



# ENGINEERING LEGAL REVIEW TRANSMITTAL

*(Include the Transmittal with every submittal)*

<b>Off-Site</b>	<b>On-Site</b>	
<b>First Draft</b>	<b>Revised</b>	<b>Notarized</b>

<b>CITY USE ONLY</b>	
Date Received:	
Legal Permit (PL) #:	
Site Construction (PSC) #:	
Legal Invoice Paid:	
Yes	No

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

Site Plan No:	
Project Name:	
Site Add./Parcel ID:	

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

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

**INITIAL AND REVISED DRAFT DOCUMENT SUBMITTAL INSTRUCTIONS:**

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

**NOTARIZED DOCUMENT SUBMITTAL INSTRUCTIONS:**

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

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

10: Off-Site Title Policy	13: Off-Site Sanitary Sewer Easement
11: Off-Site Temporary Construction Agreement	14: Off-Site Water Main Easement
12: Off-Site Storm Sewer and Drainage	Other:

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

15: Title Policy	24: R.O.W. Warranty Deed (new road)
16: Storm Drainage Facility Maintenance Easement	28: Ingress/Egress Easement
17: Sanitary Sewer System Easement	29: Cross Access Easement
18: Sanitary Sewer Manhole Access Easement	30: Emergency Access Easement
19: Water System Easement	31: Sidewalk or Path Easement
23: R.O.W Warranty Deed (add'l on exist road)	Other:

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

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

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

25: Bill of Sale for Public Streets	27: Roads Waivers of Lien <b>(Signed by ROADS CONTRACTOR Only)</b>
26: Roads Sworn Statement <b>(Signed by DEVELOPER Only)</b>	32: Bill of Sale for Boardwalks