



# ENGINEERING LEGAL REVIEW TRANSMITTAL

*(Include the Transmittal with every submittal)*

**Off-Site**

**On-Site**

**First Draft**

**Revised**

**Notarized**

**CITY USE ONLY**

Date Received:

PL #:

PSC #:

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

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

**Legal Invoice Paid:**

Yes No

**Jurisdiction:**

Local RCOC

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

- |   |                                      |
|---|--------------------------------------|
| 10: Off-Site Title Search/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 Search/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<br><b>(Signed by UTILITY CONTRACTOR Only)</b> |
| 21: Utilities Sworn Statement (SanSew/WM)<br><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<br><b>(Signed by ROADS CONTRACTOR Only)</b> |
| 26: Roads Sworn Statement<br><b>(Signed by DEVELOPER Only)</b> | 32: Bill of Sale for Boardwalks                                       |