



# 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:	Legal Invoice Paid:
		Yes No
Project Name:		Jurisdiction:
Site Add./Parcel ID:		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 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
21: Utilities Sworn Statement (SanSew/WM)	(Signed by UTILITY CONTRACTOR Only)
(Signed by DEVELOPER Only)	

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

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