



**SERVICE OF ALCOHOLIC BEVERAGES
SPECIAL LAND USE
APPLICATION 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/Applicant Names)

Note: If the service of alcoholic beverages will be in a new or remodeled building that requires site plan approval, also complete and provide a completed "Preliminary Site Plan Checklist."

ITEM		REQUIREMENT	Provided	No
1		Provide four sets of scaled 24" X 36" site plans with the following information:		
	A	Provide name, address and phone number of Applicant.		
	B	Provide name, address, phone number and seal with original signatures of a Michigan-licensed architect, engineer, designer, landscape architect or planner who prepared the plan.		
	C	Include the north arrow, legend, graphic and written scale on all sheets.		
	D	Provide address, legal description, including tax ID number (metes and bounds for acreage, parcel, lot number(s), liber and page for subdivisions, unit number for condominiums) with gross land area in square feet or acres.		
	E	Provide existing zoning and use of site and adjacent properties.		
	F	If building has received site plan approval, provide the general layout of existing physical improvements, showing the following: location of all existing buildings, parking, parking layout, streets and drives.		
	G	If building has not received site plan approval or if it will undergo remodeling, show all proposed improvements including building locations, building facades, parking, parking layout, drives and streets.		
	H	General floor plan and area of including but not limited to identifying the dining area, seating arrangement, outdoor seating area, beverage service areas, kitchen, waiting areas, stairwells, and storage areas.		
	I	All locations where on-premise sales of alcoholic beverages presently exist within 1,000 feet of the closest lot lines of the site and all uses within 500 feet.		
	J	Maximum occupancy of the premises.		
2		Provide a narrative describing how this proposed establishment will do the following:		
	A	Promote the City's economic development goals and objectives.		

	B	Provide a service, product or function that is not presently available or is not within the City or that would be unique to the City or in an identifiable area that the use will be an asset to the area or will be more convenient.		
	C	Represent an added financial investment on part of a long-term business or resident with recognized ties to the City and the local community.		
	D	Be managed successfully (Demonstrate that the applicant has the management experience and financial status to successfully manage the business).		
3		Provide a narrative describing how the proposed use will not have any appreciable negative effects on the area such as the following:		
	A	Vehicle and pedestrian traffic that might disturb area residents.		
	B	Noise, odors, or lights that emanate beyond the site's boundaries onto residential properties.		
	C	Excessive number of persons gathering outside.		
	D	Fighting, brawling, outside urination, or other disturbing behavior that can accompany intoxication.		
4		Provide a copy of a completed "City of Novi Liquor License Application."		
5		Provide an original completed "Application for Site Plan and Land Use Approval."		

FOR COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY	
Date Application Received ____/____/____	
Date Public Hearing Scheduled ____/____/____	Date Notice Published ____/____/____
Service of Alcoholic Beverages Special Land Use Recommendation Committee Action Approval Recommended ☐ Approval Recommended with conditions ☐ _____ _____ _____ Denial Recommended ☐ Ayes _____ Nays _____	
I certify that the Service of Alcoholic Beverages Special Land Use Recommendation Committee held a public hearing and made the above recommendation on the above date. _____, date ____/____/____	