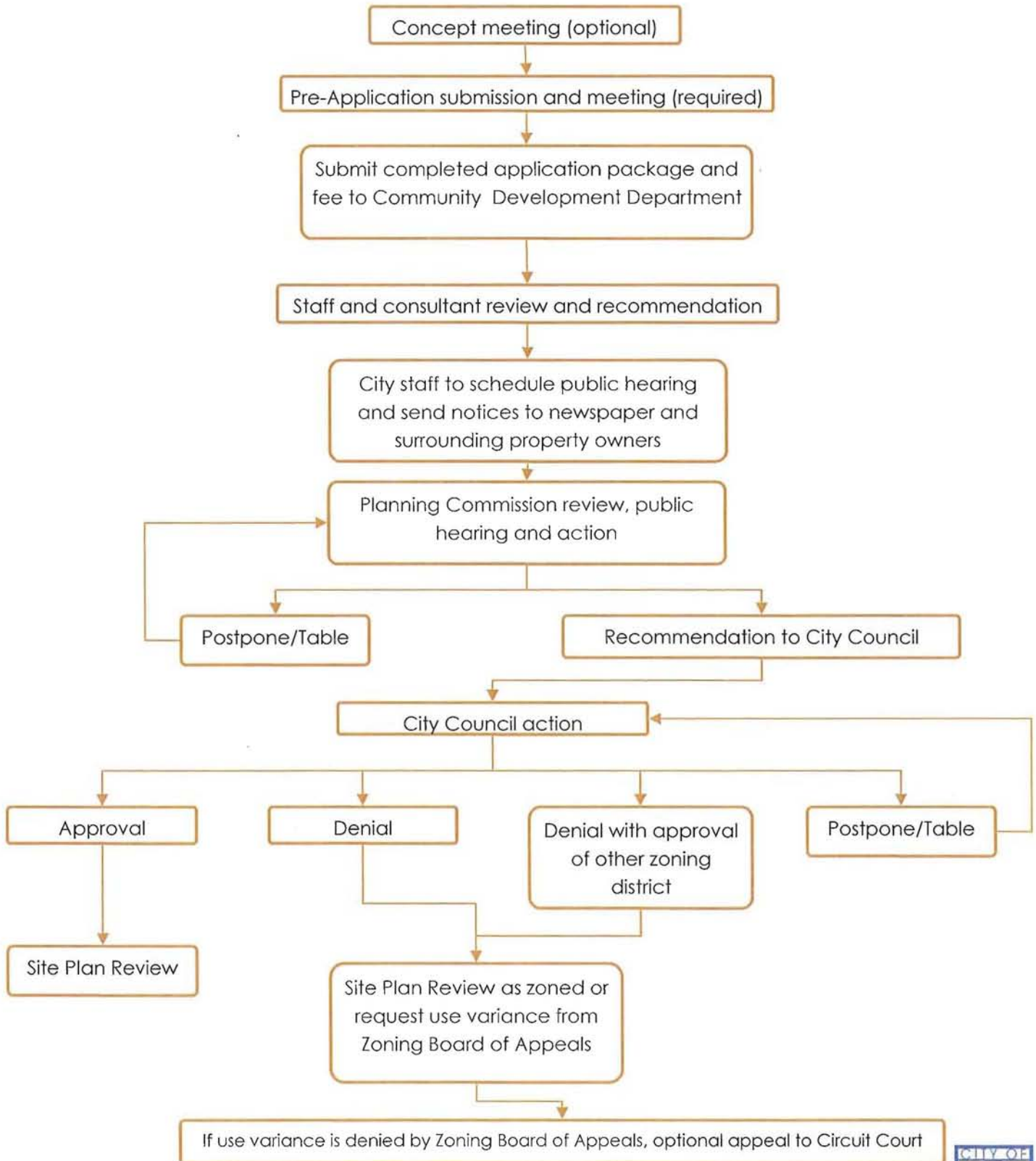
WHAT IS THE FIRST STEP IN THE REZONING REVIEW PROCESS?

An applicant should schedule a concept meeting with the Community Development Department staff to discuss the rezoning review process and Master Plan for Land Use recommendations for the property. There are no fees associated with this meeting and it can be arranged by contacting the Community Development Department at 248-347-0475. A concept meeting is not required but is recommended. A meeting with the Planning Commission's Master Plan and Zoning Committee may also be held to discuss the rezoning request.

An applicant must discuss the proposed rezoning of a property with the Community Development Department staff at a Pre-Application meeting. Pre-Application meetings typically follow any previously held concept meetings. An applicant should submit the required [Pre-Application Meeting Request Form](#) (found in [Attachment A](#) and at cityofnovi.org) along with the proposed rezoning engineering survey and a brief narrative of the reason for the proposed rezoning as well as any potential future development plans. If the applicant wishes to receive an estimate of review fees, the [Request for Estimated Fees](#) form can also be submitted (found in [Attachment A](#) and at cityofnovi.org). Pre-Application plans are reviewed and Pre-Application meetings are held free of charge. Once the Pre-Application package is submitted a meeting can generally be scheduled within ten business days.

SECTION 1 REZONING REVIEW PROCESS

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SECTION 1 REZONING REVIEW PROCESS

OVERVIEW

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL REZONING REVIEW PROCESS?

- A completed [Application for Site Plan and Land Use Approval](#) (found in [Attachment A](#) and at cityofnovi.org)
- Four copies of the engineering survey of the property to be rezoned
- A Rezoning Traffic Impact Study, if required (This item will be discussed at the Pre-Application meeting. Refer to [Chapter 5](#) for additional information on Traffic Impact Studies.)
- A written statement describing potential development under the proposed zoning and current zoning
- A sign location plot plan in accordance with the rezoning sign requirements described later in this section
- A Community Impact Statement, if required (This item will be discussed at the Pre-Application meeting. Refer to [Chapter 5](#) for additional information on Community Impact Statements.)
- A check payable to the City of Novi for review fees (Fees are site specific and will be calculated at the time of submittal. An invoice will be sent to the applicant by City staff.)

WHAT ARE THE STEPS OF THE REZONING REVIEW PROCESS?

STEP 1: Community Development Department staff meets with the applicant at the Pre-Application meeting to go over the initial comments from staff and consultants following any previously held concept meetings.

STEP 2: Formal rezoning request is submitted by the applicant and reviewed by Community Development Department staff and consultants and comments are forwarded to the applicant via email.

STEP 3: A public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the proposed rezoning and public utilities at least fifteen days prior to the public hearing date. The applicant must post the rezoning signs in accordance with the rezoning sign requirements described later in this section at least fifteen days prior to the public hearing date. Failure to post these signs within the required time will lead to postponement of the public hearing. The applicant is responsible for re-notification costs.

The applicant is required to submit a letter responding to the staff and consultant review comments prior to the Planning Commission meeting.

STEP 4: The Planning Commission will hold the public hearing, review the rezoning application and take one of the following actions:

- Recommend approval of the rezoning to City Council
- Recommend denial of the rezoning to City Council
- Table the request for further study

SECTION 1 REZONING REVIEW PROCESS

OVERVIEW

No required public hearing or matter for consideration by the Planning Commission which otherwise meets the City's requirements may be delayed for more than two consecutive meetings (excluding special meetings). A formal application must appear before the Planning Commission no later than the third meeting for which it is eligible. The applicant or applicant's representative must attend the meeting in which their plans are scheduled for consideration. Failure to appear will cause the Planning Commission to postpone consideration of the rezoning.

STEP 5: The request will be placed on the next available City Council agenda. The applicant may request a delay in action by the City Council for up to four regularly-scheduled meetings beyond the meeting it is first eligible to appear.

If the applicant delays the request beyond the four City Council meeting limit allowed, the rezoning application will be considered withdrawn and rezoning signs shall be removed from the property. Should the applicant wish to continue the request, new application materials shall be submitted. In this case, the applicant does not have to schedule a new Pre-Application meeting.

STEP 6: The City Council will take one of the following actions:

- Approve the proposed rezoning
- Deny the proposed rezoning
- Deny the proposed rezoning and approve an alternate zoning classification
- Table the request for further study

DOES REZONING A PARCEL ALLOW CONSTRUCTION TO BEGIN?

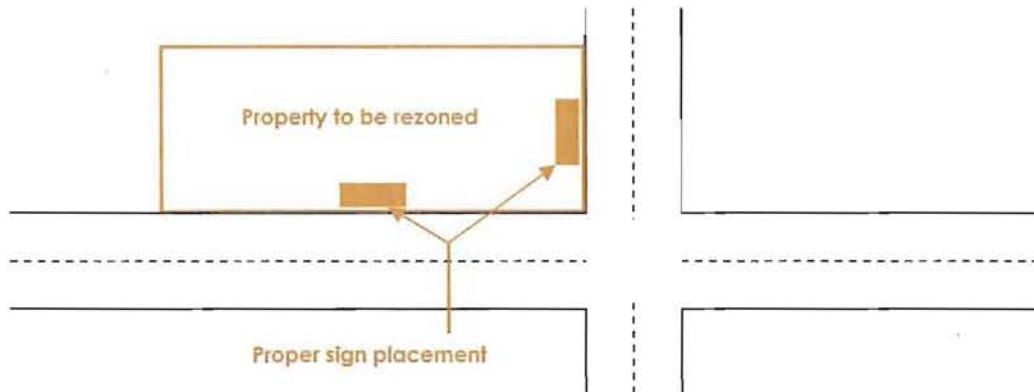
Rezoning does not authorize construction or use of land. If the requested rezoning is approved, a property owner can make a specific site plan review or land use request. Permits to allow construction will be granted once the site plan and/or land use is approved.

WHAT ARE THE REQUIREMENTS FOR REZONING SIGNS?

The applicant must install the rezoning sign a minimum of fifteen days prior to the Planning Commission public hearing. The sign must be placed on the property proposed for rezoning and in full public view along all of the property's road frontages. The sign must be located along the property line of the right-of-way at the midpoint of the property width. A corner lot will require a sign for each road frontage. The sign location must be identified on the sign location plot plan submitted with the initial application materials and approved by the Community Development Department staff prior to installation. The applicant shall notify the Community Development Department once signs have been posted. City staff will confirm signs are posted in the correct location(s).

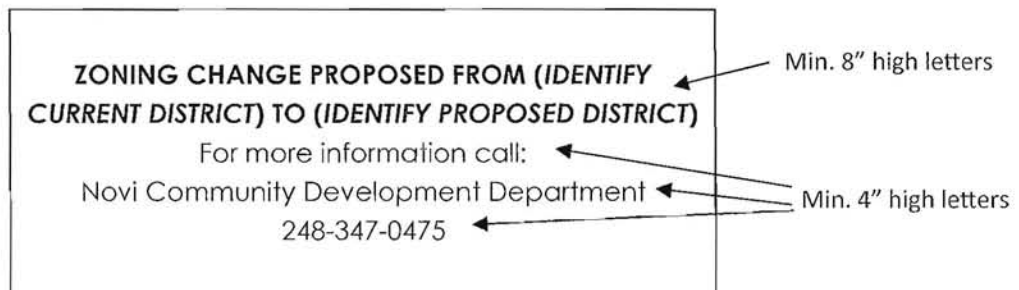
SECTION 1 REZONING REVIEW PROCESS

OVERVIEW



The sign must meet the following specifications:

- Black letters on white background;
- Size: Minimum four feet (vertical) by six feet (horizontal);
- Sign face must be exterior plywood, aluminum or a similar durable all-weather material;
- Sign support system must be structurally sound and able to withstand lateral wind of fourteen pounds per square foot; and
- Wording and font size shall be as follows:



Rezoning signs must be removed within:

- Seven days of enactment of the rezoning request by City Council;
- Seven days of withdrawing rezoning application (If the applicant delays the request beyond the four City Council meeting limit allotted, the rezoning application will be considered withdrawn.); or
- Seven days of denial of rezoning request by City Council.

Failure to remove the sign(s) within the allotted time period may require the removal of the sign by the City and/or prosecution at the owner's expense.

SECTION 2 PLANNED REZONING OVERLAY REVIEW PROCESS

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's Planned Rezoning Overlay (PRO) review process. Potential applicants should contact the Community Development Department to arrange a meeting to discuss specific PRO proposals and review procedures. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for approval of a PRO.

WHAT IS A PLANNED REZONING OVERLAY (PRO)?

An entity wishing to change the zoning designation of a parcel of land and with a specific development plan in mind can apply to rezone the parcel with a Planned Rezoning Overlay (PRO). A rezoning with a PRO requires the submission of a concept plan showing the proposed site layout. In addition, an applicant must demonstrate that approval of the proposed PRO would be in the public interest and the City Council must find the benefits which would reasonably be expected to accrue from the proposed PRO would clearly outweigh the reasonable foreseeable detriments of the project. After the concept plan is approved, a PRO Agreement is written describing the proposed site layout, any deviations from the Zoning Ordinance and the public benefit offered. If the PRO is approved, any development on the site would need to conform to whatever is shown in the concept plan and described in the PRO Agreement. Refer to Section 3402 of the Zoning Ordinance for specific requirements.

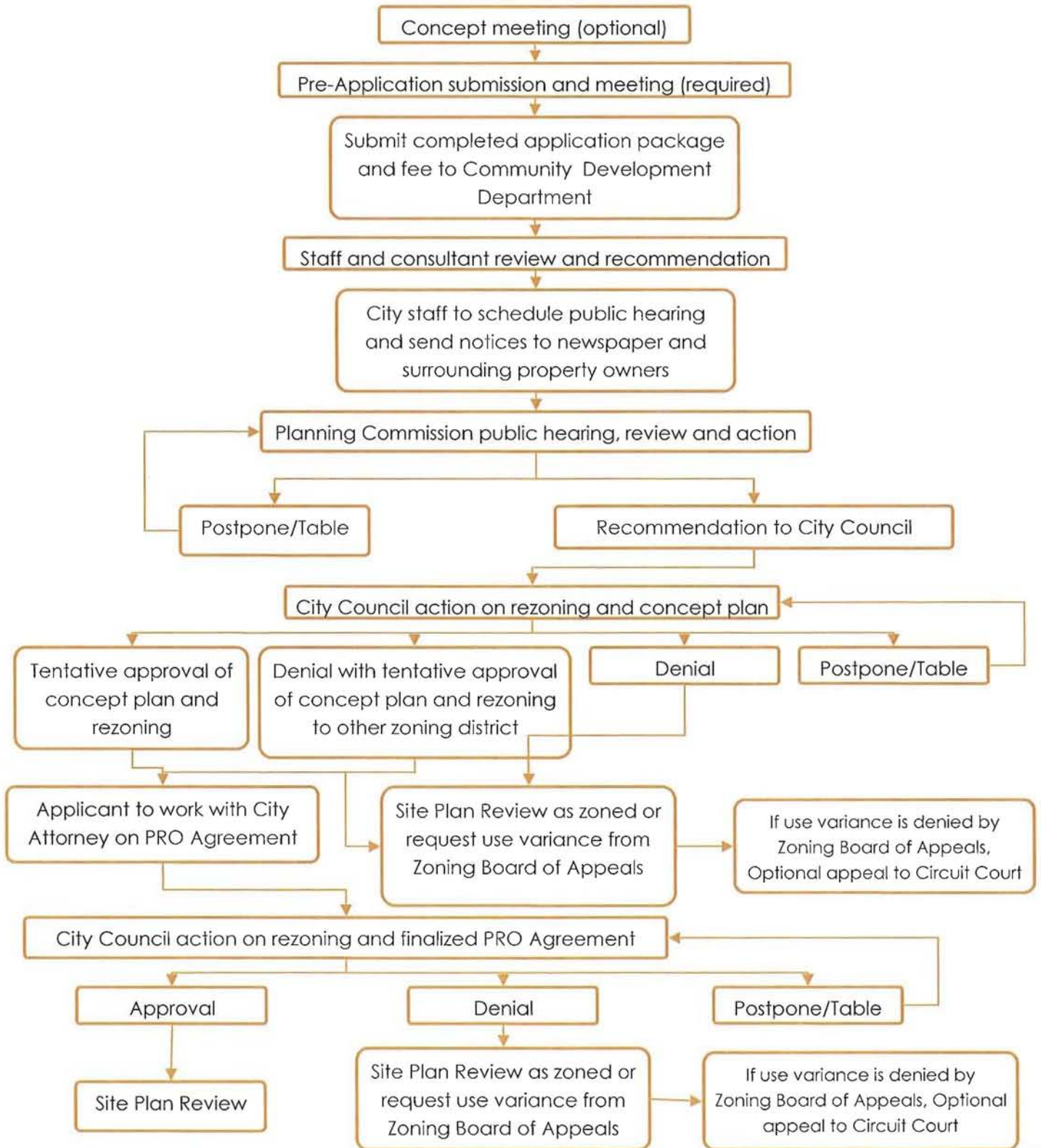
WHAT IS THE FIRST STEP IN THE PRO REVIEW PROCESS?

An applicant should schedule a concept meeting with the Community Development Department staff to discuss the PRO review process, Master Plan for Land Use recommendations for the property, potential site layouts and uses and the proposed public benefit(s). There are no fees associated with this meeting and it can be arranged by contacting the Community Development Department at 248-347-0475. A concept meeting is not required but is recommended. A meeting with the Planning Commission's Master Plan and Zoning Committee may also be held to discuss the rezoning request.

An applicant must discuss a proposed PRO with the Community Development Department staff at a Pre-Application meeting. Pre-Application meetings typically follow any previously held concept meetings. An applicant should submit the required [Pre-Application Meeting Request](#) form (found in [Attachment A](#) and at cityofnovi.org) along with the proposed rezoning engineering survey, a brief narrative of future development plans and the benefits of the development and nine sets of concept plans. If the applicant wishes to receive an estimate of review fees, the [Request for Estimated Fees](#) form can also be submitted (found in [Attachment A](#) and at cityofnovi.org). Pre-Application plans are reviewed and Pre-Application meetings are held free of charge. Once the Pre-Application package is submitted a meeting can generally be scheduled within ten business days.

SECTION 2 PLANNED REZONING OVERLAY REVIEW PROCESS

FLOW CHART



SECTION 2 PLANNED REZONING OVERLAY REVIEW PROCESS

OVERVIEW

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL REVIEW PROCESS?

- A completed [Application for Site Plan and Land Use Approval](#) (found in [Attachment A](#) and at cityofnovi.org)
- Four copies of the engineering survey and legal description of the property to be rezoned
- A Traffic Impact Study, if required (This item will be discussed at the Pre-Application meeting. Refer to [Chapter 5](#) for additional information on Traffic Impact Studies.)
- A Community Impact Statement, if required (This item will be discussed at the Pre-Application meeting. Refer to [Chapter 5](#) for additional information on Community Impact Statements.)
- A written statement describing potential development under the proposed zoning and current zoning
- A written statement describing the identified benefit(s) of the development
- A written description of conditions proposed for inclusion in the PRO Agreement (i.e., Zoning Ordinance deviations, limitation on total units, etc.)
- A sign location plot plan in accordance with the rezoning sign requirements described in [Section 1](#) of this chapter
- Ten sets of conceptual plans
- A check payable to the City of Novi for review fees (Fees are site specific and will be calculated at the time of submittal. An invoice will be sent to the applicant by City staff.)

WHAT ARE THE STEPS OF THE PRO REVIEW PROCESS?

STEP 1: Community Development Department staff meets with the applicant at the Pre-Application meeting to go over the initial comments from staff and consultants following any previously held concept meetings.

STEP 2: Formal rezoning with PRO request is submitted by the applicant and reviewed by Community Development Department staff and consultants and comments are forwarded to the applicant via email.

STEP 3: A public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the proposed rezoning with PRO and public utilities at least fifteen days prior to the public hearing date. The applicant must post the rezoning signs in accordance with the rezoning sign requirements described [Section 1](#) of this chapter at least fifteen days prior to the public hearing date. Failure to post these signs within the required time will lead to postponement of the public hearing.

SECTION 2 PLANNED REZONING OVERLAY REVIEW PROCESS

OVERVIEW

The applicant is required to submit 11 size 24" x 36" copies of the concept plan(s) along with a letter responding to the staff and consultant review comments and one 8.5" x 11" colored copy of the concept plan prior to the Planning Commission meeting.

STEP 4: The Planning Commission will hold the public hearing and take one of the following actions:

- Recommend approval of the rezoning with PRO to City Council
- Recommend denial of the rezoning with PRO to City Council
- Table the request for further study

No required public hearing or matter for consideration by the Planning Commission which otherwise meets the City's requirements may be delayed for more than two consecutive meetings (excluding special meetings). A formal application must appear before the Planning Commission no later than the third meeting for which it is eligible. The applicant or applicant's representative must attend the meeting in which their plans are scheduled for consideration. Failure to appear will cause the Planning Commission to postpone consideration of the PRO.

STEP 5: The request will be placed on the next available City Council agenda for consideration of the rezoning with PRO and PRO concept plan. The applicant may request a delay in action by the City Council for up to four regularly-scheduled meetings beyond the meeting it is first eligible to appear.

If the applicant delays the request beyond the four City Council meeting limit allowed, the rezoning with PRO application will be considered withdrawn and rezoning signs shall be removed from the property. Should the applicant wish to continue the request, new application materials shall be submitted. In this case the applicant does not have to schedule a new Pre-Application meeting.

STEP 6: The City Council will take one of the following actions:

- Tentatively approve the proposed rezoning with PRO and PRO concept plan
- Deny the proposed rezoning with PRO and PRO concept plan
- Tentatively approve the concept plan and deny the proposed rezoning and approve an alternate zoning classification
- Table the request for further study

STEP 7: The applicant works with the City Attorney to create a finalized draft of the PRO Agreement identifying all conditions and benefits of the rezoning with PRO and deviations from the Zoning Ordinance.

SECTION 2 PLANNED REZONING OVERLAY REVIEW PROCESS

OVERVIEW

If the applicant delays the request beyond the four City Council meeting limit allotted, the rezoning with PRO application will be considered withdrawn and rezoning signs shall be removed from the property. Should the applicant wish to continue the request, new application materials shall be submitted.

STEP 8: The request will be placed on the next available City Council agenda for consideration of the rezoning with PRO, concept plan and PRO Agreement. The applicant may request a delay in action by the City Council for up to four meetings beyond the meeting it is first eligible to appear.

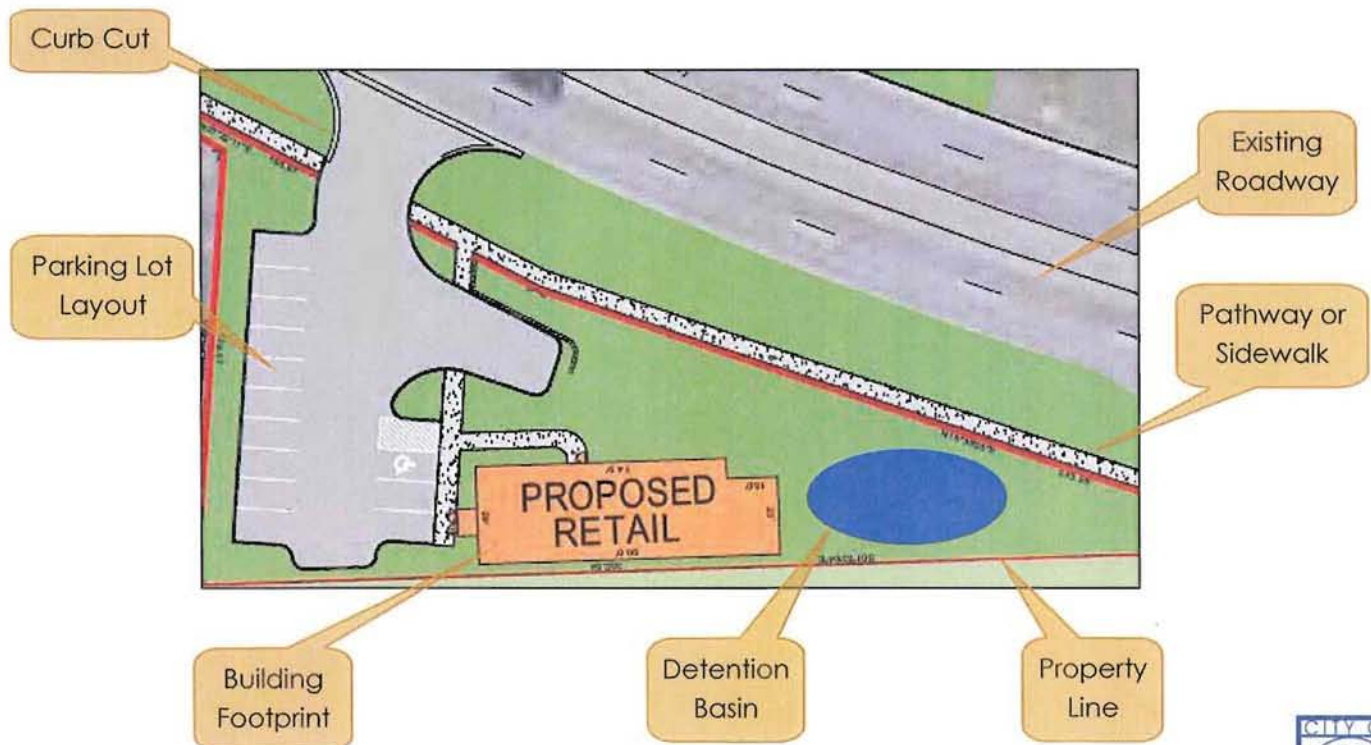
STEP 9: The City Council will take one of the following actions:

- Approve the proposed rezoning with PRO, PRO concept plan and PRO Agreement
- Deny the proposed rezoning with PRO, PRO concept plan and PRO Agreement
- Table the request for further study

WHAT SHOULD BE INCLUDED IN THE CONCEPT PLAN?

A concept plan must be prepared, signed and sealed by a registered architect or engineer and may include the location, size, height, design, architecture or other features of buildings, structures or site improvements. At a minimum the plan must identify the location of the proposed curb cuts.

Example: PRO Concept Plan



SECTION 2 PLANNED REZONING OVERLAY REVIEW PROCESS

OVERVIEW

DOES APPROVAL OF A PRO ALLOW CONSTRUCTION TO BEGIN?

Approval of a Planned Rezoning Overlay does not authorize construction or use of land. If the PRO is approved, a property owner can make a specific site plan review request. The site plan submitted would need to match what was shown in the approved concept plan and included in the PRO Agreement. Permits to allow construction will be granted once the site plan and/or land use is approved.

ARE REZONING SIGNS REQUIRED FOR PLANNED REZONING OVERLAYS?

Rezoning signs are required for a PRO and must be placed on the property a minimum of fifteen days prior to the Planning Commission hearing. The sign must be placed on the property proposed for rezoning and in full public view along all of the property's road frontages. The sign must be located along the property line of the right-of-way at the midpoint of the property width. A corner lot will require a sign for each road frontage. The sign location must be identified on the sign location plot plan submitted with the initial application materials and approved by the Community Development Department staff prior to installation. Refer to [Section 1](#) of this chapter for specific rezoning sign requirements.



CHAPTER 4

NATURAL FEATURES REVIEW PROCESS



cityofnovi.org

SECTION 1 WOODLANDS PROTECTION

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's woodland review process. Potential applicants should contact the Community Development Department to arrange a meeting to discuss questions and concerns related to the Woodland Ordinance and/or Woodland Use Permits. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a woodland review or permit.

WHEN IS A WOODLAND USE PERMIT REQUIRED?

Any activity which results in a temporary or permanent disturbance to or the removal of any vegetation from the ground up within woodlands depicted on the Regulated Woodlands Map, a temporary or permanent disturbance to or the removal of any tree 36" diameter at breast height (d.b.h.) or greater or of a designated historic or a specimen tree requires a Woodland Use Permit. An applicant should refer to Chapter 37 of the Code of Ordinances for specific requirements.

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL WOODLAND USE PERMIT REVIEW PROCESS FOR PROJECTS REQUIRING SITE PLAN APPROVAL?

- A completed [Application for Site Plan and Land Use Approval](#) (found in [Attachment A](#) and at cityofnovi.org) listing the exact acreage of regulated woodlands on site
- Ten sets of signed and sealed size 24" x 36" folded plans included as part of the Preliminary Site Plan submittal package depicting the regulated woodlands line, all regulated trees (size and type) and a tree replacement plan (if applicable).

A woodlands survey plan will be required as part of the plan sets. Trees should be numbered using paint, tags on fishline or other pre-approved methods which do not have the potential to damage the tree. For trees with multiple stems, each trunk/stem will need to be measured providing that at least one stem has a d.b.h. of 8" or greater. Site designs submitted should represent the best alternative that saves the most amount of and highest quality woodlands.

- A check payable to the City of Novi for review fees. (Fees will be calculated as part of the Preliminary Site Plan review submittal. An invoice will be forwarded to the applicant by City staff)

SECTION 1 WOODLANDS PROTECTION

INTRODUCTION AND OVERVIEW

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL WOODLAND USE PERMIT REVIEW PROCESS FOR PROJECTS NOT REQUIRING SITE PLAN APPROVAL?

- A completed [Woodlands Affidavit](#) (found in [Attachment A](#) and at cityofnovi.org)
- A plot plan showing the following:
 - The dimensioned lot
 - The footprint of the structure(s)
 - "Building Area" as defined in Chapter 37 of the City Code
 - The existing line of regulated woodlands on the property
 - Location of all trees with a d.b.h. of 8" or greater on the property
 - A key which describes the trees that are also marked in the field
 - The location of all proposed and existing replacement trees
 - The location of protective fencing
 - The location of any other regulated trees within 50 feet of any proposed grading or construction or area of disturbance
 - The location of regulated wetlands and buffer areas with the protective fence installed in the correct location
- A check payable to the City of Novi for review fees (Fees will be calculated as part of the Preliminary Site Plan review submittal. An invoice will be forwarded to the applicant by City staff.)

WHAT ARE THE STEPS IN THE WOODLAND USE PERMIT REVIEW AND APPROVAL PROCESS FOR PROJECTS REQUIRING SITE PLAN APPROVAL?

STEP 1: An applicant may request a Woodlands Evaluation Meeting with the City's Environmental Consultant at the Novi Civic Center or on site to discuss woodlands issues and/or walk the site. An applicant should contact the Community Development Department at 248-347-0475 to arrange a meeting. Applicable fees will be charged and must be paid prior to the meeting.

STEP 2: Formal site plan/Woodland Use Permit request is submitted by the applicant and reviewed by the Community Development Department staff and the City's Environmental Consultant and comments are forwarded to the applicant via email. A list of items that should be included as part of the plan set when a site contains regulated woodlands or trees are included previously in this section. The City's Environmental Consultant will determine if a Woodland Use Permit is required at the time of Preliminary Site Plan review.

SECTION 1 WOODLANDS PROTECTION

OVERVIEW

STEP 3: A public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the property at least five days prior to the public hearing date.

STEP 4: The Planning Commission will hold the public hearing and take one of the following actions on the Preliminary Site Plan and Woodland Use Permit:

- Approve the Preliminary Site Plan and Woodland Use Permit
- Deny the Preliminary Site Plan and Woodland Use Permit
- Table the Preliminary Site Plan and Woodland Use Permit

The applicant or applicant's representative must attend the meeting at which their permit is scheduled for consideration. Failure to appear will cause the Planning Commission to postpone consideration of the permit.

STEP 5: Provided an applicant receives the approval of the Planning Commission, an applicant proceeds with the Final Site Plan and Stamping Set submittal process outlined in [Chapter 1](#). The amount of fees and financial guarantees that may be required are determined at the time of Final Site Plan review. Preservation easement documents also need to be submitted to the City with the Final Site Plan review submittal package.

Woodland Use Permits will expire at the time of the site plan expiration.

STEP 6: Once the Stamping Sets have been approved by all reviewing parties and all required woodlands fees and financial guarantees have been paid, a pre-construction meeting may be held. Refer to [Chapter 6](#) for additional details on required pre-construction meetings and the construction process.

STEP 7: Following the pre-construction meeting, the City's Environmental Consultant will inspect the staking of the clearing limits. The City's Environmental Consultant will fax or email a copy of a Snow Fence Inspection Form to the contact person for the site.

If the staking line is in a densely vegetated area, one pass may be made with appropriate machinery to clear an area for the staking. If there are problems with the location or protective fencing installation, clearing and grubbing will not be allowed to occur until they are corrected.

STEP 8: Once the protective fencing is acceptable, the Woodland Use Permit will be issued and clearing and removal may occur.

Inspection of protective fencing occurs throughout construction of the site or overall development.

SECTION 1 WOODLANDS PROTECTION

OVERVIEW

STEP 9: Once construction activities have ceased on the site and/or the developer applies for a Temporary Certificate of Occupancy, a final woodlands inspection can be scheduled. The City's Environmental Consultant will inspect the site and replacement trees. Any items yet to be completed will be written in a Woodlands Final Inspection Letter that will be sent to the Building Division with copies sent to the developer or owner of the property and all other applicable parties.

STEP 10: Once all items on the Woodlands Final Inspection Letter have been completed, the protective fencing can be removed and an applicant can request that financial guarantees be reduced or returned. Requests should be made through the Building Division. A 2 year warranty period is required for all woodland replacement trees and landscaping. Financial guarantees will be required.

Regulated woodland impacts on subdivision lots or condominiums which require individual Building Permits will be evaluated at the time of the Building Permit submission. In most cases, regulated woodland impacts have already been taken into account and permitted as part of the site plan approval process.

WHAT ARE THE STEPS IN THE WOODLAND USE PERMIT REVIEW AND APPROVAL PROCESS FOR PROJECTS NOT REQUIRING SITE PLAN APPROVAL?

STEP 1: An applicant may request a Woodlands Evaluation Meeting with the City's Environmental Consultant at the Novi Civic Center or on site to discuss woodlands issues and/or walk the site. An applicant should contact the Community Development Department at 248-347-0475 to arrange a meeting. Applicable fees will be charged and must be paid prior to the meeting.

STEP 2: Formal Woodland Use Permit request is submitted by the applicant and reviewed by the Community Development Department staff and the City's Environmental Consultant and comments are forwarded to the applicant via email. A list of items that should be included as part of the submittal are included previously in this section. The amount of fees and financial guarantees that may be required are determined at the time of review.

STEP 3: If applicable, a public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the property at least five days prior to the public hearing date.

In some cases, Woodland Use Permit requests may be approved administratively by Community Development Department staff and/or the City's Environmental Consultant. In those instances, a public hearing and approval of the Planning Commission is not required.

SECTION 1 WOODLANDS PROTECTION

OVERVIEW

STEP 4: The Planning Commission will hold the public hearing and take one of the following actions on the Woodland Use Permit:

- Approve the Woodland Use Permit
- Deny the Woodland Use Permit
- Table the Woodland Use Permit

The applicant or applicant's representative must attend the meeting at which their permit is scheduled for consideration. Failure to appear will cause the Planning Commission to postpone consideration of the permit.

STEP 5: Once all required woodlands fees and financial guarantees have been paid, a pre-construction meeting, if required, may be held.

STEP 6: Community Development Department staff and/or the City's Environmental Consultant will inspect the staking of the clearing limits.

STEP 7: Once the protective fencing is acceptable, the Woodland Use Permit will be issued and clearing and removal may occur.

If the staking line is in a densely vegetated area, one pass may be made with appropriate machinery to clear an area for the staking. If there are problems with the location or protective fencing installation, clearing and grubbing will not be allowed to occur until they are corrected.

STEP 8: Once construction activities have ceased on the site, a final woodlands inspection can be scheduled. Community Development Department staff and/or the City's Environmental Consultant will inspect the site and replacement trees. Any items yet to be completed will be written in a Woodlands Final Inspection Letter that will be sent to the Building Division with copies sent to the developer or owner of the property and all other applicable parties.

STEP 9: Once all items on the Woodlands Final Inspection Letter have been completed, the protective fencing can be removed and an applicant can request that financial guarantees be reduced or returned. Requests should be made through the Building Division. A 2 year warranty period is required for all woodland replacement trees and landscaping. Financial guarantees will be required.

Inspection of protective fencing occurs throughout construction of the site or overall development.

SECTION 1 WOODLANDS PROTECTION

OVERVIEW

HOW IS A TREE DESIGNATED AS A HISTORIC/SPECIMEN TREE?

A tree may be designated as a Historic/Specimen Tree by the Planning Commission. It is unlawful to remove, damage or destroy a Historic/Specimen Tree without first obtaining a Woodland Use Permit from the City. An individual wishing to nominate a tree as a Historic/Specimen Tree should contact the Community Development Department at 248-347-0475. If the nomination is made by someone other than the owner of the property, the Community Development Department shall notify the owner of the property at least fifteen days prior to the Planning Commission meeting where the nomination will be considered. Notification shall include the time, date and location of the meeting and inform the owner of the ramifications of such a designation. If the owner declines the designation, the Planning Commission shall refuse to designate the tree. If no objection is raised, a tree may be designated by the Planning Commission as "Historic" per the criteria outline in Chapter 37 of the City Code.

SECTION 2 WETLANDS AND WATERCOURSE PROTECTION

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's wetland review process. Potential applicants should contact the Community Development Department to arrange a meeting to discuss questions and concerns related to the Wetland Ordinance and/or Wetland Permits. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a wetland review or permit.

WHEN IS A WETLAND USE PERMIT REQUIRED?

Any activity which results in a temporary or permanent disturbance of a wetland determined to be regulated by the City or the 25 foot natural features setback buffer is required to obtain a Wetland Use Permit. The approximate location of regulated wetlands is identified on the City's Regulated Wetlands and Watercourse Map. An applicant should refer to Chapter 12, Article V of the Code of Ordinances for specific requirements.

WHAT TYPES OF WETLAND USE PERMITS ARE ISSUED BY THE CITY?

There are three different types of Wetland Use permits.

- A Residential Minor Use Permit is granted by the Community Development Department for activity on property used for a single-family residence.
- A Nonresidential Minor Use Permit is granted by the Community Development Department when one of the following activities are proposed:
 - Minor fills of 300 cubic yards or less and not exceeding 10,000 square feet;
 - The installation of a single water outfall; or
 - Watercourse crossings by utilities, pipelines, cables and sewer lines.
- A Non-Minor Use Permit is generally granted by the Planning Commission for any activities other than those outlined above.

When an activity results in the impairment or destruction of any wetland area 2 acres or greater, an essential wetland area 0.25 acres or greater or a wetland area contiguous to a lake, pond, river or stream, mitigation is required. Refer to Section 12-176 of the City Code for additional information on wetland mitigation.

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL WETLAND USE PERMIT REVIEW PROCESS FOR PROJECTS REQUIRING SITE PLAN APPROVAL?

- A completed [Application for Site Plan and Land Use Approval](#) (found in [Attachment A](#) and at cityofnovi.org) listing the exact acreage of wetlands on site

SECTION 2 WETLANDS AND WATERCOURSE PROTECTION

INTRODUCTION

- Ten sets of signed and sealed size 24" x 36" folded plans included as part of the Preliminary Site Plan submittal package including a topographic map delineating the wetlands and natural features buffer and identifying any proposed impacts and mitigation. Refer to Section 12-176 of the City Code for mitigation plan requirements.

The boundary lines of any watercourses or wetlands on property should be clearly flagged or staked and such flagging or staking shall remain in place throughout the conduct of permit activity.

- A check payable to the City of Novi for review fees. (Fees will be calculated as part of the Preliminary Site Plan review submittal. An invoice will be forwarded to the applicant by City staff.)

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL WETLAND USE PERMIT REVIEW PROCESS FOR PROJECTS NOT REQUIRING SITE PLAN APPROVAL?

- A completed [Wetlands Affidavit](#) (found in [Attachment A](#) and at cityofnovi.org)
- A plot plan showing the following:
 - The legal property description
 - Zoning classification and zoning classifications of adjacent parcels
 - Existing structures
 - Existing watercourse and wetland areas
 - Location and nature of any existing easements
 - Size and location of all elements of the proposed activity
 - Field survey of existing wetland boundaries and watercourse locations
 - Any MDEQ permit applications or issued permits, if applicable
 - Topographic maps (See Section 12-172 of the City Code)

The boundary lines of any watercourses or wetlands on property should be clearly flagged or staked and such flagging or staking shall remain in place throughout the conduct of permit activity.

- A check payable to the City of Novi for review fees (Fees will be calculated as part of the Preliminary Site Plan review submittal. An invoice will be forwarded to the applicant by City staff.)

SECTION 2 WETLANDS AND WATERCOURSE PROTECTION

OVERVIEW

WHAT ARE THE STEPS IN THE WETLAND USE PERMIT REVIEW AND APPROVAL PROCESS FOR PROJECTS REQUIRING SITE PLAN APPROVAL?

STEP 1: An applicant may request a Wetlands Evaluation Meeting with the City's Environmental Consultant at the Novi Civic Center or on site to discuss wetlands issues and/or walk the site. An applicant should contact the Community Development Department at 248-347-0475 to arrange a meeting. Applicable fees will be charged and must be paid prior to the meeting.

STEP 2: Formal site plan/Wetland Use Permit request is submitted by the applicant and reviewed by the Community Development Department staff and the City's Environmental Consultants and comments are forwarded to the applicant via email. A list of items that should be included as part of the plan set when a site contains regulated wetlands is included previously in this section. The City's Environmental Consultant will determine if a Wetland Use Permit is required and the type of permit required at the time of Preliminary Site Plan review.

STEP 3: If a Non-Minor Use Permit is required, a public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the property at least five days prior to the public hearing date.

STEP 4: If a Non-Minor Use Permit is required, the Planning Commission will hold the public hearing and take one of the following actions on the Preliminary Site Plan and Wetland Use Permit:

- Approve the Preliminary Site Plan and Wetland Use Permit
- Deny the Preliminary Site Plan and Wetland Use Permit
- Table the Preliminary Site Plan and Wetland Use Permit
- Recommend approval of the Preliminary Site Plan and Wetland Use Permit to City Council, if applicable
- Recommend denial of the Preliminary Site Plan and Wetland Use Permit to City Council, if applicable

The applicant or applicant's representative must attend the meeting in which their permit is scheduled for consideration. Failure to appear will cause the Planning Commission to postpone consideration of the permit.

STEP 5: City Council consideration and approval of the Preliminary Site Plan and Wetlands Permit is required in certain Zoning Districts. Refer to the Zoning Ordinance for specific regulations. Most Preliminary Site Plans and Wetland Use Permits can be approved by the Planning Commission.

Wetland Use Permits associated with a site plan will expire at the time of the site plan expiration.

SECTION 2 WETLANDS AND WATERCOURSE PROTECTION

OVERVIEW

An applicant may appeal the determination made by the City's Environmental Consultant to the Planning Commission. A request for appeal must be filed within ten calendar days of the receipt of the letter noting the determination.

STEP 6: Provided an applicant receives the approval of the Planning Commission (or City Council, if applicable), an applicant proceeds with the Final Site Plan and Stamping Set submittal process outlined in [Chapter 1](#). The amount of fees and financial guarantees that may be required are determined at the time of Final Site Plan review. Preservation easement documents also need to be submitted to the City with the Final Site Plan review submittal package.

The boundaries of platted lots within a subdivision and of building sites within a site condominium may not extend into a wetland or watercourse.

STEP 7: Once the Stamping Sets have been approved by all reviewing parties and all required wetlands fees and financial guarantees have been paid, the City's Environmental Consultant will inspect the protective fencing and the Wetland Permit will be issued. A pre-construction meeting may be held. Refer to Chapter 6 for additional details on required pre-construction meetings and the construction process.

Additional inspections may be required during construction.

STEP 8: Once construction activities have ceased on the site and/or the developer applies for a Temporary Certificate of Occupancy, a final wetlands inspection can be scheduled. The City's Environmental Consultant will inspect the site and the condition of wetlands, watercourses and mitigation. Any items yet to be completed will be written in a Wetlands Final Inspection Letter that will be sent to the Building Division with copies sent to the individual that requested the inspection.

STEP 9: Once all items on the Wetlands Final Inspection Letter have been completed, the applicant can enter the monitoring period where periodic inspections and reports will take place. The applicant is responsible for submitting a Wetland Monitoring Report to the Community Development Department by December 1 of each year. Upon final acceptance of the established wetland, an applicant can request that financial guarantees be reduced or returned. Requests should be made through the Building Division.

WHAT ARE THE STEPS IN THE WETLAND USE PERMIT REVIEW AND APPROVAL PROCESS FOR PROJECTS NOT REQUIRING SITE PLAN APPROVAL?

STEP 1: An applicant may request a Wetlands Evaluation Meeting with the City's Environmental Consultant at the Novi Civic Center or on site to discuss wetlands issues and/or walk the site. An applicant should contact the Community Development Department at 248-347-0475 to arrange a meeting. Applicable fees will be charged and must be paid prior to the meeting.

SECTION 2 WETLANDS AND WATERCOURSE PROTECTION

OVERVIEW

STEP 2: A formal Wetland Use Permit request is submitted by the applicant and reviewed by the Community Development Department staff and the City's Environmental Consultants and comments are forwarded to the applicant via email. A list of items that should be included as part of the submittal are included previously in this section. The amount of fees and financial guarantees that may be required are determined at the time of review.

STEP 3: If a Non-Minor Use Permit is required, a public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the property at least five days prior to the public hearing date.

STEP 4: If a Non-Minor Use Permit is required, the Planning Commission will hold the public hearing and take one of the following actions on the Wetland Use Permit:

- Approve the Wetland Use Permit
- Deny the Wetland Use Permit
- Table the Wetland Use Permit
- Recommend approval of the Wetland Use Permit to City Council, if applicable
- Recommend denial of the Wetland Use Permit to City Council, if applicable

STEP 5: City Council consideration and approval of the Wetland Use Permit is required in certain Zoning Districts. Refer to the Zoning Ordinance for specific regulations. Most Wetland Use Permits can be approved by the Planning Commission.

Wetland Use Permits not associated with a site plan will generally expire after 12 months.

An applicant may appeal the determination made by the City's Environmental Consultant to the Planning Commission. A request for appeal must be filed within ten calendar days.

STEP 6: Once the Stamping Sets have been approved by all reviewing parties and all required wetlands fees and financial guarantees have been paid, the City's Environmental Consultant will inspect the protective fencing and the Wetland Permit will be issued. A pre-construction meeting may be held. Refer to Chapter 6 for additional details on required pre-construction meetings and the construction process.

Additional inspections may be required during construction.

STEP 7: Once construction activities have ceased on the site and/or the developer applies for a Temporary Certificate of Occupancy, a final wetlands inspection can be scheduled. The City's Environmental Consultant will inspect the site and the condition of wetlands, watercourses and mitigation. Any items yet to be completed will be written in a Wetlands Final Inspection Letter that will be sent to the Building Division with copies sent to the individual that requested the inspection.

SECTION 2 WETLANDS AND WATERCOURSE PROTECTION

OVERVIEW

STEP 8: Once all items on the Wetlands Final Inspection Letter have been completed, the applicant can enter the monitoring period where periodic inspections and reports will take place. The applicant is responsible for submitting a Wetland Monitoring Report to the Community Development Department by December 1 of each year. Upon final acceptance of the established wetland, an applicant can request that financial guarantees be reduced or returned. Requests should be made through the Building Division.

WHAT IS A WETLAND BOUNDARY DETERMINATION?

An applicant may request a Wetland Boundary Determination to confirm the boundaries and status of potential wetlands on a property. The City's Environmental Consultant will evaluate the site and the application materials and make a determination that will be forwarded to the applicant. If the wetland is

An applicant may appeal the determination made by the City's Environmental Consultant to the Planning Commission. A request for appeal must be filed within ten calendar days of the receipt of the letter noting the determination.

regulated by the City and/or State, a Wetland Use Permit would be required for any of the activities highlighted earlier in this section.

An applicant shall submit the following materials to begin the Wetland Boundary Determination process:

- A completed **Wetland Boundary Determination Application** (found in [Attachment A](#) and at cityofnovi.org):
- A plot plan showing the following:
 - The legal property description
 - Existing watercourse and wetland areas
 - Field survey of existing wetland boundaries and watercourse locations; and

The boundary lines of any watercourses or wetlands on property should be clearly flagged or staked .

- A check payable to the City of Novi for review fees. (Fees will be calculated at the time of submittal. An invoice will be forwarded to the applicant by City staff.)



CHAPTER 5

ADDITIONAL STUDIES



cityofnovi.org

SECTION 1 TRAFFIC IMPACT STUDIES

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's requirements for traffic impact studies. Potential applicants should contact the Community Development Department to arrange a meeting to discuss questions and concerns related to Traffic Impact Studies. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a rezoning or site plan approval.

WHAT IS THE PURPOSE OF PROVIDING A TRAFFIC IMPACT STUDY?

The City of Novi recognizes the direct correlation between land use decisions and traffic operations. The intent of a Traffic Impact Study (including a Traffic Impact Statement, a Traffic Impact Assessment and a Rezoning Traffic Impact Study) is to provide for accurate evaluation of expected impacts of proposed projects to assist in decision-making. This section is further intended to help achieve the following objectives:

- To help ensure safe and reasonable traffic operating conditions on streets and intersections after development of the proposed use;
- To reduce negative traffic impacts created by individual developments;
- In the case of a rezoning, to evaluate if the rezoning is timely and (if it is inconsistent with the Master Plan for Land Use) if the rezoning would be a logical alternative from a traffic perspective;
- To realize a comprehensive approach to the overall impacts of various developments along a corridor or within a community rather than a piecemeal approach;
- To provide direction to community decision makers, road agencies and developers regarding the expected impacts of a project;
- To alert the community, transportation agencies and developers of improvements or modifications needed to the roadway, access or site design; and
- To protect the substantial public investment in the existing street system.

HOW ARE TERMS ASSOCIATED WITH A TRAFFIC IMPACT STUDY DEFINED?

The following terms used in this section shall be defined as follows:

- Average Day: A Tuesday, Wednesday or Thursday during a non-holiday week for most uses. The average day may be a Saturday for uses that have higher or similar peak-hour traffic volumes on a Saturday rather than mid-week.
- Development: A site plan, subdivision tentative preliminary plat, condominium project, mobile home park, redevelopment, reuse or expansion of a use or building.

SECTION 1 TRAFFIC IMPACT STUDIES

INTRODUCTION

- Level of Service: A qualitative measure describing operational conditions within a traffic stream, generally described in terms of such factors as speed, travel time, delay, freedom to maneuver, traffic interruptions, comfort, convenience and safety.
- Master Plan: The Master Plan for Land Use adopted by the City of Novi Planning Commission which illustrates the intended future land use pattern and may also describe roadway functional classifications and intended improvements to the transportation system (i.e., Comprehensive Plan, Future Land Use Plan, Thoroughfare Plan, etc.)
- Peak Hour: A one-hour period representing the highest hourly volume of traffic flow on the adjacent street system during the morning (a.m. peak hour) and the afternoon or evening (p.m. peak hour) or representing the hour of highest volume of traffic entering or exiting a site (peak hour of generator).
- Study Area: The geographic area containing those critical arterial intersections (and connecting roadway segments) which are expected to be affected by the site traffic generated by a development, as determined by the City's traffic consultant.
- Traffic Impact Study: The analysis of the potential traffic impacts generated by a proposed project. The type of study and level of analysis will vary depending on the type and size of the project.
- Trip: A single or one-direction vehicle movement with either the origin or the destination (exiting or entering) inside a study site. Entering or exiting the site is therefore two trips within the same peak hour.

Prior to submittal of any type of Traffic Impact Study, the applicant shall contact the City's traffic consultant to establish the framework and scope of the study. For developments that are either located on or will impact State or County roads, the study requirements should be discussed and coordinated with the Road Commission for Oakland County (RCOC), the Wayne County Road Commission (WCRC) and/or the Michigan Department of Transportation (MDOT), as appropriate.

WHAT ARE THE TYPES OF TRAFFIC IMPACT STUDIES AND WHEN IS A TRAFFIC IMPACT STUDY REQUIRED?

A Traffic Impact Study shall be submitted by a petitioner for a rezoning, Preliminary Site Plan, area plan, concept plan or subdivision plan under any of the situations listed below.

TRAFFIC IMPACT STATEMENT (TIS): Full scale Traffic Impact Statements are required for all projects expected to generate over 100 or more directional trips during the peak hour of the traffic generator or the peak hour of adjacent streets or over 750 trips in an average day. See Table 1 on the following page for examples of land uses and expected trips generated.

SECTION 1 TRAFFIC IMPACT STUDIES

INTRODUCTION

Table 1—Examples of Land Use Size Thresholds/Based on Trip Generation Characteristics (1) (2)

Land Use	100 Peak-Hour, Peak-Direction Trips	750 Daily (One-Directional) Trips
Residential Land Uses		
Single Family Homes	155 units	70 units
Apartments	250 units	105 units
Condominiums/Townhouses	305 units	120 units
Mobile Home Park	280 units	135 units
Commercial and Industrial Uses		
Shopping Center/Retail (GLA) (3)	17,260 sq. ft. (weekday) 10,040 sq. ft. (Saturday)	3,370 sq. ft. (weekday)
Fast Food Restaurant with drive-through (GFA) (3)	3,970 sq. ft. (am) (4) 5,680 sq. ft. (pm) (4)	1,510 sq. ft.
Convenience Store with gas sales (GFA) (3) (5)	2,060 sq. ft. or 10 nozzles	890 sq. ft. or 5 nozzles
Banks with drive-through (GFA) (3)	7,500 sq. ft.	5,060 sq. ft.
Hotel/Motel	280/330 rooms	90/130 rooms
General Office (GFA) (3)	37,200 sq. ft. (5)	47,340 sq. ft.
Medical/Dental Office (GFA) (3)	41,190 sq. ft.	23,600 sq. ft.
Research and Development (GFA) (3)	88,680 sq. ft. or 7.1 acres	92,480 sq. ft. or 9.4 acres
Light Industrial (GFA) (3)	145,690 sq. ft. or 14.8 acres	114,050 sq. ft. or 14.5 acres
Manufacturing (GFA) (3)	190,030 sq. ft.	196,340 sq. ft.
Church (GFA) (3)	17,000 sq. ft. (6)	20,480 sq. ft. (6)
Day Care Center	220 students	170 students

Notes:

1. Rates/equations used to calculate the above thresholds are the Trip Generation 8th Edition, 2008, by the Institute of Transportation Engineers.
2. For example, a full Traffic Impact Study should be completed if thresholds are met or exceeded. The City has the discretion to determine which column, day, and peak hour to apply, based on a case-by-case evaluation.
3. GLA = Gross Leasable Area and GFA = Gross Floor Area.
4. Using a.m. peak hour rates/equations would produce a lower threshold; however, adjacent roadway volumes are usually higher during the p.m. peak hour.
5. Based on higher of "Gas Station with Market" and "Convenience Market with Pumps" forecast.
6. Based on Sunday data.

For further trip generation characteristics of the above land uses or of other uses not illustrated above, refer to the latest edition of the Trip Generation by ITE. Values listed in this table have been rounded to the nearest 5 dwelling units or 10 sq. ft.



SECTION 1 TRAFFIC IMPACT STUDIES

INTRODUCTION AND OVERVIEW

TRAFFIC IMPACT ASSESSMENT (TIA): Traffic Impact Assessments are abbreviated versions of a Traffic Impact Statement and are required for all projects expected to generate over 75-100 directional trips during the peak hour of the traffic generator or the peak hour of adjacent streets. See [Table 1](#) on the previous page for examples of land uses and expected trips generated.

Traffic Impact Statements and Assessments are required for new phases to existing projects meeting the above thresholds and for substantial changes to projects with a Traffic Impact Statement or Assessment greater than two years old and where roadway conditions have changed more than two percent annually.

REZONING TRAFFIC IMPACT STUDY (RTIS): Rezoning Traffic Impact Studies are abbreviated versions of a Traffic Impact Statement and are required in the following instances:

- Any proposed zoning change from residential to non-residential;
- Any proposed zoning change to a residential category two or more categories higher than the current residential designation (e.g., R-1 to R-3); or
- Any other proposed zoning change that would likely increase trips generated per day by 1,000 or more over one or more principal permitted uses in the current zoning district.

WHAT SHOULD BE INCLUDED IN A TRAFFIC IMPACT STATEMENT (TIS)?

The following information should be included as part of Traffic Impact Statement:

- **Background Information:** The applicant should provide illustrations and a narrative describing the site, surroundings, study area and adjacent roadway system (functional classifications, lanes, speed limits, etc.). The description should include surrounding land uses, expected development in the vicinity which could influence future traffic conditions, special site features and a description of any committed roadway improvements. The narrative should define and justify the study area selected for analysis.
- **Description of the Requested Use:** The applicant should provide a description of factors such as the number and types of dwelling units, the gross and leasable floor area and the number of employees and shift change factors. Intended phasing or future expansion should also be noted.
- **Description of Existing Traffic Conditions:** The applicant should provide the following:
 - **Traffic Counts:** Existing conditions including existing peak-hour traffic volumes (and daily volumes) on streets adjacent to the site should be provided. Existing counts and levels of service for intersections in the vicinity which are expected to be impacted, as identified by City staff and consultants at a Pre-Application meeting or through previous discussions should also be provided. Traffic counts shall be taken on a Tuesday, Wednesday or Thursday of non-holiday weeks. Additional counts (e.g., on Saturday for a proposed commercial development) may also be required in some cases.

SECTION 1 TRAFFIC IMPACT STUDIES

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The individual or firm preparing the Traffic Impact Statement shall obtain the traffic counts during average or higher than average volume conditions (i.e. regarding weather or seasonal variations and in consideration of any construction or special events) for the area under study.

Traffic count data shall not be over two years old, except the City may permit counts up to three years old to be increased by a factor supported by documentation or a finding that traffic has increased at a rate less than two percent annually in the past three to five years.

- **Roadway Characteristics and Existing Conditions:** The applicant should describe and illustrate roadway characteristics as appropriate. Features to be addressed include lane configurations, geometrics, signal timing, traffic control devices, posted speed limits and any sight distance limitations. Existing levels of service shall be calculated for intersections included within the study area. Existing driveways and potential turning movement conflicts in the vicinity of the site shall be illustrated and described. The existing and proposed right-of-way shall be identified.
- **Background Traffic Growth:** The applicant should note that for any project requiring a Traffic Impact Statement with a completion date beyond one year of the time the Traffic Impact Statement was prepared, the analysis shall also include a scenario analyzing forecast traffic and levels of service at the expected date of completion along the adjacent street network using historic annual percentage increases and/or future development in the area which has been approved.
- **Trip Generation:** The applicant should provide forecasted trip generation of the proposed use for the a.m. (if applicable) and p.m. peak hours and an average 24-hour day. A table should be provided showing the use, ITE code number, trip rate and trips in and out. The forecasts shall be based on the data and procedures outlined in the most recent edition of Trip Generation published by the Institute of Transportation Engineering (ITE). The applicant may use other commonly accepted sources of data or supplement the standard data with data from at least two similar projects in Michigan. Any trip reduction for pass-by trips, transit, ride-sharing, other modes, internal capture rates, etc. shall be based on ITE findings and documented survey results acceptable to the City. The community may elect to reduce the trip reduction rates used. For projects intended to be developed in phases, trip generation by phase shall be described.
- **Trip Distribution:** The applicant should ensure that the project traffic generated is distributed (inbound v. outbound, left turn v. right turn) onto the existing street network to project turning movements at site access points and at nearby intersections. Projected turning movements shall be illustrated in the report. A description by the applicant of standard engineering procedures for determining the distribution should also be attached (trip distribution model, market studies, counts at existing driveways, etc.)

SECTION 1 TRAFFIC IMPACT STUDIES

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- **Impact Analysis:** The applicant should provide as part of the Traffic Impact Statement level of service or "capacity" analysis at the proposed access points using the procedures outlined in the most recent edition of the Highway Capacity Manual published by the Transportation Research Board. Before and after capacity analyses shall also be performed at the closest signalized intersection and for all street intersections where the expected traffic generated at the site will comprise at least five percent of the existing intersection volume and/or for roadway sections and intersections experiencing congestion, as determined by City staff and consultants.
- **Access Design/Access Management Standards:** The Traffic Impact Statement shall include a map (or reduced copy of the site plan at size 11"x17") and description of the location and design of proposed access (driveway or new street intersections) including any sight distance limitations, dimensions from adjacent driveways and intersections within 200 feet on either side of the main roadway, data to demonstrate the number of driveways proposed is the fewest necessary and support that the access points will provide safe and efficient traffic operation and be in accordance with the standards of the City and the applicable road agency.
- **Other Study Items:** The Traffic Impact Statement shall include the following:
 - The need for (or provision of) any additional right-of-way where planned or desired by the City or applicable road agency;
 - Changes which should be considered to the site plan layout (or plat);
 - Description of any needed non-motorized facilities;
 - The adequacy of the queuing/stacking area if the use involves a drive-through facility;
 - The relationship of anticipated traffic to traffic signal warrants in the Michigan Manual of Uniform Traffic Control Devices if a traffic signal is being requested (Analysis should also be provided on the impacts to traffic progression along the roadway through coordinated timing, etc.); and
 - Description of the site circulation and available sight distances at site driveways.

If a median crossover is desired, separate analysis should be provided.

- **Mitigation/Alternatives:** The applicant should outline mitigation measures as part of the Traffic Impact Statement and demonstrate any changes to the level of service achieved by these measures. Any alternatives or suggested phasing of improvements should be described. The mitigation measures may include items such as roadway widening, need for the bypass lanes or deceleration tapers/lanes, changes to signalization, use of access management techniques or a reduction in the proposed intensity of use. The responsibility and timing of roadway improvements shall be described. A traffic signing and striping plan must accompany the Final Site Plan.

Proposed mitigation measures should be discussed with the applicable road agency.

SECTION 1 TRAFFIC IMPACT STUDIES

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WHAT SHOULD BE INCLUDED IN A TRAFFIC IMPACT ASSESSMENT (TIA)?

A Traffic Impact Assessment is an abbreviated version of a Traffic Impact Statement. The following information as described in the requirements for a Traffic Impact Statement should be included as part of Traffic Impact Assessment:

- Background Information;
- Description of the Requested Use;
- Description of Existing Traffic Conditions;
- Background Traffic Growth;
- Trip Generation;
- Trip Distribution;
- Access Design/Access Management Standards; and
- Other Study Items.

WHAT SHOULD BE INCLUDED IN A REZONING TRAFFIC IMPACT STUDY (RTIS)?

A Rezoning Traffic Impact Study is an abbreviated version of a Traffic Impact Statement. The following information as described in the requirements for a Traffic Impact Statement should be included as part of Rezoning Traffic Impact Study:

- Background Information;
- Description of the Requested Use; and
- Trip Generation.

In addition, a Rezoning Traffic Impact Study shall include available traffic counts (peak hour and daily) within one mile of the subject property. Also, the trip generation section shall compare trip generation of typical uses permitted under the requested zoning district with those in the existing zoning district.

WHAT ARE THE QUALIFICATIONS FOR PREPARERS AND REVIEWERS OF TRAFFIC IMPACT STUDIES?

The Traffic Impact Study shall include a résumé of the preparer(s) responsible for the report. The Traffic Impact Study should also be signed by the preparer(s) with full recognition of potential liability for the results and recommendations outlined in the report.

Preparer: The preparation of a thorough Traffic Impact Study requires extensive background and experience in traffic-related analyses. The person(s) responsible for the preparation of the study shall meet the following requirements:

SECTION 1 TRAFFIC IMPACT STUDIES

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- Three or more years of recent experience in the preparation of Traffic Impact Studies;
- The development of Traffic Impact Studies (and similar intersection and/or corridor analyses) must comprise a major component of the preparer's recent professional experience;
- Specific education, training and/or professional course work in traffic impact analysis;
- The study preparer(s) shall be an associate (or higher) member of one or more professional transportation-related organizations (i.e., The Institute of Transportation Engineers (ITE) or the Transportation Research Board (TRB)); and
- The study preparer(s) must be a registered professional engineer (PE), a community planner with AICP or PCP certification or have a professional traffic operations engineer (PTOE) certification.

Any Traffic Impact Study involving roadway or traffic signal design work shall be prepared by or under the supervision of a registered professional engineer (PE) with specific training in traffic engineering.

Reviewer: Review of the Traffic Impact Study is important to ensure that the analysis and recommendations are based on accepted practices. The Traffic Impact Study shall be reviewed by a trained traffic engineer or transportation planner. The qualifications of the reviewer should parallel those of the preparers as outlined above and on the previous page.

CAN THE REQUIREMENT FOR A TRAFFIC IMPACT STUDY BE WAIVED?

An applicant may request a waiver of a Traffic Impact Study from the Planning Commission. In order to request a waiver, the applicant should submit a written statement requesting the waiver and documenting the reasons for the requested waiver. Waiver requests would be considered by the Planning Commission at the time of Preliminary Site Plan review, after review and recommendation by City staff and consultants. Factors to be considered include:

- The existing level of service along the roadway is not expected to drop below LOS "C" due to the proposed development;
- The existing level of service is not expected to be significantly impacted by the proposed development due to specific conditions at this location; and/or
- A similar Traffic Impact Study was previously prepared for the site and is considered applicable by City staff and consultants..

SECTION 2 COMMUNITY IMPACT STATEMENT

INTRODUCTION AND OVERVIEW

This document is intended to provide a general overview of the City of Novi's Community Impact Statement requirements. Potential applicants should contact the Community Development Department to arrange a meeting to discuss questions and concerns. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a rezoning or site plan approval.

WHAT IS THE PURPOSE OF PROVIDING A COMMUNITY IMPACT STATEMENT (CIS)?

A Community Impact Statement provides the Planning Commission and/or City Council with information to aid in the planning and implementation of infrastructure needs for the City. It may also be used to evaluate the potential impact(s) of special land uses.

WHEN IS A COMMUNITY IMPACT STATEMENT REQUIRED?

A Community Impact Statement is required for all non-residential projects over 30 acres in size for a principal permitted use or ten acres in size for a special land use and all residential projects with more than 150 units. In the case of a mixed-use development, staff shall determine whether a Community Impact Statement is required.

WHAT SHOULD BE INCLUDED IN A COMMUNITY IMPACT STATEMENT?

A Community Impact Statement should address all of the following information:

- Expected annual number of police responses for the proposed development (can be based on statistics from similar developments);
- Expected annual number of fire responses for the proposed development (can be based on statistics from similar developments);
- Anticipated number of employees (include both permanent and construction jobs on site);
- Statement regarding compliance with City Performance Standards (Section 2519 of the Zoning Ordinance);
- Estimated number of sewer and water taps and information on peak hour demand and min/max operating pressures for water system;
- Relationship of the proposed development with surrounding uses;
- Description of proposed land use;
- Description of the environmental factors and impacts addressing the following:
 - Natural features on the site (e.g., unusual topography, habitat areas, wetlands, woodlands, historic trees, etc.);
 - Temporary and permanent impacts to natural features on the site;

SECTION 2 COMMUNITY IMPACT STATEMENT

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- Manufacture, use or storage of any hazardous or toxic materials on the site including Environmental Protection Agency requirements and the need for a Pollution Incidence Prevention Plan (PIPP);
- Location, type, depth and contents of any existing or proposed underground storage tanks;
- Environmental use and/or contamination history of the site (i.e., groundwater contamination, landfill, chemical spills, etc.); and
- Potential impacts to existing wildlife on site; and
- Description of the social impacts addressing the following:
 - Replacement or relocation of any existing uses or occupants on the site;
 - Traffic impacts (information can come from any required Traffic Impact Study or statistics from other similar developments when a study is not required);
 - Proposed site amenities (i.e., sidewalks, public parks, bicycle paths, etc.); and
 - Increases in the permanent population of the City as a result of the proposed development (specific number should be identified and statistics from similar developments can be used).

CAN THE REQUIREMENT FOR A COMMUNITY IMPACT STATEMENT BE WAIVED?

In the case of low impact developments (e.g., small parking lot expansion on an existing fifteen acre site), an applicant may request a waiver of a Community Impact Statement from City staff. A waiver will be discussed at the Pre-Application meeting.



CHAPTER 6

OVERVIEW OF CONSTRUCTION PROCESS AND REQUIRED PERMITS



cityofnovi.org

SECTION 1 PRE-CONSTRUCTION PROCESS

INTRODUCTION AND OVERVIEW

This document is intended to provide a general overview of the City of Novi's pre-construction process. Potential applicants should contact the Community Development Department to discuss questions and concerns related to the pre-construction process. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code.

WHAT IS REQUIRED BEFORE CONSTRUCTION CAN BEGIN?

Once all approvals from the Planning Division of the Community Development Department are secured in accordance with the process generally outlined in [Chapter 1](#) of this document, the pre-construction process can begin. Applicants can initiate the pre-construction process following the issuance of Final Site Plan approval letters by contacting the Community Development Department at 248-347-0415. Construction of site improvements (i.e., utilities, roads, etc.) can begin once the following is complete:

- A project has received Stamping Set approval from the Planning Division;
- The applicant and City staff have reviewed, completed and provided all applicable documentation and financial guarantees noted in the [Pre-Construction Checklist](#), a copy of which is provided in [Attachment A](#); and

The [Pre-Construction Checklist](#) will be completed by City staff. An applicant will be notified of the items to be submitted and any required financial guarantees once the pre-construction process is initiated by contacting the Community Development Department.

- A pre-construction meeting has been held.

WHEN IS A PROJECT ELIGIBLE FOR BUILDING PERMIT REVIEW?

Applicants generally submit Building Permit review applications following the issuance of Final Site Plan approval letters from the Planning Division. An applicant may apply for Building Permits after approval of the Preliminary Site Plan. Applicants should be aware that any changes required during the Final Site Plan Planning Division review could require changes to the Building Permit review plans.

Chapter 26.5 of the City of Novi Code of Ordinances generally requires all projects be completed within two years of the issuance of any starting permit. Please contact the Community Development Department at 248-347-0415 for additional information on starting permits. An applicant should review and be aware of the requirements of Chapter 26.5 before starting construction.

SECTION 2 SOIL EROSION AND SEDIMENTATION CONTROL

INTRODUCTION AND OVERVIEW

This document is intended to provide a general overview of the City of Novi's soil erosion and sedimentation control provisions. Potential applicants should contact the Community Development Department to discuss questions and concerns related to soil erosion and sedimentation control. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code.

WHAT ARE THE STEPS INVOLVED IN OBTAINING A SOIL EROSION PERMIT?

STEP 1: A Soil Erosion Permit application (available at cityofnovi.org), one set of Soil Erosion Control Plans and the appropriate plan review fee are submitted to the Building Division of the Community Development Department by the applicant. The application and plans are reviewed by the City's Engineering Division within thirty days.

STEP 2: If revisions to the plans are required, the applicant will be advised of the revisions in writing and by way of marked up plans. A revised plan may be submitted electronically to the reviewing engineer who will approve the revisions. Additional review fees may apply. Five sets of finalized plans are required to be sent directly to the Engineering Division for final distribution.

STEP 3: Upon approval of the plans, a permit will be written and sent back to the Building Division along with four sets of stamped approved plans. One copy will be forwarded to the applicant. A letter of credit (based on the estimated total cost of all temporary and permanent soil erosion sedimentation control measures included in the approved plan) will be required where costs exceed \$1,000.

The owner of the property (or an authorized agent) must sign the permit and post any required financial guarantees before the permit is considered valid. A pre-construction meeting is required for all projects requiring site plan approval prior to any clearing, grubbing or earthwork activities. Refer to [Section 1](#) of this chapter for additional information on the pre-construction process.

STEP 4: After all necessary approvals are obtained (including initial inspections of the site perimeter protection measures such as silt fencing) and earthwork on the site commences, the City will conduct routine inspections to ensure that the site is in compliance with the Soil Erosion and Sedimentation Control Ordinance and the approved plan. Upon the City's direction, additional measures shall be constructed or maintenance work shall be performed to assure erosion and sedimentation control.

It is the responsibility of the applicant to ensure that all soil erosion and sedimentation control measures are installed and maintained throughout the duration of the project until all bare soils on the site are completely stabilized with permanent vegetation. A Soil Erosion Permit is valid for one year and it is the applicant's responsibility to renew the permit prior to expiration.

STEP 5: The City will inspect the project at the time of complete soil stabilization of the site or at the applicant's request for release of monies.

ATTACHMENT A

REVIEW FORMS

AND

APPLICATIONS



cityofnovi.org

ATTACHMENT A

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REQUEST FOR ESTIMATED FEES
 City of Novi Community Development Department
 45175 W. Ten Mile, Novi, MI 48375
 248-347-0475; 247-735-5633 fax
www.cityofnovi.org

- Site Plan Approval
- Revised Site Plan
- Special Land Use
- Rezoning
- PRO
- SDO

Project Name

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

Check all that apply

APPLICANT

Company		Primary Contact		Professional License Number, if applicable	
Street Address		Suite	City		State
Phone Number		Fax Number		E-mail address	

PROJECT INFORMATION

Property Address, if known		North or South of which road?		East or West of which road?	
Parcel Number(s) (Contact Assessing Dept. if unknown)		Section	Brief description of project (number of stories or units, etc.)		
Gross Site Acreage <small>Reviewed against Assessor's Records</small>		Woodland Acreage <small>If unknown, 2 acres will be used initially</small>	Wetland Acreage	<input type="checkbox"/> Minor <input type="checkbox"/> Non-Minor <input type="checkbox"/> Don't Know Level of Wetland Disturbance <small>If unknown, "Minor" will be used initially</small>	
# of units or lots	Building 1 sq. ft.	Building 2 sq. ft.	Building 3 sq. ft.	Current Zoning	Proposed Zoning
Space for additional information, if necessary					

FAÇADE TRAFFIC

Traffic Information:
 Are you required to submit a Traffic Study? Full Study Abbreviated No Not Sure
 Are you required to submit a Shared Parking Study? Yes No Not Sure

Façade Information:
 Level of Façade review New Review Review of Addition Affidavit for Identical Building

I do hereby attest that all statements submitted with this request are true and accurate to the best of my knowledge and I am the property owner or I am authorized to file this request and act on behalf of the property owner. I acknowledge that a request for this project's site plan fees is based on information I have provided, and that if changes are made to this information upon formal site plan submittal, these fees may change. Further, I understand that these fees are based on the fee schedule in effect on the date of this request.

 Signature of Applicant Date

 Printed Name of Applicant



**APPLICATION FOR SITE PLAN
AND LAND USE APPROVAL**
 City of Novi Community Development Department
 City of Novi Planning Division
 45175 W. Ten Mile, Novi, MI 48375
 248-347-0475; 248-735-5633 fax

- Site Plan Approval
- Special Land Use
- Rezoning
- PRO
- SDO
- Wetland Permit
- Woodland Permit

Project Name

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

Check all that apply

APPLICANT

Company	Primary Contact	Professional License Number, if applicable			
Street Address	Suite	City		State	Zip
Phone Number	Fax Number		E-mail address		

ARCHITECT

Architectural Firm	Primary Architect	Professional License Number, if applicable			
Street Address	Suite	City		State	Zip
Phone Number	Fax Number		E-mail address		

ENGINEER

Engineering Firm	Primary Engineer	Professional License Number, if applicable			
Street Address	Suite	City		State	Zip
Phone Number	Fax Number		E-mail address		

LANDSCAPE ARCHITECT

Landscape Architectural Firm	Primary Architect	Professional License Number, if applicable			
Street Address	Suite	City		State	Zip
Phone Number	Fax Number		E-mail address		

WETLAND

Wetland Consulting Firm	Primary Consultant	Professional License Number, if applicable			
Street Address	Suite	City		State	Zip
Phone Number	Fax Number		E-mail address		

WOODLAND

Woodland Consulting Firm		Primary Consultant		Professional License Number, if applicable	
Street Address		Suite	City		State Zip
Phone Number		Fax Number		E-mail address	

OWNER

Project Name		Legal Name of Ownership, with Primary Contact			
Street Address		Suite	City		State Zip
Phone Number		Fax Number		E-mail address	

PROJECT INFORMATION

Property Address, if known		North or South of which road?		East or West of which road?	
Parcel Number(s) (Contact Assessing Dept. if unknown)		Section	Brief description of project (number of stories or units, etc.)		
Current Zoning	Proposed Zoning	Gross Site Acreage <small>Size will be reviewed against Assessor's Records</small>		Woodland Acreage	Wetland Acreage
				<small>If unknown, 2 acres will be used initially</small>	
Number of units or lots	Building 1 sq. ft.	Building 2 sq. ft.	Building 3 sq. ft.	Number of Phases	
Space for additional information, if necessary					

WETLAND INFORMATION

Wetland Information: *Please review City Ordinance Chapter 12 Article V, Wetlands and Watercourse Protection*

Will any onsite or offsite wetlands be impacted by the project? Yes No Not Sure

Will any onsite or offsite wetland buffers be impacted by the project? Yes No Not Sure

Total acreage of wetland disturbance: _____ Acres Is an MDEQ Permit required? Yes No Not Sure

Are you proposing any wetland mitigation? Yes No Not Sure

Description of work, and amount of material to be added or removed from site, if known: _____

WOODLAND INFORMATION

Woodland Information: *Please review City Ordinance Chapter 37, Woodlands Protection*

Are there regulated woodlands or trees (36" dbh or greater) onsite? Yes No Not Sure

Are there regulated woodlands or trees (36" dbh or greater) on adjacent site(s)? Yes No Not Sure

If yes to either question above, describe trees and proposed impact: _____



PRELIMINARY SITE PLAN CHECKLIST
 City of Novi Community Development Department
 45175 W. Ten Mile, Novi, MI 48375
 248-347-0475; 248-735-5633 fax
www.cityofnovi.org

Project Name

ITEM	REQUIREMENT	Shown (a)	No - N/A (a)
1	Provide name, address and phone number of Applicant.		
2	Provide name, address, phone number and seal with signatures of Michigan-licensed architect, engineer, designer, landscape architect or planner who prepared the plan. Plan should be stamped "Preliminary" or titled Preliminary Site Plan.		
3	Include the north arrow, legend, graphic and written scale on all sheets.		
4	Provide land description, including sidwell number (metes and bounds for acreage parcel, lot number(s), liber and page for subdivisions) with gross land area in square feet or acres. In the case of a multiple dwelling site plan, the net area in square feet or acres of land area shall also be shown.		
5	Title block must contain the project name and section number wherein located on all sheets.		
6	Identify parcel identification number (sidwell number) and ownership and proposed parcel/lot lines. Check lot split requirements with City Assessor.		
7	Location map must be to scale, showing section numbers, site location, major roads and railroads.		
8	List existing zoning of site and adjacent property(ies).		
9	Provide existing topography (based on USGS datum with 2' contour intervals) extending a minimum of 100' beyond all side boundaries.		
10	Soil types and characteristics must be graphically shown and described on the site plan, using US Soil Conservation Service "Soil Survey of Oakland County Michigan 1980" or more detailed surveys as are available.		
11	Locations and boundaries of wetlands and wetland setbacks should be delineated, as defined in the Novi Wetlands and Watercourse Protection Ordinance, Chapter 12, Article V of Code of Ordinances, and in Article 24, Schedule of Regulations, Footnote V of the Zoning Ordinance. Any proposed filling, draining, cutting, dredging or other alteration proposed for wetlands and setbacks must be graphically depicted and quantified in a table on the site plan. The proposal must be in accordance with the Michigan Wetlands Protection Act and the Inland Lakes and Streams Act (Part 303 and Part 301 of the Natural Resources and Environmental Protection Act, Act 451 of 1994).		
12	Locations of all lakes, streams, rivers, creeks, brooks, ponds, detention basins and drainage ways, including intermittent streams and ponds with water elevation level indicated and watercourse setbacks as required in Article 24, Schedule of Regulations of the Zoning Ordinance. Boundaries of 100-year floodplain (flood hazard area) and floodways if located on the property or immediately adjacent to the property.		

13	Location of all regulated woodlands as are shown on the Regulated Woodlands Map, trees 36" dbh and greater and/or as are otherwise controlled under Chapter 37 of the Novi Code of Ordinances. Alternative plans that preserve the most amount of quality areas of woodlands, any proposed cutting, clearing or retention of any vegetation from the ground up, replacement of regulated trees 8" dbh and greater, proposed grading limits, proposed tree protection measures, if any, pursuant to Ordinance requirements.		
14	Plans shall be prepared using the Michigan State Plane Coordinate System with a minimum of two ties to established section corners or quarter section corners. All property line dimensions shall be shown using this system. Existing and proposed ROWs where abutting a public roadway must also be shown.		
15	Provide the general layout and dimension of proposed physical improvements, showing the following: Location of all existing and proposed buildings, proposed parking and parking layout, streets and drives, and indicate square footage of pavement area. Identify roads as public or private.		
16	General design concept of proposed building(s) appearance and proposed materials of construction for all sides of the building are required. These plans must be sealed by a registered Michigan architect.		
17	<p>Landscape Plans should show the following:</p> <p>All landscape quantity and area calculations required by the Ordinance and Landscape Design Manual.</p> <p>All proposed landscape plantings including landscape screening adjacent to residential, greenspace adjacent to buildings, delineated parking lot landscaping and landscape berm & street tree plantings.</p> <p>Plant list including all plant materials, sizes and container/height.</p> <p>Costs for plant materials, mulch, edging and lawn seed/sod.</p> <p>Existing and proposed utilities, walls, fencing and dumpster enclosures.</p> <p>Existing soils per USDA.</p> <p>Proposed grading with minimum 2' contour intervals.</p> <p>Storm basin plantings with 25' buffer.</p> <p>Any required 25' wetland buffers.</p> <p>Existing trees over 8" and woodland areas complete with proposed protection fence locations.</p> <p>Berms delineated with slope and cross sections.</p> <p>Loading zone screening, if any.</p> <p>Location and type of proposed site amenities.</p> <p>All landscape details and notes required by the Ordinance and Landscape Design Manual.</p> <p>25-foot clear view zone for corner clearance and any other special requirements per zoning district.</p>		
18	<p>Sufficient information to adequately demonstrate a feasible means of providing the following in compliance with applicable City Master Plans:</p> <p><u>Water Supply</u> If connected to City system, show existing water main(s) and generalized location and size of proposed systems, or location of existing or proposed well.</p> <p><u>Sanitary Waste Disposal</u> If connected to City system show existing sanitary sewer mains and generalized location and size of proposed system, or location of existing or proposed septic tank and field(s).</p>		

	<u>Stormwater Collection and Disposal/Sedimentation Control</u> Show existing storm sewers and generalized location of proposed storm sewer system and generalized overland flow routes. Show proposed detention/retention basins, as well as sedimentation control devices.		
19	If the site plan is for multiple dwellings, in addition to those items above, show: Distance between buildings.		
	Maximum lot coverage.		
	Total number of buildings and dwelling units by type (e.g., one bedroom, two bedroom, with appropriate square footage) for the project per building.		
	Building height.		
20	If phased construction is to be used, each phase must stand on its own regarding density, parking, etc.		
21	Pedestrian safety paths and pathways along internal and external roads, as required in the City of Novi's Master Plan, various sections of the Zoning Ordinance, Subdivision Ordinance (Appendix C of the Novi Code of Ordinances), Design and Construction Standards (Sections 11 and 12 of Chapter 11 of the Novi Code of Ordinances), the Non-Motorized Master Plan or by City policy.		
22	Community Impact Statement, if project is in excess of ten acres for non-residential developments or 200 units for residential developments. Such statement shall consider adjacent land uses, road capacity, environmental concerns and need necessity for proposed uses.		
23	Traffic Impact Study, if required, to permit analysis of the safety and efficiency of access to the site, the adequacy of driveways and internal road systems, and the impact of the project on the capacity of external roadways.		
24	Street and road names for all public rights-of-way or private roads in a project development. Such names, as well as project names, are to be reviewed by the City's Street Naming Committee for suitability.		
25	Number of employees on maximum shift for industrial establishments, warehouses and wholesale uses.		
26	Locations of all signage and all sign structures shall be depicted. Actual signage shall be reviewed prior to erection pursuant to the permit process contained in Chapter 28 of the Novi Code of Ordinances.		
27	Existing on-site and off-site driveways located within 100 feet of property boundaries if site fronts on local or collector road and within 200 feet of property boundaries if site fronts on a major thoroughfare.		
28	Delineate façade drawing content requirements Identify all materials, colors of materials, etc. Reference all materials to sample board. Identify percentages of each material.		
29	Proposed location of Construction Access Route and its connection from the site to the arterial street system of the City.		
30	Submit Hazardous Chemical Survey (Commercial and Industrial users only)		
31	Submit Non-Domestic Sewer Use Form (Commercial and Industrial users only)		



PROJECT AND STREET NAME REQUEST FORM
 City of Novi Community Development Department
 45175 W. Ten Mile, Novi, MI 48375
 248-347-0475; 248-735-5633 fax

Project Name (working title)	Site Plan Number, If known
------------------------------	----------------------------

APPLICANT	Company		Primary Contact	
	Phone Number	Fax Number	E-mail address	

PROJECT	Property Address, if known		North or South of which road?	East or West of which road?
	Parcel Number(s) (Contact Assessing Dept. if unknown)	Section	Post Office providing mail service to this location	

Please note that requests for certain project or street names may be denied in accordance with Chapter 31, Article IV of the Novi Code of Ordinances. In order to expedite the approval of your desired project and/or street names, avoid using any of the following words in your choices:

Water names (e.g., Brook, Creek, River, Lake)
Nature terms (e.g., Cove, Crest, Pebble, Rock)
Letters of the Alphabet

Tree Names (e.g., Forest, Maple, Oak, Pine, Timber, Wood)
Generic Descriptors (e.g., Village, Bridge, Summit, Park)
Presidents' names

Directionals (e.g. East Maple, Novi South Condos)
Meadowbrook or Novi, when used generically (e.g. Novi Business Park)

Have you previously submitted project or street names for this site plan? Yes No

If yes, what was the previously approved project name? _____

What street/project name(s) do you want replaced? _____

PROJECT NAME REQUESTS (in order of preference)

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

How many street names do you need? _____

STREET NAME REQUESTS (in order of preference)

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |

Please contact the Community Development Department at 248-347-0475 in advance of your submittal to check for similar names on the list of approved and reserved street and project name list.

Approved names will be reserved for a period of two years after Final Site Plan approval. After two years, the applicant must re-submit their names for approval by the Project and Street Naming Committee.

**Oakland County Drain Commissioner
Industrial Pretreatment Program
NONDOMESTIC USER SURVEY FORM**

Date _____

Section I.

1) _____
 Business Name _____
 Address-Number & Street _____
 City, State, Zip Code _____ Phone _____
 Nature of Business _____ SIC (if known) _____
 Name of Contact Person _____

2) What types of wastes do you discharge to the sanitary sewer?
 A) Sanitary Only B) Wash Water C) Rinse Water
 D) Cooling Water E) Process Water F) Scrubber Water
 G) Other (explain): _____

3) _____
 Name of Industrial Waste Hauler _____ License Number _____
 Last Pickup Date _____ Amount _____ Type of wastes _____

4) Do you use, store or discharge any materials listed in the Priority Pollutants and Critical Materials List?
 (See pages 5-11) A) Yes B) No

5) Does your operation result in residue or sludge-type waste?
 A) Yes B) No

6) _____
 Number of Employees _____ Number of Months of Operation per Year _____
 Number of Hours of Operation per Day _____ Days per week _____ Number of Shifts _____

7) Water Supply: A) Municipal B) Well
 Consumption used= _____ gallons per day

8) Does your facility have a Spill Prevention Control and Countermeasure Program (SPCC) 40CFR112 or a Pollution Incident Prevention Plan (PIPP) MDNR Rule #5?
 A) Yes B) No

9) Is any of the enclosed information confidential?
 A) Yes B) No
 If yes, explain: _____

10) If you answered ONLY A to question #2, sign and return this portion.
 If your answer to question #2 was OTHER THAN A, complete Sections II-VII and return to:
**Industrial Pretreatment Program, Oakland County Drain Commissioner
 1 Public Works Drive
 Waterford, MI 48328**

11) _____
 Signature of Responsible Official _____ Print/Type Name of Responsible Official _____

Section V. (cont'd)

- 2) Is secondary containment provided for bulk material(s)? Yes No Some
- 3) Is secondary containment provided for chemicals listed in table 1? Yes No Some
- 4) Has separate storage been provided for those chemicals which cause hazardous reactions? Yes No

Section VI. SAMPLING AND ANALYSIS

- 1) Are sampling points available for:
Process line? Yes No
Outfall? Yes No
- 2) Do you sample your process discharge: Yes No
- 3) Type of sample: Grab Composite
- 4) Is a sampling vault and/or manhole provided? Yes No
- 5) Typical sampling schedule: _____
- 6) What laboratory analysis can be run on site?

Section VII. MISCELLANEOUS

- 1) Describe safety precautions necessary for visitors:

- 2) Sign Section I.11 and return by mail to address listed on Page 1.

GLOSSARY NONDOMESTIC USER SURVEY FORM

PRETREATMENT:

The treatment of a wastewater contribution, at the point of origin, prior to release to a public sewer collection system.

PROCESS WATER:

Water that comes in contact with an end product or with materials incorporated in an end product.

SAMPLE, COMPOSITE:

A composite sample should contain a minimum of eight (8) discrete samples taken at equal time intervals over the compositing period or proportional to the flow rate over the compositing period (EPA).

SAMPLE, GRAB:

A sample which is taken from a waste stream on a one-time basis with no regard to the flow in the waste stream and without consideration to time (EPA)

SECONDARY CONTAINMENT:

If a tank or vessel storing a chemical ruptures, the secondary containment structure will prevent the loss of the chemical into the environment. Secondary containment should be provided with a volume of 150% of the storage vessel. All potentially polluting materials such as oil, acid, cyanide, etc. should be stored within a secondary containment structure, usually a concrete wall or earthen dike.

SPENT CHEMICALS:

Chemicals that have exhausted their usefulness.

STANDARD INDUSTRIAL CODE (SIC):

This is a way of identifying industrial types with a four-digit code. A manual with the codes is entitled STANDARD INDUSTRIAL CODES and is available in the reference section of most libraries.

NONDOMESTIC USER SURVEY FORM
Priority Pollutants and Critical Materials List

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
1	A	acids	colorless	acidic	1.0		
2	A	acenaphthene		alcohol			
3	A	acetone cyanohydrin	colorless				
4	A	2-acetylaminofluorene					
5	A	acrolein	colorless	pungent			
6	A	acrylic acid	colorless	acid			
7	A	acrylonitrile	colorless	ammonia			
8	A	allyl chloride	colorless	pungent			
9	A	2-aminoanthraquinone	red				
10	A	aminoazobenzene	yellow				
11	A	o-aminoazotoluene	golden				
12	A	4-aminobiphenyl					
13	A	3-amino-9-ethylcarbazole					
14	A	1-amino-2-methylathraquin					
15	A	aminotriazole (amitrole)					
16	A	aniline	colorless	burning			
17	A	aniline hydrochloride	colorless	burning			
18	A	o-anisidine	colorless				
19	A	o-anisidine hydrochloride					
20	A	benz(a)anthracene	green				
21	A	benzene	straw	solvent			
22	A	benzidine	red				
23	A	benzidine salts					
24	A	benzo(a)pyrene	yellow				
25	A	brucine					
26	A	carbon tetrachloride	colorless				
27	A	chlorinated benzenes					
27a	A	chlorobenzenes	colorless				
27b	A	1,2,4-trichlorobenzene					
27c	A	1,2-dichlorobenzene	colorless				
27d	A	1,3-dichlorobenzene	colorless				
27e	A	1,4-dichlorobenzene	colorless				
28	A	chlorinated dibenzofurans					
29	A	chlorinated dioxins					
30	A	chlorinated ethanes					
30a	A	1,1,1-trichloroethane	colorless	ether			
30b	A	1,1-dichloroethene		chloroform			
30c	A	chloroethane		ether			
30d	A	1,1,2,2-tetrachloroethane		chloroform			
31	A	chlorinated naphthalene					
31a	A	2-chloronaphthalene	yellow				
32	A	chlorinated phenols					
32a	A	2-chlorophenol		phenol			
32b	A	parachlorometa-cresol	yellow	phenol			
32c	A	2,4-dichlorophenol					
33	A	1-chloro-2,3-epoxypropane					
34	A	chloroalkyl ethers					
34a	A	2-chloroethyl vinyl ether (mixed)					
35	A	bis(2-chloroethyl)ether	colorless				
36	A	chloroform		chloroform			
37	A	bis(2-chloromethyl)ether	colorless				
38	A	3-(chloromethyl)pyridine hydrochloride					

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
39	A	1-(4-chlorophenyl)-3, 3-dimethyl triazene					
40	A	4-chloro-m-phenylenediamine					
41	A	4-chloro-o-phenylenediamine					
42	A	chloroprene					
43	A	5-chloro-o-toluidine					
44	A	p-cresidine					
45	A	2,4-diaminoanisole sulfate					
46	A	4,4-diaminodiphenyl					
47	A	2,4-diaminotoluene					
48	A	dibenz(a,h)anthracene					
49	A	tris(dibromopropyl)phosphate					
50	A	di-n-butyl phthalate					
51	A	3,3-dichlorobenzidine					
52	A	3,3-dichlorobenzidine salts					
53	A	1,2-dichloroethane					
54	A	dichloroethylenes					
54a	A	1,1-dichloroethylene					
54b	A	1,2-trans-dichloroethylene					
55	A	dichloropropane and dichloropropene				chloroform	
55a	A	1,3-dichloropropylene (1,3-dichloropropane)				chloroform	
55b	A	1,2-dichloropropane				chloroform	
56	A	1,2:3,4-diepoxybutane					
57	A	diethyl sulfate	colorless	mint			
58	A	4-dimethylaminoazobenzene	yellow				
59	A	dimethylhydrazines	yellow	ammonia			
60	A	2,4-dimethylphenol					
61	A	4,6-dinitro-o-cresol	yellow				
62	A	2,4-dinitrophenol	yellow				
63	A	2,4-dinitrotoluene	yellow				
64	A	dinitrotoluene	yellow				
64a	A	2,6-dinitrotoluene	yellow				
65	A	di-n-octyl phthalate					
66	A	1,4-dioxane					
67	A	2,3-epoxy-l-propanal					
68	A	ethylbenzene	colorless				
69	A	ethylene dibromide				chloroform	
70	A	ethyleneimine				ammonia	
71	A	ethelene oxide					
72	A	ethylene thiourea					
73	A	bis(2-ethylhexyl)phthalate					
74	A	ethylmethanesulfonate					
75	A	fluoranthene					
76	A	2-(2-formylhydrazino)-4-(5-nitro-2-fury)-thiazole					
77	A	Haloethers					
77a	A	4-chlorophenyl phenyl ether					
77b	A	4-bromophenyl phenyl ether					
77c	A	bis(2-chloroisopropyl) ether					
77d	A	bis(2-chloroethoxy)methane					

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
78	A	Halomethanes					
78a	A	methylene chloride (dichloromethane)	colorless	chloroform			
78b	A	methyl chloride (chloromethane)	colorless				
78c	A	methyl bromide (bromoethane)	colorless	chloroform			
78d	A	bromoform (tribromomethane)		chloroform			
78e	A	dichlorobromomethane					
78f	A	trichlorofluoromethane		ether			
78g	A	dichlorodifluoromethane	colorless	ether			
78h	A	chlorodibromomethane					
79	A	hexachlorobenzene (HCB)					
80	A	hexachlorobutadiene					
81	A	hexachlorocyclohexane					
82	A	hexachlorocyclopentadiene					
83	A	hexachloroethane		mint			
84	A	hydrazobenzene					
85	A	hydroquinone	brown				
86	A	N-(2-hydroxyethyl)ethyleneimine		ammonia			
87	A	isophorone					
88	A	lactonitrite					
89	A	malachite green	green				
90	A	4,4-methylenebis(2-chloroaniline)					
91	A	4,4-methylenebis(2-methylaniline)					
92	A	4,4-methylenebis(N,N-dimethylaniline)					
93	A	1,2(methylenedioxy)-4-propenyl benzene					
94	A	methylhydrazine	colorless				
95	A	1-methylnaphthalene					
96	A	2-methyl-1-nitroanthraquinone					
97	A	mustard gas		sweet			
98	A	1,5-naphthalenediamine					
99	A	1-naphthylamine	red				
100	A	2-naphthylamine	white				
101	A	5-nitroacenaphthene					
102	A	5-nitro-o-anisidine					
103	A	nitrobenzene	colorless	sweet			
104	A	4-nitrobiphenyl					
105	A	nitrogen mustard		fish			
106	A	2-nitrophenol	yellow				
107	A	4-nitrophenol	yellow				
108	A	Nitrosamines					
108a	A	N-nitrosodiphenylamine					
108b	A	N-nitrosodi-n-propylamine					
109	A	N-nitroso-n-butyl-N-(4-hydroxybutyl)amine					
110	A	N-nitrosodiethylamine	yellow				
111	A	N-nitrosodimethylamine	yellow				
112	A	p-nitrosodiphenylamine	green				
113	A	N-nitroso-N-ethylurea					
114	A	N-nitroso-N-methylurea					
115	A	N-nitroso-N-methylurethane					
116	A	N-nitrosomethylvinylamine					
117	A	N-nitrosomorpholine	yellow				
118	A	N-nitro-N-phenylhydroxyl-amine, ammonium salt					

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
119	A	N-nitrososarcosine					
120	A	pentachloronitrobenzene					
121	A	pentachlorophenol		pungent			
122	A	peroxyacetic acid		acid			
123	A	phenol	colorless	phenol			
124	A	Phthalate esters					
124a	A	butyl benzyl phthalate					
124b	A	diethyl phthalate					
124c	A	dimethyl phthalate					
125	A	piperonyl sulfoxide					
126	A	polybrominated biphenyls (PBB)					
127	A	polychlorinated biphenyls (PCB)					
128	A	Polynuclear aromatic hydrocarbons					
128a	A	3,4-benzofluorantaene					
128b	A	benzo(k) fluorathane (11,12-benzofluoranthene)					
128c	A	chrysene					
128d	A	acenaphthylene					
128e	A	anthracene	colorless				
128f	A	benzo(ghi)perylene (1,12-benzoperylene)					
128g	A	fluorene	white				
128h	A	phenathrene					
128i	A	indeno(1,2,3-cd)pyrene (2,3-0-phenylenepyrene)					
128j	A	pyrene	colorless				
128k	A	naphthalene		mint			
129	A	1,3-propane sultone					
130	A	B-proplolactone					
131	A	5-propyl-1,3-benzodioxle					
132	A	propyleneimine					
133	A	semicarbazide					
134	A	styrene	colorless				
135	A	tetrachloroethylene(perchloroethylene)	colorless	ether			
136	A	thioacetamide					
137	A	4,4 -thiodianiline					
138	A	thiourea					
139	A	toluene	clear	benzene			
140	A	o-toluidine	red				
141	A	o-toluidine hydrochloride					
142	A	triaryl phosphate esters					
143	A	1,1,2-trichloroethane	clear	sweet			
144	A	trichloroethylene	colorless	chloroform			
145	A	trichlorophenols		phenol			
146	A	2,4,5-trimethylaniline					
147	A	trimethylphosphate					
148	A	vinylchloride	colorless				
149	A	xylene	colorless	sweet			
150	B	antimony	white				
151	B	arsenic	gray				
152	B	beryllium	gray				
153	B	cadmium	gray				
154	B	chromium	gray				
155	B	cobalt	red				

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
156	B	copper	red				
157	B	cyanides					
158	B	hypochlorite					
159	B	lead	gray				
160	B	lithium	white				
161	B	mercury	silver				
162	B	nickel	white				
163	B	selenium	brown				
164	B	silver	white				
165	B	thallium	blue				
166	B	zinc	blue				
167	C	acids					
168	C	chloramines					
169	C	chlorine	colorless	chlorine			
170	C	hydrazine	colorless	ammonia			
171	C	hydrogen sulfide		rotten eggs			
172	D	asbestos (fibrous)					
173	E	aldicarb					
174	E	aldrin					
175	E	4-aminopyridine					
176	E	anilazine	white				
177	E	antimycin A					
178	E	azinphos-ethyl					
179	E	azinphos-methyl	colorless				
180	E	barban					
181	E	bendiocarb	white				
182	E	benomyl	white				
183	E	bromoxynil	colorless				
184	E	2(p-tert-butylphenoxy)-isopropyl-2-chloroethyl sulfite					
185	E	capatafol					
186	E	captan		odorless			
187	E	carbaryl					
188	E	carbofuran	white				
189	E	carbophenothion	amber				
190	E	chlordane	amber				
191	E	chlordecone					
192	E	chlorfenvinphos	amber				
193	E	chlorobenzilate					
194	E	chlorpyrifos					
195	E	clonitralid					
196	E	coumaphos	brown				
197	E	crotoxyphos	yellow				
198	E	cycloheximide					
199	E	DDT					
200	E	demeton					
201	E	diallate	brown				
202	E	diazinon		ester			
203	E	dibromochloropropane (DBCP)	brown	pungent			
204	E	dichlone	yellow				
205	E	dichlorvos					
206	E	dichrotophos					

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
207	E	dieldrin					
208	E	dimethoate					
209	E	dinocap					
210	E	dinoseb	orange				
211	E	dioxathion	tan				
212	E	disulfoton	colorless				
213	E	endosulfan	brown				
214	E	endrin					
215	E	EPN					
216	E	ethion					
217	E	fensulfothion					
218	E	fenthion		garlic			
219	E	fluchloralin	orange				
220	E	heptachlor					
221	E	heptachlor epoxide					
222	E	Isomers of hexachlorocyclohexane					
222a	E	a-BHC-Alpha		musty			
222b	E	b-BHC-Beta		musty			
222c	E	g-BHC-Delta		musty			
223	E	leptophos	tan				
224	E	malathion	brown				
225	E	metabolites of DDT					
225a	E	4,4 -DDE (p,p -DDE)					
225b	E	4,4 -DDD (p,p -TDE)					
226	E	metabolites of endosulfan					
226a	E	endosulfan sulfate	brown				
227	E	metabolites of endrin					
227a	E	endrin aldehyde					
228	E	metabolites of heptachlor					
228a	E	heptachlor epoxide					
229	E	methomyl					
230	E	metoxychlor					
231	E	methyl mercaptan					
232	E	methyl parathion					
233	E	mevinphos	yellow				
234	E	mexacarbate					
235	E	mirex	white	odorless			
236	E	monocrotophos	red				
237	E	naled		pungent			
238	E	nicotine	brown	pyridine			
239	E	nitrofen	orange				
240	E	oxydemeton-methyl					
241	E	paraquat	colorless				
242	E	parathion	yellow				
243	E	phorate	colorless				
244	E	phosazetim					
245	E	phosmet	white				
246	E	phosphamidon					
247	E	rotenone					
248	E	silvex, propylene glycolbutyl ether ester					
249	E	sodium fluoroacetate					

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
250	E	strychnine					
251	E	sulfallate	amber				
252	E	sulfotepp	yellow				
253	E	TDE					
254	E	TEPP					
255	E	terbufos	colorless				
256	E	tetrachlorvinphos					
257	E	thiram					
258	E	toxaphene	yellow	pine			
259	E	trichlorfon	white				
260	E	trichlorophenoxyacetic acid (2,4,5-t)					
261	E	trifluralin	yellow				
262	E	ziram					
1001	F	oil	brown	oil			
1002	F	mineral spirits	colorless	ether			
1003	F	mineral oil	colorless				
1004	F	methylene chloride	colorless	ether			
1005	F	ethylene glycol	green	sweet			
1006	F	hydrogen peroxide	colorless	pungent			
1007	F	alcohol	colorless				
1008	F	coal tar pitch	brown				
1009	F	asphalt petroleum emulsion	brown	pungent			
1010	F	sodium hydroxide					
1011	F	diesel fuel	colorless	diesel fuel			
1012	F	potassium hydroxide	white				
1013	F	paint					
1014	F	methyl ethyl ketone					
1015	F	gasoline					
1016	F	ammonia	colorless	ammonia			
1017	F	disinfectant					
1018	F	antiseptic					
1019	F	kerosene					



city of novi

FIRE DEPARTMENT

42975 GRAND RIVER AVE. NOVI, MICHIGAN 48375-1731 (248) 349-2162

TO: Property Owner / Manager

RE: Hazardous Materials Reporting Requirements

The Novi Fire Department is required by Act No. 154, P.A. of 1974, as amended, Act No. 207, P.A. of 1941, and MI-OSHA to assemble information about facilities within the City of Novi that use, produce or handle hazardous materials.

To assist our department in fulfilling its responsibilities under these requirements, we are requesting that you perform the following:

- Complete the enclosed **Hazardous Materials Survey** form in its entirety and sign it.
- Complete the **Hazardous Materials Inventory Statement** for all chemical categories reported as “**Have On Site At or Above Reportable Quantity**”.
- Provide a building **Floor Plan** indicating the locations of the hazardous materials.
- Complete the enclosed **Emergency Contact & Property Information form**.

Important: DO NOT return Material Safety Data Sheets (MSDS) at this time.

This information is beneficial to our fire fighters when responding to a fire or other emergency at your facility. If your firm does not use, produce or handle any hazardous materials, you must still complete the **Survey** and **Emergency Contact** form. Emergency personnel will hold personal telephone numbers in strict confidence for emergency use only.

Please complete the enclosed survey, inventory, and emergency contact form including a building floor plan and return them to the Novi Fire Department within thirty days. All surveys, including negative responses, will be kept on file to satisfy state and local requirements.

If there is a change concerning the use, production, or quantity of hazardous chemicals at your facility in the future, please contact this department so that we may update our files. Questions concerning this matter can be directed to the Fire Prevention Division of the Novi Fire Department at 248-349-2293 or MI-OSHA. Thank you in advance for your cooperation.

Sincerely,

Michael W. Evans
Fire Marshal

General Procedures for Collecting and Reporting Hazardous Materials Data

START YOUR REPORTING PROCESS BY READING THIS PAGE FIRST. IT WILL HELP YOU FILE PROPERLY. QUESTIONS CAN BE DIRECTED TO THE FIRE PREVENTION DIVISION OF THE NOVI FIRE DEPARTMENT AT 248-349-2293.

1. SURVEY YOUR FACILITY:

- Locate and identify the amounts of hazardous materials (HM) within your facility. Group the HMs by category.
- Identify all locations where reportable quantities of HMs are stored, used or manufactured
- Locate site specific features, including but not limited to:

2. COMPILE

Natural Gas Shut Off	Fire Dept. Connection
Electrical Shut Off	Fire Alarm Control Panel
Fire Suppression System(s)	Knox Box (Key Vault for FD)
Sprinkler Control Valves	Fire Doors
Inspector Test Valve	Exit Doors

MATERIAL SAFETY DATA SHEETS FOR ALL HAZARDOUS MATERIALS LOCATED WITHIN YOUR FACILITY:
The Material Safety Data Sheet (MSDS) will provide you with most of the information you need for this reporting procedure. **DO NOT** send MSDSs to the Fire Department unless specifically requested to do so. MIOSHA laws require you to have MSDS documents available to your employees.

3. **COMPLETE THE HAZARDOUS MATERIALS SURVEY:** Complete all of the requested information on this form. For each Chemical Type, indicate whether you have these chemical types either At or Above Reportable Quantity, Below Reportable Quantity, or Do Not Have On Site. Be sure to sign the bottom of page two before submitting this form. **Note: Household Cleaning Chemicals available to consumers and utilized for cleaning of your facility are not required to be reported.**
4. **COMPLETE THE HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS):** For categories of HMs on site that have quantities At or Above the Reportable Quantity, an Inventory (Doc. 5) shall be provided. Using the information you have gathered, complete the HMIS document. Use the "Completing the Inventory Statement" (Doc. 4) to assist with completing the Inventory.
5. **COMPLETE THE EMERGENCY CONTACT & PROPERTY INFORMATION FORM:** This form is self-explanatory. Please be thorough. This information is used in the event we must contact a facility representative after normal operating hours. This information will be provided to both the Fire Department and Police Department, and should be updated whenever a change is made with regard to the site or personnel.
6. **RETURN ALL COMPLETED FORMS:** Return all completed forms with your site plan submittal, and updates within 30 days to the Novi Fire Department, 42975 Grand River Ave., Novi, MI 48375-1731.

NOVI FIRE DEPARTMENT HAZARDOUS MATERIALS SURVEY

This survey is requested to determine the quantity of specific chemical groups used, produced or stored in your facility. The Novi Fire Department is required to collect chemical data under the Michigan Occupational Safety and Health Act (MIOSHA), P.A. 154 of 1974, as amended, and the Fire Prevention Code, P.A. 207 of 1974, as amended.

COMPLIANCE WITH THIS SURVEY IS MANDATORY

BUSINESS/PROJECT NAME _____

ADDRESS/LOCATION _____ SUITE # _____

MAILING ADDRESS _____

TELEPHONE NUMBER _____ DATE _____

NAME OF MANAGER OR OWNER _____

TYPE OF BUSINESS _____

IDENTIFY THE TYPE OF HAZARDOUS CHEMICAL USER YOUR FACILITY IS:

1. This site is: (Check One) Chemical User-(chemical types listed below are consumed or used in activities on-site)
 Chemical Producer-(chemical types listed below are manufactured or packaged on-site)
 Chemical Storage-(chemical types listed below are on-site but not used, produced or packaged)
 Do not have any chemicals on-site

IDENTIFY YOUR HAZARDOUS MATERIALS BY TYPE AND REPORTABLE QUANTITY

2. Indicate the reportable quantity category for each chemical type on your site based on the maximum quantity at any time.

<u>CHEMICAL TYPE</u>	<u>FD HAZARD CLASS SYMBOL</u>	<u>REPORTABLE QUANTITY</u>	<u>HAVE ON SITE AT OR ABOVE REPORTABLE QUANTITY</u>	<u>HAVE ON SITE BUT BELOW REPORTABLE QUANTITY</u>	<u>DO NOT HAVE ON SITE</u>
Aerosols Type 2 or 3	AER	500 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carcinogens (Known Human)	CAR	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible Fiber:					
Loose	CFL	100 cu. ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baled	CFB	1,000 cu. ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible Liquids:					
Class II	CLII	120 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class III-A	CLIIIA	330 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class III-B	CLIIIB	10,000gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compressed Gases:					
Toxic	CGT	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrosive	CGC	810 cu. ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable	CGF	810 cu. ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquefied Flammable	CGLF	30 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquefied Oxidizing	CGLO	15 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquefied Petroleum Gas (LPG):LPG		30 gal. individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrosives:					
Liquids	CORR	500 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solids	CORR	500 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cryogenic Liquid:					
Flammable	CRYF	45 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxydizer	CRYOX	45 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>CHEMICAL TYPE</u>	<u>FD HAZARD CLASS SYMBOL</u>	<u>REPORTABLE QUANTITY</u>	<u>HAVE ON SITE AT OR ABOVE REPORTABLE QUANTITY</u>	<u>HAVE ON SITE BUT BELOW REPORTABLE QUANTITY</u>	<u>DO NOT HAVE ON SITE</u>
Explosives & Blasting Agents (Not including Class "C" Explosives)	EXP	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Liquids:					
Class 1-A	FL1A	30 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 1-B	FL1B	60 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 1-C	FL1C	90 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combination of Classes	FLCOMB	120 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Solids	FS	125 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highly Toxic & Toxic Materials:					
Highly Toxic	HTOX	10 lbs. / 20 cf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic – Solids	TOX	500 lbs. / 810 cf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irritating Materials:					
Liquids	IRR	1,000 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solids	IRR	500 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organic Peroxides:					
Class 1	OP1	5 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 2	OP2	50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3	OP3	125 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxidizer:					
Class 1	OXY1	4,000 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 2	OXY2	250 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3	OXY3	10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 4	OXY4	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poisonous Gas	POIS	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pyrophoric Materials	PYRO	4 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radioactive Material	RAD	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unstable (Reactive) Material:					
Class 2	URM2	50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3	URM3	5 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 4	URM4	1 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Reactive Material:					
Class 2 (Solid)	WRM2	50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3	WRM3	5 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When substantial changes occur in the quantity or type of chemical use, manufacture or related storage, a revised survey must be submitted to the Fire Department. This survey may be followed up with a request for more detailed information. This may include a request for Material Safety Data Sheets, chemical inventory, site plan, and a hazardous materials management plan.

The undersigned has read the foregoing hazardous chemical survey and states that all of the facts and information contained are true to the best of his/her/their knowledge.

SIGNATURE OF MANAGER OR OWNER _____

RETURN WITH YOUR SITE PLAN SUBMITTAL, OR TO:

Novi Fire Department, 42975 Grand River Ave., Novi, MI 48375, 248-349-2293, FAX 248-349-1724

Completing the: Hazardous Materials Inventory Statement

7. **C.A.S. NUMBER:** C.A.S. stands for Chemical Abstracts Service. **Key point:** CAS numbers *identify the chemical*, but not its concentration or specific mixture.
8. **FD HAZ CLASS SYMBOL:** This is the *Fire Department Hazard Classification Symbol*. It is the symbol of the chemical types as described on the **Hazardous Chemical Survey** and the Hazardous Chemical Definitions sheet. It helps to place chemicals in the proper hazard class.
9. **EHS:** This stands for Extremely Hazardous Substance (EHS). If this is an EHS, it may be noted on the MSDS. If you are unsure whether this chemical is an EHS, leave this box blank.
10. **CHEMICAL NAME:** This is the chemical name of the product, not the trade name. (**Example:** Report "Gasoline", not "Shell Gas", or "Mobil Gas".)
11. **TRADE NAME:** This is the chemical name the product is sold under.
12. **QUANTITY OF PRODUCT:** This is the maximum amount of the product that will be stored, delivered, manufactured and or used on site at any given time during the calendar year. Please list this amount in English measure and in the physical state (see next definition) that the product is in at normal temperature, time and pressure.
13. **PHYSICAL STATE OF MATERIALS:** Examples: Solid, Liquid, Gas, or other physical state.
14. **LOCATION OF MATERIALS:** This refers to the physical location of where the product is used, manufactured or stored at this site. Please indicate if the product is located inside or outside. Also, provide a proportional drawing of this site on 8.5" by 11" paper identifying this (or these) location(s).

The drawing should also include information such as: location of the fire alarm control panel (FACP), fire department connection (FDC), Utility shut off locations, knox box location and the location of the fire sprinkler system control riser and control valves.

HAZARDOUS CHEMICAL DEFINITIONS

Aerosol: A product that is dispensed from an aerosol container by a propellant.

Carcinogens: A chemical that is capable of causing cancer as defined by the International Agency for Research on cancer, is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program, or is regulated by OSHA as a carcinogen.

Combustible Fibers: Readily ignitable and free burning fibers such as cotton, sisal, henequen, jute, hemp, tow, cocoa fiber, oakum, baled waste, baled wastepaper, kapok, hay, straw, excelsior, Spanish moss and other like material.

Combustible Liquids: A liquid having a closed cup flash point at or above 100 degrees F. (38 degrees C.) Combustible liquids shall be subdivided as follows:

Class II: Liquids having a closed cup flash point at or above 100 degrees F. (38 degrees C.) and below 140 degrees F. (60 degrees C.).

Class IIIA: Liquids having a closed cup flash point at or above 140 degrees F. (60 degrees C.) and below 200 degrees F. (93 degrees C.).

Class IIIB: Liquids having a closed cup flash point at or above 200 degrees F. (93 degrees C.).

Compressed Gases:

Toxic: A compressed gas meeting the definition of a toxic material below.

Corrosive: A chemical that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the point of contact.

Flammable Gas: A material which is a gas at 68°F (20°C) or less at 14.7 pounds per square inch atmosphere (psia) (101 kPa) of pressure [a material that has a boiling point of 68°F (20°C) or less at 14.7 psia (101 kPa)] which:

1. Is ignitable at 14.7 psia (101 kPa) when in a mixture of 13 percent or less by volume with air; or
2. Has a flammable range at 14.7 psia (101 kPa) with air of at least 12 percent, regardless of the lower limit. The limits specified shall be determined at 14.7 psi (101 kPa) of pressure and a temperature of 68°F (20°C) in accordance with ASTM E 681.

Liquefied Flammable Gas: A fluid in the liquid state composed predominantly of methane and which may contain minor quantities of ethane, propane, nitrogen or other components normally found in natural gas.

Liquefied Oxidizing Gas: A gas that can support and accelerate combustion of other materials.

Liquefied Petroleum Gas (LPG): A material that is composed predominantly of the following hydrocarbons or mixtures of them: propane, propylene, butane (normal butane or isobutane) and butylenes.

Corrosives: A chemical that causes visible destruction of or irreversible alterations in living tissue at the point of contact.

Cryogenic Liquid (Flammable): Any liquid that has a boiling point below -200 degrees F. (-129 degrees C.) and is flammable in the vapor state.

Cryogenic Liquid (Oxidizer): A cryogenic agent that releases oxygen and will easily combine with fuels to burn. It is a liquid only at very low temperatures.

Explosive & Blasting Agent: A chemical compound, mixture or device, the primary or common purpose of which is to function by explosion.

Flammable Liquid: Any liquid having a closed cup flash point below 100 degrees F. (38 degrees C.). Flammable liquids are further categorized into a group known as Class I Liquids. The Class I category is subdivided as follows:

Class 1A: Liquids having a flash point below 73 degrees F. (23 degrees C.) and having a boiling point below 100 degrees F. (38 degrees C.).

Class 1B: Liquids having a flash point below 73 degrees F. (23 degrees C.) and having a boiling point at or above 100 degrees F. (38 degrees C.).

Class 1C: Liquids having a flash point at or above 73 degrees F. (23 degrees C.) and below 100 degrees F. (38 degrees C.).

Flammable Solid: A solid, except a blasting agent or explosive, capable of causing fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which has an ignition temperature below 212 degrees F. (100 degrees C.) or which burns so vigorously and persistently when ignited as to create a serious hazard.

Highly Toxic Material: A material that produces a lethal dose or lethal concentration that falls within any of the following categories:

1. A chemical that has a median lethal dose (LD 50) of 50 milligrams or less per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.
2. A chemical that has a median lethal dose (LD 50) of 200 milligrams or less per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each.
- 3 - H Doc 5 - HMIS Definitions
3. A chemical that has a median lethal concentration (LC 50) in air of 200 parts per million by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume or dust, when administered by continuous inhalation for one hour (or less if death occurs within 1 hour) to albino rats weighing between 200 and 300 grams each.

Mixtures of these materials with ordinary materials, such as water, might not warrant classification as highly toxic. While this system is basically simple in application, experienced, technically competent persons shall perform any hazard evaluation that is required for the precise categorization of this type of material.

Toxic Material: A chemical falling within any of the following categories:

1. A chemical that has a median lethal dose (LD 50) of more than 50 milligrams per kilogram, but not more than 500 milligrams per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each, **or**,
2. A chemical that has a median lethal dose (LD 50) of more than 200 milligrams per kilogram but not more than 1,000 milligrams per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each, **or**,
3. A chemical that has a median lethal concentration (LC 50) in air of more than 200 parts per million but not more than 2,000 parts per million by volume of gas or vapor, or more than 2 milligrams per liter but not more than 20 milligrams per liter of mist, fume or dust, when administered by continuous inhalation for 1 hour (or less if death occurs within 1 hour) to albino rats weighing between 200 and 300 grams each.

Irritating Material: A chemical that is not corrosive, but causes a reversible inflammatory effect on living tissue by chemical action at the site of contact.

Organic Peroxide: An organic compound that contains the bivalent -O-O- structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms have been replaced by an organic radical. Organic peroxides can pose an explosion hazard (detonation or deflagration) or they can be shock sensitive. They can also decompose into various unstable compounds over an extended period of time.

Class 1: Those formulations that are capable of deflagration but not detonation.

Class 2: Those formulations that burn very rapidly and that pose a moderate reactivity hazard.

Class 3: Those formulations that burn rapidly and that pose a moderate reactivity hazard.

Oxidizer: A material that readily yields oxygen or other oxidizing gas, or that readily reacts to promote or initiate combustion of combustible materials. Examples of other oxidizing gases include bromine, chlorine and fluorine.

Class 1: An oxidizer whose primary hazard is that it slightly increases the burning rate but which does not cause spontaneous ignition when it comes in contact with combustible materials.

Class 2: An oxidizer that will cause a moderate increase in the burning rate or that causes spontaneous ignition of combustible materials with which it comes in contact.

Class 3: An oxidizer that will cause a severe increase in the burning rate of combustible materials with which it comes in contact or that will undergo vigorous self-sustained decomposition due to contamination or exposure to heat.

Class 4: An oxidizer that can undergo an explosive reaction due to contamination or exposure to thermal or physical shock. In addition, the oxidizer will enhance the burning rate and can cause spontaneous ignition of combustibles.

Poisonous Gas: Any gas of such nature that a small amount of gas in the air is dangerous to life.

Pyrophoric Materials: A material that will spontaneously ignite in air at or below a temperature of 130 degrees F.

Radioactive Materials: Any material or combination of materials that spontaneously release ionizing radiation.

Unstable (Reactive) Material: Substances capable of rapidly undergoing chemical changes or decomposition. Materials that polymerize, decompose, condense or become self-reactive when exposed to air, water, heat, shock or pressure.

Class 2: Materials that readily undergo violent chemical change at elevated temperatures and pressures.

Class 3: Materials that, in themselves, are capable of detonation or explosive decomposition or explosive reaction, but that require a strong initiating source or that must be heated under confinement before initiation.

Class 4: Materials that in themselves are readily capable of detonation or explosive decomposition or explosive reaction at normal temperatures and pressures.

Water Reactive Material: A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Class 2: Materials that are capable of forming potentially explosive mixtures with water.

Class 3: Materials that react explosively with water without requiring heat or confinement.



CITY OF NOVI
EMERGENCY CONTACT AND PROPERTY INFORMATION

DATE ____ / ____ / ____ FACILITY NAME _____

ADDRESS _____ PHONE _____

TYPE OF BUSINESS _____

EMERGENCY CONTACT PERSON #1 _____ TITLE _____

HOME PHONE (____) _____ CELLULAR PHONE (____) _____

PAGER NUMBER (____) _____

EMERGENCY CONTACT PERSON #2 _____ TITLE _____

HOME PHONE (____) _____ CELLULAR PHONE (____) _____

PAGER NUMBER (____) _____

BLDG SIZE (SQ.FT.) _____ BASEMENT Y N

FIRE SPRINKLER SYSTEM Y N FIRE PUMP Y N

FIRE ALARM SYSTEM Y N ALARM PANEL LOCATION _____

FIRE ALARM MONITORING SERVICE _____ PH# _____

REPORTING HAZARDOUS MATERIALS Y N

HOURS OF BUSINESS _____ NO. OF EMPLOYEES _____

I hereby state that the information supplied is complete, accurate and without intentional omissions. I also acknowledge that the information will be used for government purposes only and that falsification of information may result in criminal prosecution.

Print/Type Name and Title _____

Signature _____

Date _____

Return Completed form with site plan submittal, and updates to the City of Novi, 45175 West Ten Mile, Novi, MI 48375 for distribution to the Fire Department and the Police Department. Please call 248-349-2293 if you have any questions.



FINAL SITE PLAN CHECKLIST
 City of Novi Community Development Department
 45175 W. Ten Mile, Novi, MI 48375
 248-347-0475; 248-735-5633 fax
www.cityofnovi.org

Project Name

FINAL SITE PLAN PACKAGE

Please submit ten full sets of folded plans, using this checklist to assist you in your preparation.

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> You may call 248-347-0475 to request your fees ahead of your submittal.
<input type="checkbox"/> A copy of this Final Site Plan Checklist.
<input type="checkbox"/> Other Agencies Checklist.
<input type="checkbox"/> 8½" x 11" Landscape Cost Estimate. | <input type="checkbox"/> 8½" x 11" Engineering Cost Estimate.
<input type="checkbox"/> Responses to all of the Preliminary Site Plan reviews.
<input type="checkbox"/> ROW Permit Application recommended (see note below).
<input type="checkbox"/> Soil Erosion Application recommended (see note below). |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ITEM	REQUIREMENT	Yes (a)	No - N/A (a)
GENERAL			
1	A cover sheet outlining a table of contents is recommended.		
2	Seals and signatures of Engineer, Land Surveyor, Landscape Architect and/or Architect must be on each corresponding page, or the seals and signatures can be placed on an inclusive cover sheet, if provided.		
3	Provide an outdoor lighting plan, prepared pursuant to Section 2511 of the Zoning Ordinance, if required, unless provided and approved on the Preliminary Site Plan submittal.		
ENGINEERING			
	The Applicant's design engineer is responsible for the accuracy and adequacy of the design and construction details found in Chapter 11 of the Code of Ordinances and other related Ordinances of the City. All engineering plans will be reviewed against said standards, and Final Site Plan approval will not be granted until all necessary permits have been obtained from all outside agencies.		N/A
4	For submittal of the ROW Permit Application, include four sets of ROW plans and payment pursuant to the language found on the permit. To complete this form electronically, go to www.cityofnovi.org .		
5	Provide a note on the plan that a City of Novi Right-of-Way permit is required for work within any public road right-of-way and/or City easement.		
6	For submittal of the Soil Erosion Permit Application, include one set of erosion and sedimentation control plans and payment pursuant to the language found on the permit. To complete this form electronically, go to www.cityofnovi.org		
7	Proposed Stormwater Management Plan must be prepared per Section 11-95, and the Appendix of Chapter 12 (Stormwater Management Plan Ordinance), Code of Ordinances. Temporary Sedimentation Basin design calculations or Sedimentation Control structure details shall be furnished when stormwater holding facilities are required.		
8	Proposed site grading plans must be prepared per Section 11-144 of the Code of Ordinances.		
9	If you have not yet submitted the Application for Street Names, go to www.cityofnovi.org .		
10	Indicate on the plans whether streets and drives will be public or private, and provide the appropriate cross sections.		

11	Proposed sanitary sewer system or on-site disposal system plans must be prepared per Section 11-165 of the Code of Ordinances. Monitoring manhole must be shown (Contact the DPS at 248-735-5640 to discuss requirements).		
FIRE ACCESS AND SUPPRESSION			
12	Proposed water main and hydrant system plans must be prepared per Section 11-69 of the Code of Ordinances; Plans must show: proposed size of water service into building with potable water line connection outside of building within a utility easement; proposed meter location and size; proposed fire suppression line into building and location of its required monitoring meter; existing and/or proposed wells. <i>Please be advised that if a domestic water service larger than 2" will be required, you will need to call the Water Department at 248.347.0496 and place your order thirty days prior to your installation date.</i>		
13	Fire lanes and signage must be shown on the plan.		
14	If you did not submit a complete Hazardous Materials Packet with your Preliminary Site Plan, please do so now. Go to www.cityofnovi.org .		
TRAFFIC			
15	All signing and striping shall be done in accordance with the Michigan Manual of Uniform Traffic Control Devices, unless unique circumstances require a deviation from these standards.		
16	The traffic circulation signing and striping plan must indicate location and type of signs.		
17	When traffic circulation arrows are denoted on a plan, solid arrows shall indicate where arrows are proposed as part of the striping plan; hollow arrows shall be used to denote traffic flow directions.		
FAÇADE			
18	The façade has not been revised from the Preliminary Site Plan submittal. A No Revision Façade Affidavit may be submitted.		
19	The facade has been revised from the Preliminary Site Plan submittal, and an updated facade board (no larger than 15" x 36"), if applicable, has been provided.		
LANDSCAPE			
20	Provide a detailed cost estimate on the landscape plan AND on a separate 8½" x 11" paper. Four categories must be shown: Cost of installed plant material (including seed, sod and mulch); Cost of street trees; Cost of woodland replacements, Cost of the site irrigation.		
21	Calculate the plant material costs using the following prices: Deciduous trees \$400.00 Evergreen trees \$325.00 Ornamental trees \$250.00 Shrubs \$50.00 Perennials \$15.00 Sod sq/yd \$4.00 Seed sq/yd \$2.50		
22	Landscape plans must include all items listed in the Landscape Design Manual under "2. Landscape Requirements."		
WOODLANDS			
23	The Woodland Plan must demonstrate that regulated trees proposed for preservation can be saved according to the final grading, utilities and		
24	The exact number, species and location of replacement trees must be identified on the plan.		
25	Location of the Woodland protection fence must be shown.		
26	Provide the cost of the woodland replacement trees on the woodland plan, using the prices found in the Landscape section above.		
27	Refer to the Woodland Protection Ordinance (Chapter 37 of the Code of Ordinances) for tree replacement credits.		
WETLANDS			
28	Identify all plant material that is proposed for buffer restoration.		
29	Identify the boundaries of 100 year-floodplain (flood hazard area) and floodways if located on the property or immediately adjacent to the property (FEMA Maps dated 9-29-06).		
30	Location of the wetland silt fence must be shown.		



OTHER AGENCY CHECKLIST

City of Novi Community Development Department
 45175 W. Ten Mile, Novi, MI 48375
 248-347-0475; 248-735-5633 fax
www.cityofnovi.org

Project Name

A. Information Required

After Preliminary Site Plan Approval, additional information concerning proposed construction, which is under the jurisdiction of agencies other than the City of Novi, must be submitted to the appropriate agencies for review and issuance of a permit. Permits must be obtained prior to Final Site Plan approval. This additional information includes, but is not limited to, the following:

ITEM	REQUIREMENTS	Shown (a)	N/A (a)
1	All proposed construction within the right-of-way of any street or highway under the jurisdiction of the Road Commission of Oakland County, Wayne County Department of Public Services, or the Michigan Department of Transportation.		
2	Connection to any storm drainage facility under the jurisdiction of the Oakland County Drain Commissioner's Office.		
3	Connection to any sanitary sewer facility operated by the Oakland County Drain Commissioner.		
4	Construction or modification of any well or well system or any sanitary waste disposal system under the jurisdiction of the Oakland County Department of Public Health (OCDPH) or the Michigan Department of Natural Resources and Environment (MDNRE).		
5	Occupation of a floodway or construction in floodplain of any lake, river or stream under the jurisdiction of the Michigan Department of Natural Resources and Environment or Department of the Army Corps of Engineers.		
6	Impacts to wetlands or watercourses under the jurisdiction of the Michigan Department of Natural Resources and the Environment.		

B. Permit Sequence

Documentation showing that all required permits have been issued by the agencies listed above (or a statement by the agency that no permit is required) must be presented to the City of Novi before building permits will be issued.



FOR OFFICIAL USE ONLY:

Application No.: ROW _____ - _____

Section No. _____ Date: _____

RIGHT-OF-WAY/EASEMENT PERMIT APPLICATION

Section 31-1 City of Novi Code of Ordinances

Complete this application to construct, operate, use and/or maintain within the right-of-way and easements; or to close a City street. **Read Carefully and Fill Out Completely:**

Applicant Information:

Applicant (Property Owner, Company, etc): _____

Contact Name (if different from above): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____

Contractor Information (if known): Check here if work is to be completed by Homeowner

Contractor (Individual, Company, etc): _____

Contact Name (if different from above): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____

Site Information: Check here if a site plan is currently under review for this project

Location (House Number, Road, Street): _____

Site Plan Number (if box above is checked): _____ Site Plan Name (if box above is checked): _____

Anticipated Starting Date: _____ Anticipated Ending Date: _____

Type of Work to occur in Right-of Way/Easement (check all that apply):

- | | | |
|------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Replace Residential Driveway | <input type="checkbox"/> Commercial Driveway Construction | <input type="checkbox"/> Telecommunications
(indicate length _____ ft.) |
| <input type="checkbox"/> New Residential Driveway | <input type="checkbox"/> Utility Construction | <input type="checkbox"/> Tree Trimming |
| <input type="checkbox"/> Fill in Ditch/Culvert Replacement | <input type="checkbox"/> Bore & Jack | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Subdivision Sign | <input type="checkbox"/> Road Widening/Road Construction | |

Provide below a detailed description of the desired facility and/or activity as follows: (include size, length, type of facility, material). If crossing under the roadbed, describe method. If buried, indicate depth from top of facility to surface. If facility is to run parallel to highway, indicate distance from inside edge of facility to centerline of road. If driveway approach, state if residential or commercial; if commercial, state type of establishment it will service. If tree trimming or tree removal, state number, species and sizes of trees involved.

ALL APPLICATIONS FOR RIGHT-OF-WAY PERMITS MUST INCLUDE:

- Four (4) sets of plans showing the proposed work within the public right-of-way or easement (complete site plan sets are not necessary and may be rejected)
- A \$100 check for the application fee made payable to the "City of Novi"
(\$100 plus \$20 per pole and \$0.20 per foot for gas and electric utilities)
(Fee is waived for homeowners that are completing the work without using a Contractor)
- Application filled out completely and signed below by applicant.
- For Utility Installation complete and return the "Right-of-way Checklist for Utility Installation." The checklist is available on the city's website at: www.cityofnovi.org (go to forms and permits)

NOTE TO APPLICANT (PLEASE READ):

- The application will not be reviewed until all of the above items have been received by the Engineering Department.
- The plan must indicate the work to be performed, the location of the work, any trees within the work area and whether they are to be removed or protected. The plan must also indicate whether traffic will be impacted as a result of the work.
- If a land closure or road closure is proposed, this **MUST** be indicated as part of the application and specifically allowed as a condition of the permit. **A traffic control plan is required for all proposed closures.**
- The review of the application takes approximately 10 business days and is reviewed by multiple departments for compliance with City Ordinance and standards.
- Following review of the application, a notification will be sent to the individual listed below identifying the following:
 - Additional information that may be required
 - Performance Guarantee Requirements (min. \$1500 cash required for minor work, min \$5000 required for new homes on public streets)
 - Insurance requirements (\$1,000,000 min. general liability)
 - If contractor is not known at time of application, it must be provided prior to issuance
- A Road Commission permit will be required for county roads in addition to the City of Novi permit.
- When the requirements in the notification have been satisfied, the permit can be signed by the Contractor (if applicable) and issued.

When Permit is ready, notify: (Name) _____	
By:	<input type="checkbox"/> Mail: _____
	<input type="checkbox"/> Fax: _____
	<input type="checkbox"/> Email: _____
(Indicate preferred method of contact above)	

The above named applicant hereby makes application for a permit to Construct, Operate, Use and/or Maintain within the right-of-way or easement; or to close a city street. The applicants attention is called to the RULES AND REGULATIONS attached to this application. ALTERATION OR REMOVAL may be required by the CITY AT ANY TIME (see rules and regulations A-4). The applicant further understands that this application does not guarantee a permit and understands that no work is allowed in the public right-of-way or easement prior to issuance of a permit.

Signature of Applicant _____ Name and Title of Applicant _____ Date _____



RULES AND REGULATIONS FOR CONSTRUCTION WITHIN, OVER OR BELOW PUBLIC PLACES

Pursuant to the authority granted in Section 31-1 of the Novi Code of Ordinances, the following Rules and Regulations for Construction and/or Maintenance Within, Over or Below Public Places are hereby adopted and shall have an effective date of June 20, 1995.

- A. Any person conducting any construction and/or maintenance activities within, over or below any street, highway, alley, parkway, sidewalk, bike path, park or other public place under the jurisdiction of the City of Novi shall be required as a condition of being permitted to undertake such activities:
 1. To operate and maintain the structure covered by the permit at his own expense.
 2. To post all necessary bonds and certificates of insurance. To give notice to the Director of Public Services at least two (2) working days prior to commencement of operations covered by the permit. The applicant will be billed for inspection at the rates in effect at the time of issuance of the permit.
 3. To save harmless the City against any and all claims for damages arising from operations covered by the permit and upon request, furnish proof of insurance coverage or a protective liability policy naming the City as insured for the term of this permit for a minimum of \$1,000,000.00 personal injury and \$1,000,000.00 property damage for operations covered by this permit. The amount of required coverage may be reduced by the Director of Public Services when he or she determines that it is in the best interests of the City to permit such reduction.
 4. Surrender the permit applied for; surrender all rights hereunder; cease operations; and remove, alter, relocate at applicant's own expense the facilities for which the permit is granted whenever ordered to do so by the City because of its need for the area covered by the permit or because of a default in any of the conditions of the permit. Upon failure to remove, alter, relocate or surrender the facilities pursuant to the order of the City, reimburse the City for its cost in doing same. The City may utilize the proceeds of any required bond for such purposes.
 5. Upon request, submit a bond and/or cash escrow, or a certified check acceptable to the City and conditioned upon performance of the conditions of the permit and compliance with all requirements of law.
 6. Permission shall not be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, or to impair anyway any existing rights granted in accordance with the constitution or laws of this State.
 7. PERMIT – The individual in charge of the work shall have the permit and the approved plans or sketches in his possession on the job at all times.
 8. EXCAVATION AND DISPOSAL of EXCAVATED MATERIAL. The Contractor and/or Utility Company shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The Contractor and/or Utility Co. shall assume the full responsibility for this protection. Excavated material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will not interfere with the flow of traffic. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the Right-of-Way unless the permit provides for disposal at approved locations within the right-of-way. In the latter case, the material shall be leveled and trimmed in an approved manner.
 9. BACKFILLING and COMPACTING BACKFILL – All trenches, holes and pits shall be filled with sound earth, or with granular material if so required. The approved material shall be placed in successive layers no more than six (6) inches in depth, loose measure and compacted to not less than 95% of the maximum unit weight as determined by the Michigan Department of State Highway Controlled Density Method. This specification shall be adhered to unless otherwise specified or authorized by the City Engineer. Density compaction test reports from an independent laboratory will be submitted by the applicant to the Engineering Department to ascertain compaction as specified or as may be required by the permit.
 10. CROSSING ROADBED by CUTTING GRAVEL and TRENCHING – All trenches across the roadbed shall be backfilled as specified in paragraph 9 to within eight (8) inches of the finished road surface. The top eight (8) inches shall be Aggregate (22A).
 11. CROSSING ROADBED by TUNNELING or BORING and JACKING – When the pipe is installed by this method without cutting the existing pavement, all remaining voids around the installation shall be filled by a

method approved by the City. Pressure grouting shall be required when deemed necessary. When the traveled portion of a road is tunneled or bored and jacked, the length of the pipe or casing used shall be the width of the road plus the shoulder width projecting a minimum of ten (10) feet from the edge of the pavement and/or back of curb. Casing shall be required when deemed necessary. Also when boring and jacking the leading edge of the pipe or casing used must always precede the Auger.

12. CROSSING ROADBED by CUTTING PAVEMENT and TRENCHING – When this method is approved by the Director of Public Services, the pavement shall be sawed so that the pavement area to be removed is a minimum of one (1) foot wider on each side than the maximum width of the trench. In no case shall the remaining slab width be less than five (5) feet from the patch to an existing joint. In rigid pavements, the saw cut shall be full depth; also when required the patch shall be tied to the existing slab by drilling hook bolts on 32-inch centers on all exposed faces of the existing pavement. The hook bolts shall be located at one-half (1/2) the pavement depth. Backfill shall be placed according to paragraph 9. The pavement shall be replaced with new pavement of the original type and quality, with joints to be sealed with an approved sealant, unless at a season of the year when it is not feasible, in which case a temporary surface of bituminous material shall be placed and maintained, and later replaced with pavement of original type at the applicants expense.
13. DEPTH of COVER MATERIAL – Depth of cover for underground facilities shall be determined at the time of application for a permit. In no case shall there be less than three (3) feet of cover between the surface of the traveled portion of the road and the facility being placed, and not less than three (3) feet below the flow line of ditches.
14. TREE PROTECTION or REMOVAL – Secure written permission of the abutting property owner when required.
 - (a) REMOVAL – Dispose of all limbs, logs, stumps and litter in a manner acceptable to the City Forester.
 - (b) PROTECTION – Underground facilities that interfere with trees in the Right-of-way shall be bored one-half (1/2) foot for each inch of tree diameter in all directions from the base of the tree.
15. RESTORATION and FINAL CLEAN-UP – Final Clean-up shall be such that it will provide a condition equal to or better than the original condition. Permittee shall be required to take and provide the City with dated pictures of the area being disturbed by the permit prior to any such work in order to establish the original condition. Failure to do so and/or providing insufficient pictures, permittee will have to restore the area as requested by the City. Restoration of lawns will be completed when satisfactory growth results, with no bare spots.
16. PROTECTION of ESTABLISHED SURVEY POINTS and DATUM – The permit holder shall protect, preserve and/or restore at his own expense, any established survey points and datum within the limits of the work covered by this permit.
17. TRAFFIC and SAFETY – When this permit allows the closing of a road, or the use of one or more traffic lanes, where construction is in proximity to the traveled portion of the road, signs, signals, lights, etc., shall be placed and maintained in accordance with the most current edition of Michigan Manual of Uniform Traffic Control Devices. The traffic control called for shall be minimum and the contractor shall erect and maintain at his own expense, all signs, signals, etc., for safety as directed by the City.
18. Any operation in the right-of-way not covered by these specifications shall be done in accordance with the instructions of the Director of Public Services and/or his designee.
19. Full compliance is required with any regulations of the Public Service Commission and Municipal or State Regulations, and any other City Ordinances, Policies and Resolutions.
20. This Permit shall be null and void, if the Insurance Certificate expires without renewal, and any bond filed with this application may be forfeited. In order to resume construction activities, including restoration, within the right-of-way, the applicant and/or contractor will have to re-apply for a permit. The same applies to a Bond that has expired.
21. If the Applicant is a homeowner that will do the work himself/herself, a Bond Waiver form has to be signed by all property owners abutting the right-of-way activities requested, and the application review fee, as well as, the requirements for Bond and Insurance Certificate will be waived.
22. It is the responsibility of the party doing work within the right-of-way to notify every property owner abutting this applicant of the scope of work and schedule, as well as, give them a contact name and telephone number for any concerns.
23. This permit will be rescinded automatically and bond may be forfeited should the construction activities differ from those indicated in the submitted drawings at the time of the application. Any changes must be approved by the City prior to any construction.



ADDRESS REQUEST FORM
 City of Novi Community Development Department
 45175 W. Ten Mile, Novi, MI 48375
 248-347-0415; 248-735-5600 fax
 cityofnovi.org

Project Name

SP Site Plan Number

This application must be completed for any development to receive an address for a subdivision (residential or non-residential) or an individual non-residential lot. This does not need to be completed for a single family residential home unless it is not in an existing or proposed subdivision.

ADDRESS REQUEST SUBMITTAL REQUIREMENTS

- One copy of a full scale site plan showing the distance of the centerline of the road to mile roads and major intersections.
- A copy of the approval letter from the Street Naming Committee for each street name.
- Contact Jeannie Niland with any questions: 248-347-0438 or jniland@cityofnovi.org
- Payment is due upon completion of the addressing process; addresses are \$10.00 each.

APPLICANT

Company Name		Primary Contact		
Street Address	Suite	City	State	Zip
Phone Number	Fax Number		E-mail address	
Name of Project	Number of Lots		Number of Corner Lots	

Are addresses needed for the any of the following? If so, state their location in the box provided and highlight them on the provided site plan.

Meter Pit	Entry Wall
Signage	Irrigation
Lighting	Lighting
Utility Location	Utility Location
Other	Other
Other	Other

For Office Use Only:

Date of Street Naming Approval	Date Address Assigned	Approved By	Date
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NO REVISION FAÇADE AFFIDAVIT
 City of Novi Community Development Department
 City of Novi Planning Division
 45175 W. Ten Mile, Novi, MI 48375
 248-347-0475; 248-735-5633 fax

- Revised Site Plan
- Final Site Plan
- Other

Check all that apply

Project Name

SP
Site Plan Number

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

APPLICANT

Company	Primary Contact	Professional License Number, if applicable
Street Address	Suite	City
	State	Zip
Phone Number	Fax Number	E-mail address

ARCHITECT

Architectural Firm	Primary Architect	Professional License Number, if applicable
Street Address	Suite	City
	State	Zip
Phone Number	Fax Number	E-mail address

Outcome of Previous Façade Review:

- Façade Drawings found to be in full compliance with façade chart per Façade Review letter dated _____.
- Façade Drawings received a Section 9 Waiver from the Planning Commission and/or City Council on _____.
- Façade Review letter not received to date.

The Façade Drawings incorporated in this plan set are as follows: (List all drawings.)

Sheet No.	Sheet Title:	Latest Revision Date:

The Façade Drawings herewith submitted (list all drawings above) are identical to those previously submitted and reviewed by the City Novi Community Development Department and therefore do not require review by the City of Novi's architectural consultant. The Façade Drawings are submitted at this time for reference pursuant to reviews required by other disciplines and/or consultants. I understand that it is my responsibility to submit any and all revisions to the Façade Drawings that may occur to the City of Novi Community Development Department. The current status of the previously submitted Façade Drawings is noted above.

Please note that if the previously submitted Façade Drawings were found to be in violation of the façade chart or the Planning Commission and/or City Council did not grant a required Section 9 Waiver, the project does not meet the qualifications to utilize this affidavit.

Signature of Applicant Date

Notary Date

County: _____

State: _____

Printed Name of Applicant



PRE CONSTRUCTION MEETING CHECKLIST
 CITY OF NOVI
 Community Development Department
 (248) 347-0415

All of the items listed below that apply to the project must be obtained prior to the Pre-Construction Meeting.

Site Pre-Con Date: _____ **Site Plan No.:** _____

Project Name: _____ Anticipated TCO date: _____

Project Contact Name: _____ Telephone No.: _____ Fax No.: _____

Email: _____ Cell Phone No.: _____

Site address: _____

Woodlands Permit Yes No Permit No.: _____ Issued Date: _____

*Contact(s): Pete Hill, Environmental Consulting & Technology (734) 769-3004
 Sarah Marchioni, City of Novi Community Development Department (248) 347-0430*

Comments: _____

City Wetlands Permit Yes No Permit No.: _____ Issued Date: _____

*Contact(s): John Freeland, Environmental Consulting & Technology (734) 769-3004
 Sarah Marchioni, City of Novi Community Development Department (248) 347-0430*

Comments: _____

MDEQ Wetlands Permit Yes No Permit No.: _____

*Contact(s): John Freeland, Environmental Consulting & Technology (734) 769-3004
 Sarah Marchioni, City of Novi Community Development Department (248) 347-0430*

Comments: _____

Wetlands Letter of Authorization Yes No

*Contact(s): John Freeland, Environmental Consulting & Technology (734) 769-3004
 Sarah Marchioni, City of Novi Community Development Department (248) 347-0430*

Comments: _____

Soil Erosion Control Permit Yes No Permit No.: _____ Issued Date: _____

*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648
 Sarah Marchioni, City of Novi Community Development Department (248) 347-0430*

Comments: _____

City Right-of-Way Permit Yes No Permit No.: _____ Issued Date: _____

Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648

Comments: _____

PRE-CONSTRUCTION MEETING CHECKLIST

Road Commission Oakland County Yes No
Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648

Wayne County Road Commission (8 Mile Road) Yes No
Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648

NPDES Permit Yes No Permit No.: _____ Issued Date: _____
Sites over 5 acres or more or have point discharge system
Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648

Flood Plain Permit Yes No Permit No.: _____ Issued Date: _____
Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648

Preliminary Site Plan Approval Yes No Date: _____

Final Site Plan Submitted Yes No Date: _____
Contact(s): Richelle Leskun, City of Novi Community Development Department (248) 347-0579

Subdivision Engineering Approval Yes No Date: _____
Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648

Stamping Set Approval Yes No Date: _____
Contact(s): Richelle Leskun, City of Novi Community Development Department (248) 347-0579

Comments: _____

Construction Inspection Fees Yes No Date Paid: _____ Permits Plus #: _____
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648
Sheila Weber, City of Novi Treasury Department (248) 347-0441*

Storm Water Performance Guarantee Yes No Date Paid: _____
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648
Sheila Weber, City of Novi Treasury Department (248) 347-0441*

Storm Water Detention Fees Yes No Date Paid: _____
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648
Sheila Weber, City of Novi Treasury Department (248) 347-0441*

Incomplete Sitework Guarantee Yes No Date Paid: _____
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648
Sheila Weber, City of Novi Treasury Department (248) 347-0441*

Traffic Control Sign Guarantee/Fee Yes No Date Paid: _____
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648
Sheila Weber, City of Novi Treasury Department (248) 347-0441*

Landscaping Fees Yes No Date Paid: _____ Permits Plus #: _____
*Contact(s): David Beschke, City of Novi Community Development Department (248) 735-5621
Sheila Weber, City of Novi Treasury Department (248) 347-0441*



SITE PLAN REVISION SUBMITTAL FORM
 City of Novi Community Development Department
 45175 W. Ten Mile, Novi, MI 48375
 248-347-0475; 248-735-5633 fax

- Concept
- Preliminary Site Plan
- Final Site Plan
- Other

Project Name

SP
Site Plan Number

APPLICANT

Company Name	Primary Contact	Professional License Number, if applicable		
Street Address	Suite	City	State	Zip
Phone Number	Fax Number		E-mail address	

SUBMITTAL REQUIREMENTS

Revision Submittal Requirements

- Ten sealed and folded complete sets of plans, Size of plans must be 24" x 36", maximum scale of 1" = 50'.
- Original signed copy of this application.
- Response letter with comments detailing the revisions made to the plans.

Have Modifications been made to the:

General site layout?	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
Building elevations?	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
Woodland Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
Wetland Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> NO

I do 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



WOODLAND AFFIDAVIT APPLICATION

Community Development Department
45175 West Ten Mile Road
Novi, Michigan 48375
(248) 347-0415

Building permit # _____

Woodland permit # _____

This form is to be filled out by persons who wish to develop a property which requires site plan approval, in which the Petitioner believes that no Regulated Woodlands or Trees 36" or greater will be effected by their proposed development.

Project/Subdivision Name: _____

Lot No.: _____ Sidwell Number (s): _____

Owners Name: _____

Owners Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Builders Name: _____

Builders Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Being first duly sworn, states as follows:
That he/she desires to conduct the following activity _____

with a projected starting date of _____ on the property within the City of Novi,

more fully described as follows:

Crossroads: _____ Acreage: _____

That the Applicant has examined the Official Woodlands Map for the City of Novi, Novi Code Chapter 37 and has referred to the final approved plat and/or final approved site plan and determined that the above property:

- There are no Regulated Woodlands on this property.
- There are no designated Historic or Specimen trees as defined under Chapter 37 of the City of Novi Code, nor any tree with a diameter of thirty six (36) inches measured at four and one half (4 1/2) feet above existing grade.
- Regulated Woodlands are located on this property. Protective measures are required pursuant to Chapter 37 of the City of Novi Code.
- Regulated Woodlands are located adjacent to this property. Protective measures are required pursuant to Chapter 37 of the City of Novi Code.
- If a protective woodlands fence is located on site and must be moved in order to build, movement must take place prior to issuance of a Building Permit.

Signature of Applicant Date

Print Signature of Applicant

Subscribed and sworn before me this _____ day of _____,

_____, Notary Public _____, County, Michigan.

My Commission expires: _____.



WETLANDS/WATERCOURSE PROTECTION ORDINANCE APPLICATION

Community Development Department
45175 West Ten Mile Road
Novi, Michigan 48375
(248) 347-0415

Building permit # _____

Wetland permit # _____

Please note: This affidavit is relied upon to determine processing route for site and plot plans. The affidavit signed below retains full burden to meet any and all City requirements. The City retains all rights to re-review the plans based upon any new information.

Project/Subdivision Name: _____

Lot No.: _____ Sidwell Number (s): _____

Owners Name: _____

Owners Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Builders Name: _____

Builders Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

I, _____ being duly sworn, states as follows:

That he/she desires to conduct the following activity _____

with a projected starting date of _____ on the property within the City of Novi,

more fully described as follows:

Crossroads: _____ Acreage: _____

That the Applicant has examined the Official Wetland/Watercourse Map for the City of Novi, Chapter 12, Article V of the Novi Code and if applicable, has referred to the final approved plat and/or approved site plan and determined that the above property:

- Is not within an area designated as a wetland/watercourse area.
Does not contain any portions of the twenty five (25) foot wetland and watercourse setback.
Does contain regulated wetlands, watercourses, or setbacks but that all proposed work shall take place outside of these areas.
Does not contain any wetland and is not contiguous to any stream or watercourse.

Signature of Applicant

Date

Print Signature of Applicant

Subscribed and sworn before me this _____ day of _____,

_____, Notary Public _____, County, Michigan.

My Commission expires: _____

FOR COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY:

- Have verified the property is not on the Official Wetland/Watercourse Map.
Have verified the property is on the Official Wetland/Watercourse Map.



WETLAND BOUNDARY DETERMINATION APPLICATION

City of Novi Community Development Department
City of Novi Planning Division
45175 W. Ten Mile, Novi, MI 48375
248-347-0475; 248-735-5633 fax

Project Name

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

APPLICANT	Company		Primary Contact		Professional License Number, if applicable		
	Street Address		Suite	City		State	Zip
	Phone Number		Fax Number		E-mail address		

WETLAND	Wetland Consulting Firm		Primary Consultant		Professional License Number, if applicable		
	Street Address		Suite	City		State	Zip
	Phone Number		Fax Number		E-mail address		

OWNER	Project Name		Legal Name of Ownership, with Primary Contact				
	Street Address		Suite	City		State	Zip
	Phone Number		Fax Number		E-mail address		

PROJECT INFORMATION	Property Address, if known		North or South of which road?		East or West of which road?	
	Parcel Number(s) (Contact Assessing Dept. if unknown)		Gross Site Acreage <small>Size will be reviewed against Assessor's Records</small>		Wetland Acreage <small>If unknown, 2 acres will be used initially</small>	
	Brief description of on-site wetlands. Attach additional sheets if necessary.					



SEASONAL OUTDOOR SEATING APPLICATION

City of Novi Community Development Department

45175 W. Ten Mile, Novi, MI 48375

248.347.0475; 248.735.5633 fax

www.cityofnovi.org

Project Name

APPLICANT

Company	Primary Contact	Professional License Number, if applicable		
Street Address	Suite	City	State	Zip
Phone Number	Fax Number	E-mail address		

ARCHITECT

Architectural Firm	Primary Architect	Professional License Number, if applicable		
Street Address	Suite	City	State	Zip
Phone Number	Fax Number	E-mail address		

OWNER

Project Name	Legal Name of Ownership, with Primary Contact			
Street Address	Suite	City	State	Zip
Phone Number	Fax Number	E-mail address		

PROJECT INFORMATION

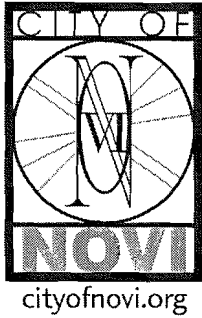
Property Address, if known	North or South of which road?	East or West of which road?	
Parcel Number(s) (Contact Assessing Dept. if unknown)	Section	Approximate Square footage of proposed Outdoor Seating Area	
Space for additional information, if necessary			

SUBMITTAL REQUIREMENTS

Submittal Requirements:

- Four signed, sealed and folded sets of plans which includes the overall site plan with proposed outdoor seating area. Size of plans must be 24" x 36", maximum scale of 1" = 50'.
- Original signed copy of this application.
- Notarized original signature of Landowner authorizing permission, if Applicant is not the owner.
- Completed checklist.
- Review Fee of \$400, check made payable to the City of Novi.

**PLANNING COMMISSION ACTION SUMMARY
EXCERPT – SEPTEMBER 7, 2011**



PLANNING COMMISSION ACTION SUMMARY

CITY OF NOVI
Regular Meeting
September 7, 2011 | 7 PM
Council Chambers | Novi Civic Center | 45175 W. Ten Mile
(248) 347-0475

CALL TO ORDER

The meeting was called to order at or about 7:00 PM.

ROLL CALL

Present: Member Anthony, Member Baratta, Member Greco, Member Gutman, Member Lynch, Chair Pehrson, Member Prince

Absent:

Also Present: Barbara McBeth, Deputy Director of Community Development; Kristin Kolb, City Attorney; Mark Spencer, Planner; Dave Campbell, Planner; David Beschke, Landscape Architect; Nathan Bouvy, Engineer; Doug Necci, Façade Consultant;

APPROVAL OF AGENDA

Motion to approve the September 7, 2011 Planning Commission agenda. Motion carried 7-0.

CONSENT AGENDA - REMOVALS AND APPROVAL

PUBLIC HEARINGS

2. ZONING ORDINANCE TEXT AMENDMENT 18.252

Public hearing for Planning Commission's recommendation to the City Council to amend Zoning Ordinance No. 97-18, as amended, the City of Novi Zoning Ordinance, at Article 25, General Provisions, and Section 2516, Site Plan Review (All Districts); in order to update the existing City of Novi Site Plan Manual.

ROLL CALL VOTE ON MOTION RECOMMENDING APPROVAL OF TEXT AMENDMENT 18.252 MADE BY MEMBER LYNCH AND SECONDED BY MEMBER GUTMAN:

In the matter of Text Amendment 18.252, motion to recommend approval to the City Council. Motion carried 7-0.

**CITY COUNCIL MEETING MINUTES DRAFT
EXCERPT – SEPTEMBER 26, 2011**

**REGULAR MEETING OF THE COUNCIL OF THE CITY OF NOVI
MONDAY, SEPTEMBER 26, 2011 AT 7:00 P.M.
COUNCIL CHAMBERS – NOVI CIVIC CENTER – 45175 W. TEN MILE ROAD**

Mayor Landry called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL: Mayor Landry, Mayor Pro Tem Gatt, Council Members Fischer, Margolis, Mutch, Staudt, Wrobel

ALSO PRESENT: Clay Pearson, City Manager
Victor Cardenas, Assistant City Manager
Tia Gronlund-Fox, Human Resource Director
Kathy Smith-Roy, Finance Director

APPROVAL OF AGENDA

CM-11-09-137 Moved by Gatt, seconded by Margolis; CARRIED UNANIMOUSLY:

To approve the Agenda as presented

Roll call vote on CM-11-09-137	Yeas:	Gatt, Fischer, Margolis, Mutch, Staudt, Wrobel, Landry
	Nays:	None

PUBLIC HEARING - None

PRESENTATIONS - None

REPORTS:

MATTERS FOR COUNCIL ACTION – Part I

- 1. Consideration of Zoning Ordinance Text Amendment 18.252 to update the Novi Site Plan and Development Manual in its entirety and to amend the City of Novi Zoning Ordinance at Article 25, "General Provisions," Section 2516 "Site Plan Review (All Districts)" in order to update the existing Novi Site Plan and Development Manual. First Reading**

Mr. Pearson said this had been a lot of hard work on the part of staff and the Planning Commission. He said it was a comprehensive update of the site plan review manual.

Member Margolis said they did a great job in terms of making these things more accessible. She said they less often heard that Novi was a tough place to do business and get things done.

CM-11-09-141 Moved by Margolis, seconded by Staudt; CARRIED UNANIMOUSLY:

To approve the Zoning Ordinance Text Amendment 18.252 to update the Novi Site Plan and Development Manual in its entirety and to amend the City of Novi Zoning Ordinance at Article 25, "General Provisions," Section 2516 "Site Plan Review (All Districts)" in order to update the existing Novi Site Plan and Development Manual. First Reading

Member Wrobel said he would support it also, anything to help people come to Novi rather than a surrounding community.

Mayor Landry echoed the comments of Member Margolis. He remembered when people said how tough it was to develop in Novi but they couldn't say that any longer. He said it was very easy to follow.

Roll call vote on CM-11-09-141

**Yeas: Staudt, Wrobel, Landry, Gatt, Fischer,
Margolis, Mutch**

Nays: None