



PLANNING LEGAL REVIEW TRANSMITTAL

(Include the Transmittal with every submittal)

Off-Site	On-Site	
First Draft	Revised	Notarized

CITY USE ONLY

Date Received:

Legal Permit (PL) #:

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

Site Plan No:		Planner:		Site Construction (PSC) #:
Project Name:				
Site Address:				Legal Invoice Paid:
				Yes No

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

Contact Name:			
Company:			
Contact Address:			
Phone:		Email:	

INITIAL AND REVISED DRAFT DOCUMENT SUBMITTAL INSTRUCTIONS:

- Digital copies are accepted via e-mail for initial and revised drafts. E-mail: schoi@cityofnovi.org
- Submit and label each document as a separate pdf.
- All exhibits should be letter (preferred) or legal sized (24" x 36" will not be accepted).
- Make sure all legal fees are paid prior to submittal.

NOTARIZED DOCUMENT SUBMITTAL INSTRUCTIONS:

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

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

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

01: Master Deed	07: Shared Parking Agreement
02: Conservation Easement	08: Text Amendment
03: Development Agreement	09: Other Planning Agreement
04: Planned Rezoning Overlay	15: Title Search/Policy
05: RUD Agreement	Master Deed Exhibit B
06: Covenants and Restrictions	Conservation Easement Exhibits
Other (Specify)	

Additional Documents may be required during the review process