CITY OF NOVI SITE PLAN AND DEVELOPMENT MANUAL

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CHAPTER 1

SITE PLAN
REVIEW PROCESS

SITE PLAN REVIEW PROCESS

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's site plan review process. Potential applicants should contact the Community Development Department to arrange a meeting to discuss specific site plan proposals and review procedures. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to site plan application submittal.

WHAT IS THE SITE PLAN REVIEW PROCESS?

The Site Plan Review Process is a five step process consisting of a Concept Meeting, Pre-Application review and meeting, Preliminary Site Plan review, Final Site Plan review and Stamping Set approval. Many projects also require Planning Commission or City Council approval.

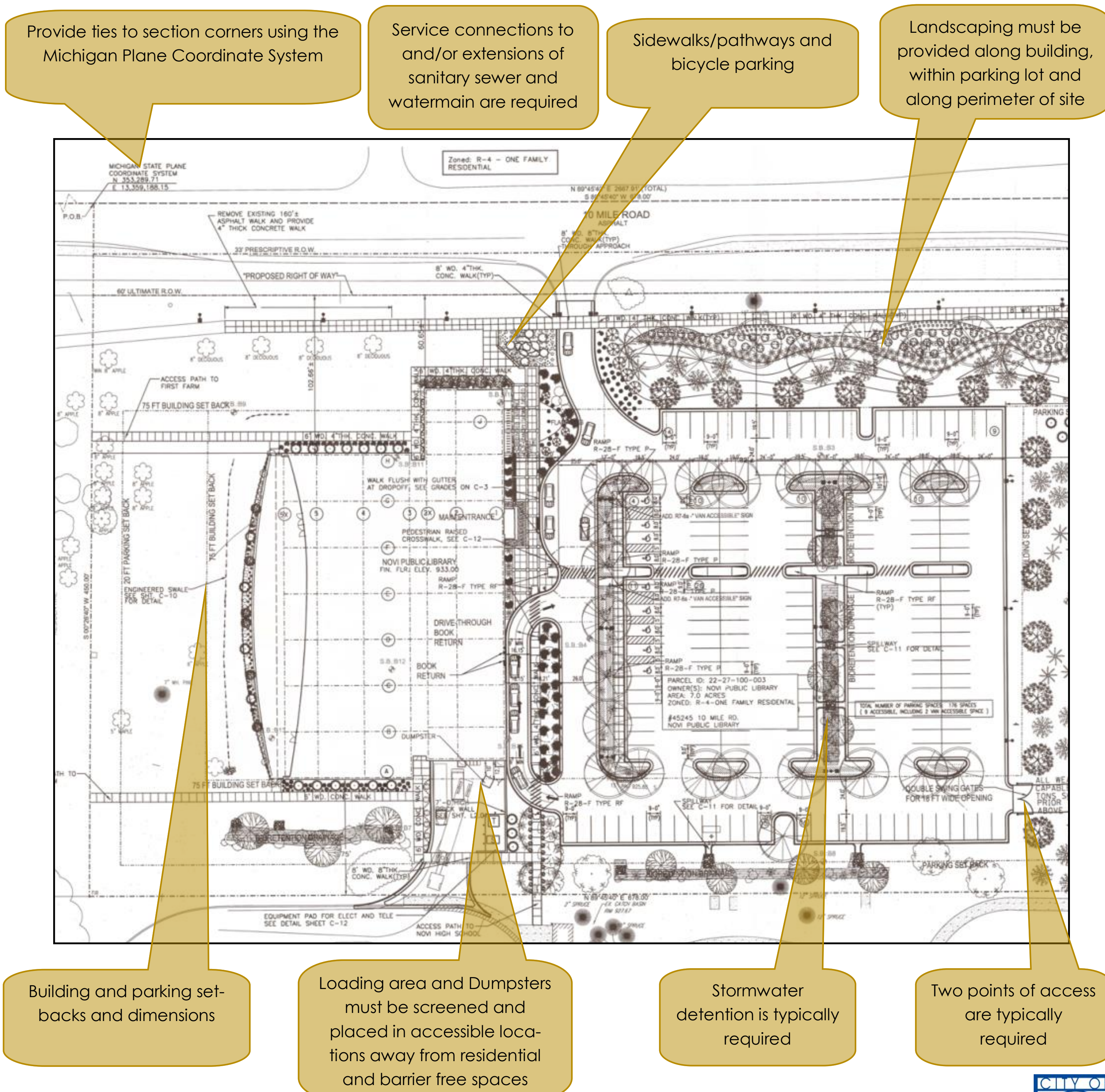
A concept meeting can be scheduled with Plan Review Staff to informally review a conceptual site plan idea and discuss the Zoning Ordinance requirements before submitting plans for review.

WHAT TYPES OF DEVELOPMENT MUST GO THROUGH THE SITE PLAN REVIEW PROCESS?

- Building of any structures or additions, including carports, patios and outside mechanical equipment, other than single-family homes to be used as a residence
- Improvements to, modifications of, or expansion of off-street parking areas, except for maintenance such as resurfacing, or re-striping as shown on previously approved site plan
- A change of use within an existing freestanding building or the interior modification of an existing use which results in an increase in off-street parking needs
- Improvements to, expansion or extension of or abandonment of any public or private overhead or underground utility or utility-related lines or easements (including oil and gas production facilities)
- Establishment of any site condominium or condominium development
- Proposed construction of public or private roads
- Revisions made to any previously approved site plan including, but not limited to:
    - Approved landscape plans
    - Modifying the location of or expanding the size of buildings
    - Changes to the façade, including material and color changes
    - Revisions to any phasing plan
- Special land uses (Principal Uses Permitted Subject to Special Conditions)
- Any of the above items that would intrude or cause impact into regulated woodlands or wetlands

WHAT TYPES OF INFORMATION ARE REQUIRED ON A SITE PLAN?

The site plan shown below identifies and shows examples of some of the information staff would need to review on a proposed site plan drawn to-scale, 24"x36" in size.



SITE PLAN REVIEW PROCESS

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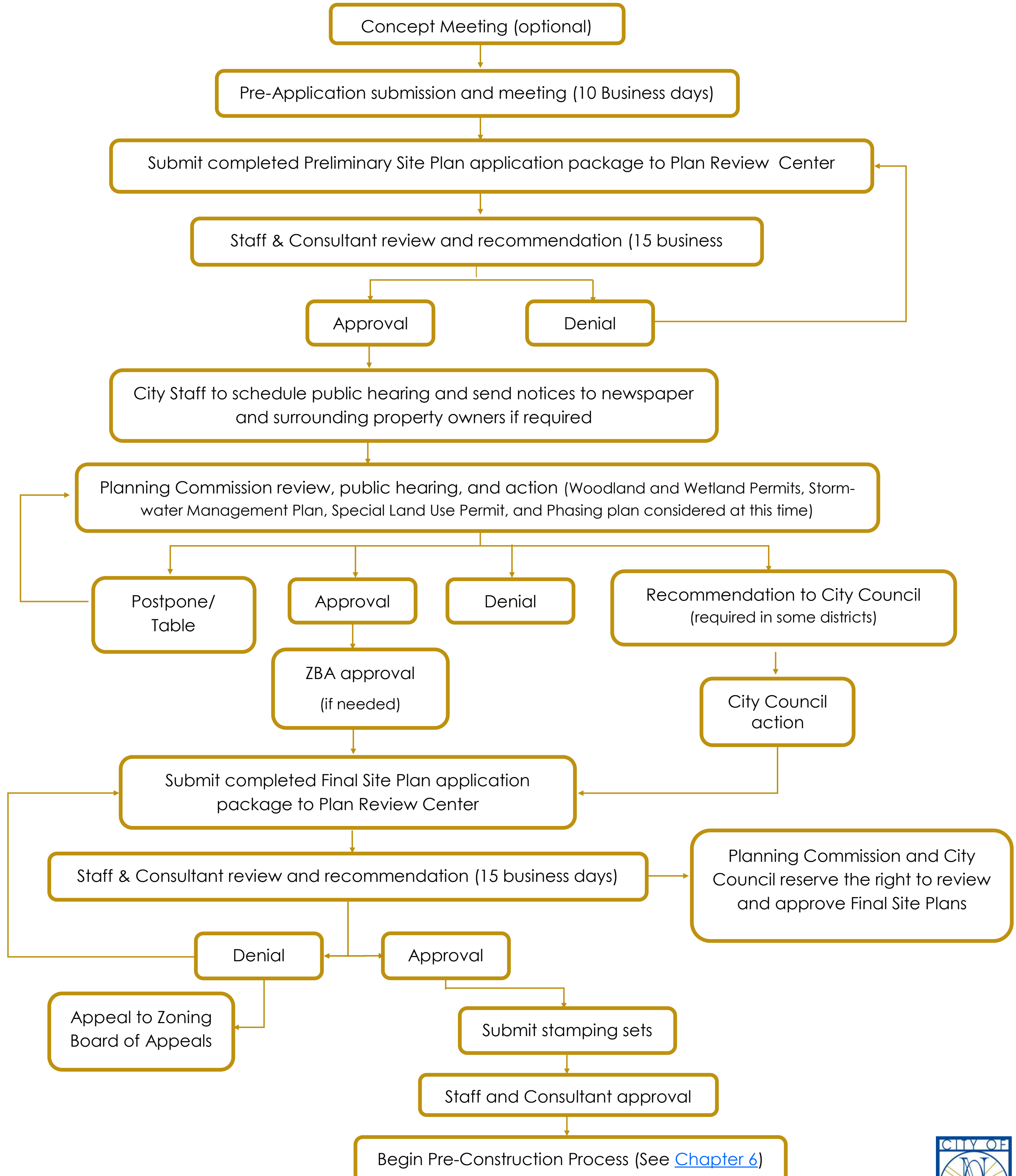
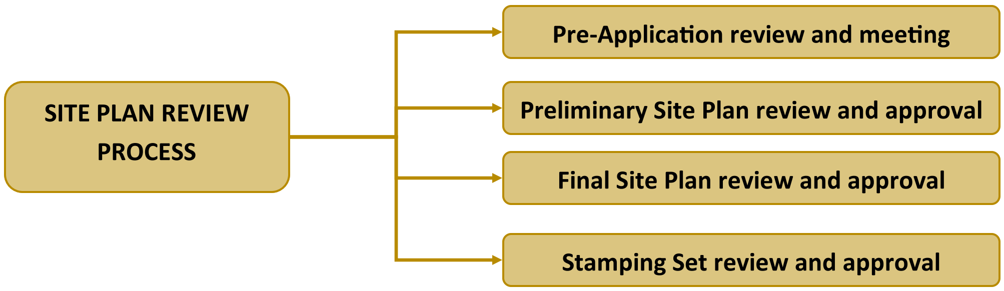


SITE PLAN REVIEW PROCESS

OVERVIEW

WHAT ARE THE MAJOR COMPONENTS OF THE SITE PLAN REVIEW PROCESS?



PRE-APPLICATION REVIEW AND MEETING

Prior to a Pre-Application submittal, an applicant should schedule a concept meeting with the Plan Review Center staff to discuss the site plan review process and Zoning Ordinance requirements. There are no fees associated with this meeting and it can be arranged by contacting the Plan Review Center at 248-347-0475. A concept meeting is not required but is recommended.

WHAT SHOULD BE SUBMITTED TO BEGIN THE PRE-APPLICATION PROCESS?

An applicant must discuss the proposed development of a property with the Plan Review Center staff at a Pre-Application meeting. An applicant should submit the required Pre-Application Meeting Request Form (found in Attachment A and at cityofnovi.org) along with eight sets of folded size 24" x 36" proposed concept plans and a brief narrative describing the use of the property. If the applicant wishes to receive an estimate of review fees, the Request for Estimated Fees form can also be submitted (found in Attachment A and at cityofnovi.org). Pre-Application plans are reviewed and Pre-Application meetings are held free of charge. Once the Pre-Application package is submitted a meeting can generally be scheduled within ten business days.

Phasing: If a project is to be constructed in distinct phases, a Phasing Plan shall be included in the Preliminary Site Plan submittal that clearly identifies the extent of each phase. Each phase, when considered in context with earlier phases, must be capable of meeting all applicable requirements of the city's ordinances. Further details of each phase are required with the Final Site Plan stage, including all grading, utilities, access roads and paths, landscaping, buildings, and hydrant coverage. Required cost estimates shall also be broken down by each phase. Separate pre-construction meetings and financial guarantees will be required for each phase proposed. **Generally, only large projects that are not anticipated to be completed within 2 years of the initial permit, as described in Chapter 26.5, should be considered for phasing.**

PRELIMINARY SITE PLAN REVIEW AND APPROVAL

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL PRELIMINARY SITE PLAN REVIEW PROCESS?

- ◻ A completed Application for Site Plan and Land Use Approval (found in Attachment A and at cityofnovi.org) listing the exact acreage of the following: entire site, regulated woodlands and regulated wetlands
- ◻ A completed Preliminary Site Plan Checklist (found in Attachment A and at cityofnovi.org) (All items listed in the Preliminary Site Plan Checklist must be shown on the plans.)
- ◻ Eight sets of signed and sealed size 24" x 36" folded plans, including utilities, stormwater detention, landscaping, phasing, and woodland and wetland impact information, as applicable. (Include a digital PDF version plans.)
- ◻ A Community Impact Statement, if required (This item will be discussed at the Pre-Application meeting. Refer to Chapter 5 for additional information on Community Impact Statements.)
- ◻ A Traffic Impact Study, if required (This item will be discussed at the Pre-Application meeting. Refer to Chapter 5 for additional information on Traffic Impact Studies.)
- ◻ A written statement describing the proposed use
- ◻ A completed Hazardous Chemical Survey (commercial and industrial users only - found in Attachment A and at cityofnovi.org)
- ◻ A completed Non-Domestic Sewer Use Form (commercial and industrial users only - found in Attachment A and at cityofnovi.org)
- ◻ A completed Street and Project Name Request Form, if applicable (found in Attachment A and at cityofnovi.org)
- ◻ Payment to City of Novi for review fees (Fees are site specific and will be calculated at the time of submittal. An invoice will be sent to the applicant by City staff once all review materials are received.)

WHAT ARE THE STEPS OF THE PRELIMINARY SITE PLAN REVIEW PROCESS?

STEP 1: Formal Preliminary Site Plan package is submitted by the applicant and reviewed by Plan Review Center staff and consultants and comments are forwarded to the applicant via email.

Letters recommending denial may necessitate a revised Preliminary Site Plan review. The applicant will need to submit the Site Plan Revision Submittal Form available in Attachment A or at cityofnovi.org along with seven sets of signed and sealed size 24" x 36" folded plans. Although not recommended, a Preliminary Site Plan may be considered by the Planning Commission with one or more staff and/or consultant letters recommending denial provided a written request is submitted by the applicant.

STEP 2: If a public hearing is required because of a requested Special Land Use Permit, Site Condominium, Woodland Permit, Wetland Permit or special development option, a notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the subject property and public utilities at least five to fifteen days prior to the public hearing date, depending on the permit requested.

The applicant is required to submit electronic copies of the same Preliminary Site Plan reviewed along with a letter responding to staff and consultant review comments, as well as a Facade Material board, one week prior to the Planning Commission meeting.

STEP 3: The Planning Commission will hold the public hearing (if required), review the Preliminary Site Plan and take one of the following actions on the Preliminary Site Plan (and Site Condominium, Phasing Plan, Stormwater Management Plan and associated permits, if applicable):

- Approve the Preliminary Site Plan (with or without conditions)
- Deny the Preliminary Site Plan
- Table the Preliminary Site Plan
- Recommend approval of the Preliminary Site Plan to City Council, if applicable
- Recommend denial of the Preliminary Site Plan to City Council, if applicable

The applicant or applicant's representative must attend the meeting in which their plans are scheduled for consideration. Failure to appear will cause the Planning Commission to postpone consideration of the project.

STEP 4: City Council consideration and approval of the Preliminary Site Plan and associated permits is required in certain zoning districts. Refer to the Zoning Ordinance for specific regulations. Most Preliminary Site Plans and associated permits can be approved by the Planning Commission.

STEP 5: If certain Zoning Ordinance requirements cannot be met the applicant will need to apply for a variance from the Zoning Board of Appeals. Applications are due about six weeks prior to the ZBA meeting date.

The Planning Commission and/or City Council may reserve the right to require Planning Commission and/or City Council approval of the Final Site Plan.

FINAL SITE PLAN REVIEW AND APPROVAL

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL FINAL SITE PLAN REVIEW PROCESS?

- ◻ A completed Final Site Plan Application (found in Attachment A and at cityofnovi.org)
- ◻ A completed Final Site Plan Checklist (found in Attachment A and at cityofnovi.org) (All items listed in the Final Site Plan Checklist must be shown on the plans.)
- ◻ One digital copy and Eight printed sets of signed and sealed size 24" x 36" folded plans, including stormwater detention information, utilities, landscaping, phasing, a photometric plan and woodland and wetland information, if applicable (All applicable disciplines must sign and seal the plans.)
- ◻ A No Revision Façade Affidavit may be submitted if no changes to the façade have been made, if applicable (found in Attachment A and at cityofnovi.org)
- ◻ An itemized engineering cost estimate including sanitary sewer, watermain, storm sewer, paving and grading costs, size 8.5" x 11" (The cost estimate should not include soil erosion or demolition costs.)
- ◻ An itemized landscaping cost estimate including greenbelt and greenbelt ornamental trees, perennials, pond plantings, shrubs, edging, mulch, seed mix and seeded lawn, size 8.5" x 11" (The cost estimate should not include woodland trees, replacement trees or mitigation.)
- ◻ A written response to all of comments in the review letters describing changes to the plans
- ◻ A Right-of-way Permit Application, recommended (found at cityofnovi.org)
- ◻ A Soil Erosion Permit Application, recommended (found at cityofnovi.org)
- ◻ An Other Agencies Checklist (found in Attachment A and at cityofnovi.org)
- ◻ Payment to City of Novi of review fees (Fees are site specific and will be calculated at the time of submittal. An invoice will be sent to the applicant by City staff.)

WHAT ARE THE STEPS OF THE FINAL SITE PLAN REVIEW PROCESS?

STEP 1: Formal Final Site Plan package is submitted by the applicant and reviewed by Plan Review Center staff and consultants and comments are forwarded to the applicant via email. Final Site Plan approval is generally administratively granted by City staff.

Letters recommending denial may require a revised Final Site Plan review. The applicant will need to submit the Site Plan Revision Submittal Form available in Attachment A or at cityofnovi.org along with signed and sealed size 24" x 36" folded plans. The coordinating planner will tell you how many sets are required.

An applicant may apply for building permits after receiving Preliminary Site Plan review. However, this is at the risk of the applicant as changes required during Final Site Plan review may affect building plans.

If an applicant intends to begin construction immediately following the site plan approval process, the pre-construction process should be initiated following the issuance of Final Site Plan approval letters. Please refer to Chapter 6 for additional information on the pre-construction process.

STAMPING SET REVIEW AND APPROVAL

WHAT NEEDS TO BE SUBMITTED FOR STAMPING SET REVIEW AND APPROVAL?

- Electronic copies of the plans should be submitted for informal review and approval prior to printing Stamping Sets. Staff and consultants will review to verify all comments have been addressed to avoid costly resubmittals.
- Eleven sets of signed and sealed size 24" x 36" folded plans incorporating all the comments in the staff and consultant review letters. (Lesser numbers of plans may be needed for smaller projects. The exact number of Stamping Sets required will be noted in the planning Final Site Plan review letter. All applicable disciplines must sign and seal the plans.)
- Additional information (i.e. legal documents such as master deeds, easements, etc.) may be required and will be noted in the staff and consultant review letters

Staff will inform the applicant if additional corrections to the plans are needed necessitating sheet replacement. The applicant is responsible for disassembling the plans, replacing sheets and reassembling the plans.

WHAT ARE THE STEPS OF THE STAMPING SET REVIEW AND APPROVAL PROCESS?

STEP 1: Electronic copies of the plans are submitted for informal review by Plan Review Center staff and consultants. Any outstanding comments are communicated to the applicant with instructions.

STEP 2: Printed Stampings Sets are submitted by the applicant and reviewed by Plan Review Center staff and consultants.

STEP 2: City staff and consultants will stamp the plans "Approved," pass the stamped plans along to the Building Division, and notify the applicant. The applicant will receive a copy of the stamped plans. The applicant may apply for any required building permits.

HOW LONG ARE SITE PLAN APPROVALS VALID AND CAN THEY BE RENEWED?

Preliminary Site Plan approvals are valid for two years from the date of Planning Commission/City Council or staff approval. Final Site Plan approvals are valid for two years from the date the Stamping Set is approved. An extension of a Preliminary or Final Site Plan approval must be requested in writing by the applicant. The request will be forwarded to and considered by the approving body (Planning Commission, City Council or staff). It is the applicant's responsibility to request the extension prior to expiration of approvals. Up to three one-year extensions may be granted.

CHAPTER 2

SPECIAL LAND USE PERMIT REVIEW PROCESS

SPECIAL LAND USE PERMIT REVIEW PROCESS

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's special land use permit review process. Potential applicants should contact the Plan Review Center to arrange a meeting to discuss specific special land use permit proposals and review procedures. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a special land use permit.

WHAT IS A SPECIAL LAND USE PERMIT?

Referred to as "Principal Uses Permitted Subject to Special Conditions," special land use permits allow uses that may be permitted but require additional review and a public hearing prior to their approval within a zoning district. This is different than "Principal Uses Permitted," which are allowed by right anywhere in a district as long as an applicant adheres to the Zoning Ordinance requirements. Special land uses listed within a zoning district may not be permitted at all locations within the district. For example, some uses may be required to be located near an intersection of two major roads. Special land use permits require a public hearing and the approval of the Planning Commission (or City Council in some districts). The Planning Commission (and City Council, if required) will consider the requirements listed in Section 6.1.2.C of the Zoning Ordinance when determining whether or not to approve or deny a special land use permit request.

WHAT IS THE FIRST STEP IN THE SPECIAL LAND USE PERMIT REVIEW PROCESS?

An applicant should schedule a concept meeting with the Plan Review Center staff to discuss the special land use permit review process. There are no fees associated with this meeting and it can be arranged by contacting the Plan Review Center at 248-347-0475. A concept meeting is not required but is recommended. If site plan approval is required, any required special land use permits will be considered concurrently with the Preliminary Site Plan review process outlined in Chapter 1.

An applicant must discuss a proposed special land use permit request with the Plan Review Center staff at a Pre-Application meeting. Pre-Application meetings typically follow any previously held concept meetings. An applicant should submit the required Pre-Application Meeting Request form (found in Attachment A and at cityofnovi.org) along with a brief narrative describing the proposed use and eight printed sets of site and floor plans, along with one PDF set. If the applicant wishes to receive an estimate of review fees, the Request for Estimated Fees form can also be submitted (found in Attachment A and at cityofnovi.org). Pre-Application plans are reviewed and Pre-Application meetings are held with staff free of charge. Once the Pre-Application package is submitted a meeting can generally be scheduled within ten business days.

SPECIAL LAND USE PERMIT REVIEW PROCESS

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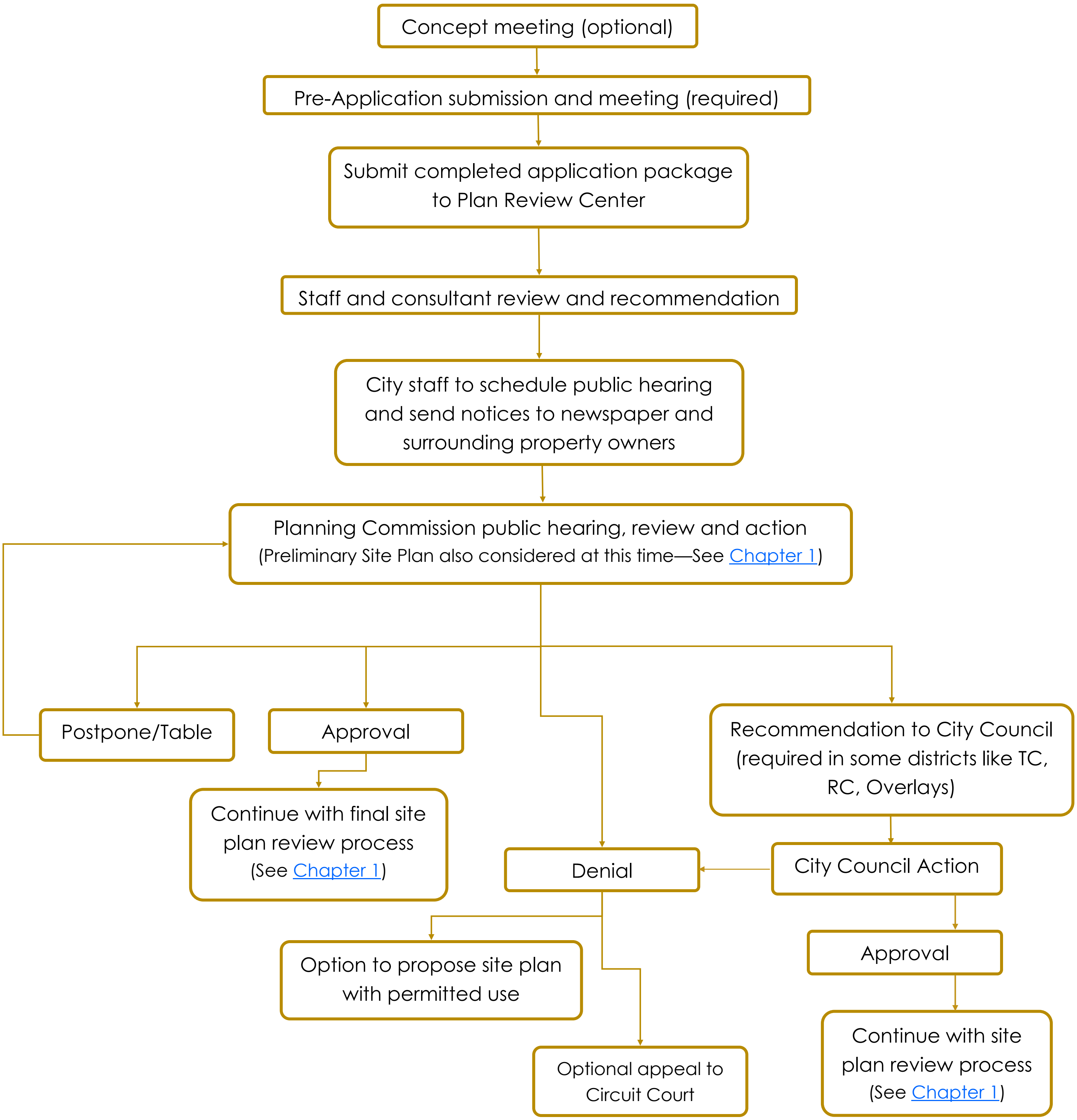

SPECIAL LAND USE PERMIT REVIEW PROCESS

OVERVIEW

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL REVIEW PROCESS?

- ◻ Completed Preliminary Site Plan package (Refer to Chapter 1). Abbreviated application packages may be permitted if no exterior site alterations are proposed.
- ◻ A Traffic Impact Study, if required (This item will be discussed at the Pre-Application meeting. Refer to Chapter 5 for additional information on Traffic Impact Studies.)
- ◻ A Community Impact Statement, if required (This item will be discussed at the Pre-Application meeting. Refer to Chapter 5 for additional information on Community Impact Statements.)
- ◻ A written statement describing the proposed use
- ◻ A Noise Impact Statement or a Noise Analysis, if required, or written statement requesting a waiver of this requirement and stating the reasons for the requested waiver, in accordance with the requirements described later in this section
- ◻ Payment to City of Novi for review fees (Fees are site specific and will be calculated at the time of submittal. An invoice will be sent to the applicant by City staff after submittal is received.)

WHAT ARE THE STEPS OF THE SPECIAL LAND USE PERMIT REVIEW PROCESS?

STEP 1: Plan Review Center staff meets with the applicant at the Pre-Application meeting to go over the initial comments from staff and consultants.

STEP 2: Formal Preliminary Site Plan and Special Land Use permit request is submitted by the applicant and reviewed by Plan Review Center staff and consultants. Review letters are forwarded to the applicant via email.

STEP 3: A public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the property at least fifteen days prior to the public hearing date.

The applicant is required to submit a letter responding to the staff and consultant review comments and provide an electronic version of the site plan prior to the Planning Commission meeting.

STEP 4: The Planning Commission will hold the public hearing, review the application and take one of the following actions:

- ◻ Approve the Special Land Use permit and Preliminary Site Plan with or without conditions
- ◻ Recommend approval or denial of the Special Land Use permit and Preliminary Site Plan to City Council (required in some districts—See Step 5.)
- ◻ Deny the Special Land Use permit and Preliminary Site Plan
- ◻ Table the request for further study

The applicant or applicant's representative must attend the meeting at which the plans are scheduled for consideration. Failure to appear may cause the Planning Commission to postpone or deny consideration.

STEP 5: If required, the request will be placed on the next available City Council agenda for consideration of the Special Land Use permit and Preliminary Site Plan

STEP 6: The City Council will take one of the following actions:

- Approve the Special Land Use permit and Preliminary Site Plan with or without conditions
- Deny the Special Land Use permit and Preliminary Site Plan
- Table the request for further study

STEP 7: If approved, the applicant continues with the site plan review process. (See Chapter 1.)

WHEN IS A NOISE IMPACT STATEMENT OR NOISE ANALYSIS REQUIRED?

Some uses requiring special land use permits also require the submission of a Noise Impact Statement or Noise Analysis. The Zoning Ordinance includes text indicating which document is required in the use standards or district standards. If neither document is noted next to the listed use then no additional documentation addressing the noise impacts of a use is required.

WHAT SHOULD BE INCLUDED IN A NOISE IMPACT STATEMENT AND NOISE ANALYSIS?

Both a Noise Impact Statement and Noise Analysis shall demonstrate that the proposed use, proposed mechanical equipment and activities anticipated to occur on the site will comply with the noise standards listed in Section 5.14.10 of the Zoning Ordinance and shall include the following:

- Noise Impact Statement
    - Prepared by a design professional (project architect or engineer)
    - Note all external and internal sound-generating equipment including manufacturer's specifications
    - Include hours of operation
    - Include any proposed sound proofing measures or noise attenuation features (i.e., berm, wall, etc.)
    - Based on the proposed use and results of the Noise Impact Statement, staff and Planning Commission may request a Noise Analysis

- Noise Analysis
    - Prepared by a certified sound engineer
    - Contain all information generally evaluated by a licensed professional for purposes of determining compliance with noise limitations and attenuation requirements

An applicant may request a waiver of the Noise Impact Statement or Noise Analysis from the Planning Commission. In order to request a wavier, the applicant should submit a written statement requesting the waiver and demonstrating a practical difficulty in providing the noise information and/or stating how the proposed use clearly meets the noise standards in Section 5.14.10 of the Zoning Ordinance.

DOES APPROVAL OF A SPECIAL LAND USE PERMIT ALLOW CONSTRUCTION TO BEGIN?

Approval of a Special Land Use permit does not authorize construction or use of land. The applicant will need to complete the site plan review process outlined in Chapter 1 before beginning construction. Building Permits may also be required.

CHAPTER 3

REZONING AND PLANNED REZONING OVERLAY REVIEW PROCESS

cityofnovi.org

SECTION 3.1 REZONING REVIEW PROCESS

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's rezoning review process. Potential applicants should contact the Plan Review Center to arrange a meeting to discuss specific rezoning proposals and review procedures. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a change in zoning.

WHAT IS A REZONING?

An entity wishing to change the zoning designation of a parcel of land can apply to rezone said parcel. A rezoning can be initiated by the City or requested by the property owner.

WHAT IS THE FIRST STEP IN THE REZONING REVIEW PROCESS?

An applicant should schedule a concept meeting with the Plan Review Center staff to discuss the rezoning process and Master Plan for Land Use recommendations for the property. There are no fees associated with this meeting. It can be arranged by contacting the Plan Review Center at 248-347-0475. A concept meeting is not required but is recommended.

An applicant must discuss the proposed rezoning of a property with the Plan Review Center staff at a Pre-Application meeting. Pre-Application meetings typically follow a concept meeting, and provides a more detailed review of the proposed project. An applicant should submit the required Pre-Application Meeting Request Form (found in Attachment A and at cityofnovi.org) along with the proposed rezoning engineering survey and a brief narrative of the reason for the proposed rezoning as well as any potential future development plans. If the applicant wishes to receive an estimate of review fees, the Request for Estimated Fees form can also be submitted (found in Attachment A and at cityofnovi.org). Pre-Application plans are reviewed and Pre-Application meetings are held free of charge. Once the Pre-Application package is submitted a meeting can generally be scheduled within ten business days.

SECTION 3.1 REZONING REVIEW PROCESS

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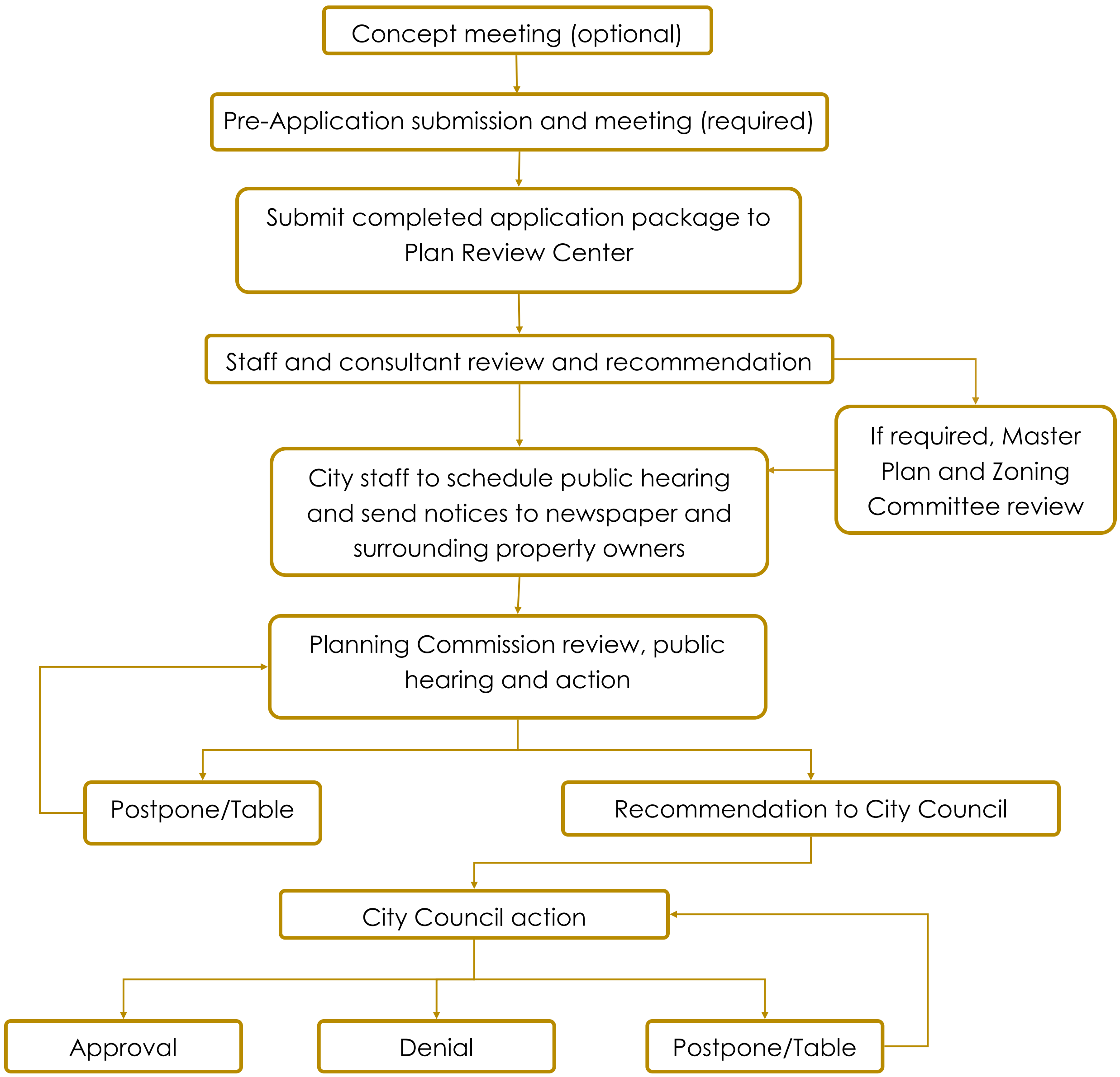


SECTION 3.1 REZONING REVIEW PROCESS

OVERVIEW

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL REZONING REVIEW PROCESS?

- ◻ A completed Application for Site Plan and Land Use Approval (found in Attachment A and at cityofnovi.org)
- ◻ Four copies of the engineering survey of the property to be rezoned
- ◻ A sign location plot plan in accordance with the rezoning sign requirements described on page 22-23
- ◻ A Rezoning Traffic Impact Study, if required (This item will be discussed at the Pre-Application meeting. Refer to Chapter 5 for additional information on Traffic Impact Studies.)
- ◻ A written statement describing potential development under the proposed zoning and current zoning
- ◻ A Community Impact Statement, if required (This item will be discussed at the Pre-Application meeting. Refer to Chapter 5 for additional information on Community Impact Statements.)
- ◻ A check payable to the City of Novi for review fees (Fees are site specific and will be calculated at the time of submittal. An invoice will be sent to the applicant by City staff.)

WHAT ARE THE STEPS OF THE REZONING REVIEW PROCESS?

STEP 1: Formal rezoning request is submitted by the applicant and reviewed by Plan Review Center staff and consultants and comments are forwarded to the applicant via email.

STEP 2: If the proposed zoning district is not consistent with the Future Land Use designation for the property, the proposal will be scheduled for review by the Master Plan & Zoning Committee. The applicant must attend the meeting.

STEP 3: A public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the proposed rezoning and public utilities at least fifteen days prior to the public hearing date. The applicant must post the rezoning signs in accordance with the sign requirements described later in this section at least fifteen days prior to the public hearing date. Failure to post these signs within the required time will lead to postponement of the public hearing. The applicant is responsible for re-notification costs.

The applicant is required to submit a letter responding to the staff and consultant review comments prior to the Planning Commission meeting.

STEP 4: The Planning Commission will hold the public hearing, review the rezoning application and take one of the following actions:

- ◻ Recommend approval of the rezoning to City Council
- ◻ Recommend denial of the rezoning to City Council
- ◻ Table the request for further study

OVERVIEW

No required public hearing or matter for consideration by the Planning Commission which otherwise meets the City's requirements may be delayed for more than two consecutive meetings (excluding special meetings). A formal application must appear before the Planning Commission no later than the third meeting for which it is eligible. The applicant or applicant's representative must attend the meeting in which their plans are scheduled for consideration. Failure to appear may cause the Planning Commission to postpone consideration of or deny the rezoning.

STEP 5: The request will be placed on the next available City Council agenda. The applicant may request a delay in action by the City Council for up to four regularly-scheduled meetings beyond the meeting it is first eligible to appear.

If the applicant delays the request beyond the four City Council meeting limit allowed, the rezoning application will be considered withdrawn and rezoning signs shall be removed from the property. Should the applicant wish to continue the request, new application materials shall be submitted. In this case, the applicant does not have to schedule a new Pre-Application meeting.

STEP 6: The City Council will take one of the following actions:

- ▢ Tentative Approval of the proposed rezoning
- ▢ Deny the proposed rezoning
- ▢ Table the request for further study

STEP 7: If tentative approval was indicated, the City Council will consider the request at a second meeting for final approval.

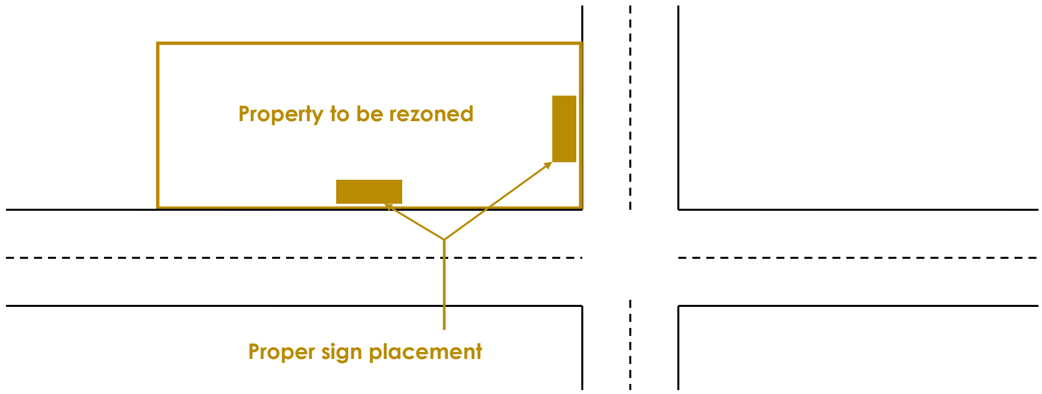
DOES REZONING A PARCEL ALLOW CONSTRUCTION TO BEGIN?

Rezoning does not authorize construction or use of land. If the requested rezoning is approved, a property owner can make a specific site plan review or land use request. Permits to allow construction will be granted if the site plan and/or land use is approved. See Chapter 1 for Site Plan review process.

WHAT ARE THE REQUIREMENTS FOR REZONING SIGNS?

The applicant must install the rezoning sign a minimum of fifteen days prior to the Planning Commission public hearing. The sign must be placed on the property proposed for rezoning and in full public view along all of the property's road frontages. The sign must be located along the property line of the right-of-way at the midpoint of the property width. A corner lot will require a sign for each road frontage. The sign location must be identified on the sign location plot plan submitted with the initial application materials and approved by the Plan Review Center staff prior to installation. The applicant shall notify the Plan Review Center once signs have been posted and send a photo. City staff will confirm signs are posted in the correct location(s).

OVERVIEW



The sign must meet the following specifications:

- Black letters on white background;
- Size: Minimum four feet (vertical) by six feet (horizontal);
- Sign face must be exterior plywood, aluminum or a similar durable all-weather material;
- Sign support system must be structurally sound and able to withstand lateral wind of fourteen pounds per square foot; and
- Wording and font size shall be as follows:

ZONING CHANGE PROPOSED FROM (*IDENTIFY CURRENT DISTRICT*) TO (*IDENTIFY PROPOSED DISTRICT*)
For more information call:
Novi Community Development Department
248-347-0475

Min. 8" high letters

Min. 4" high letters

Rezoning signs must be removed within:

- Seven days of enactment of the rezoning request by City Council;
- Seven days of withdrawing rezoning application (If the applicant delays the request beyond the four City Council meeting limit allotted, the rezoning application will be considered withdrawn); or
- Seven days of denial of rezoning request by City Council.

Failure to remove the sign(s) within the allotted time period may require the removal of the sign by the City and/or prosecution at the owner's expense.

CITY OF NOVI
cityofnovi.org

SECTION 3.2 PLANNED REZONING OVERLAY REVIEW PROCESS

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's Planned Rezoning Overlay (PRO) review process. Potential applicants should contact the Plan Review Center to arrange a meeting to discuss specific PRO proposals and review procedures. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for approval of a PRO.

WHAT IS A PLANNED REZONING OVERLAY (PRO)?

An applicant wishing to change the zoning designation of a parcel of land (under their ownership or control) and with a specific development plan in mind can apply to rezone the parcel with a Planned Rezoning Overlay (PRO). A rezoning with a PRO requires the submission of a detailed concept plan showing the proposed site layout. In addition, an applicant must demonstrate that approval of the proposed PRO would be in the public interest and the City Council must find the benefits which would reasonably be expected to accrue from the proposed PRO would clearly outweigh the reasonable foreseeable detriments of the project. If a concept plan is granted tentative approval by City Council, a PRO Agreement is written describing the proposed site layout and any site-specific conditions including deviations from the Zoning Ordinance, proposed uses and the public benefit offered. If the PRO is approved, any development on the site would need to conform to whatever is shown in the concept plan and described in the PRO Agreement. Refer to Section 7.13 of the Zoning Ordinance for specific requirements.

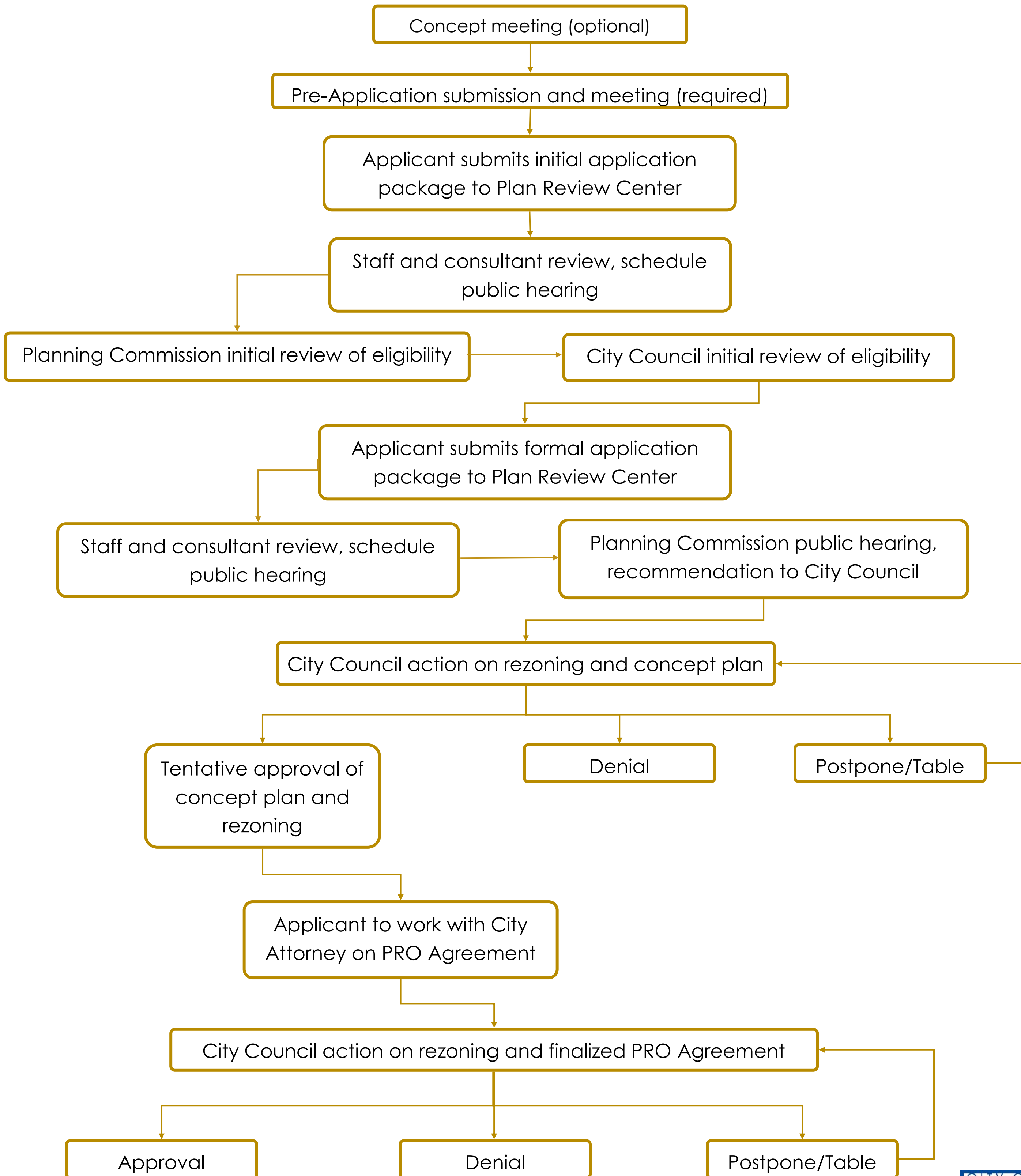
WHAT IS THE FIRST STEP IN THE PRO REVIEW PROCESS?

An applicant should schedule a concept meeting with the Plan Review Center staff to discuss the PRO review process, Master Plan for Land Use recommendations for the property, potential site layouts and uses, and the proposed public benefit(s). There are no fees associated with this meeting and it can be arranged by contacting the Plan Review Center at 248-347-0475. A concept meeting is not required but is recommended. A meeting with the Planning Commission's Master Plan and Zoning Committee may also be held to discuss the rezoning request.

An applicant must discuss a proposed PRO with the Plan Review Center staff at a Pre-Application meeting. An applicant should submit the required Pre-Application Meeting Request form (found in Attachment A and at cityofnovi.org) along with the proposed rezoning engineering survey, a brief narrative of future development plans and the benefits of the development and eight sets of concept plans. If the applicant wishes to receive an estimate of review fees, the Request for Estimated Fees form can also be submitted (found in Attachment A and at cityofnovi.org). Pre-Application plans are reviewed and Pre-Application meetings are held free of charge. Once the Pre-Application package is submitted a meeting can generally be scheduled within ten business days.

SECTION 3.2 PLANNED REZONING OVERLAY REVIEW PROCESS

FLOW CHART



SECTION 3.2 PLANNED REZONING OVERLAY REVIEW PROCESS

OVERVIEW

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE PRO REVIEW PROCESS?

- ◻ A completed PRO Checklist and Application for Site Plan and Land Use Approval (found in Attachment A and at cityofnovi.org)
- ◻ A Rezoning Traffic Impact Study, if required (This item will be discussed at the Pre-Application meeting. Refer to Chapter 5 for additional information on Traffic Impact Studies.)
- ◻ A Community Impact Statement, if required (This item will be discussed at the Pre-Application meeting. Refer to Chapter 5 for additional information on Community Impact Statements.)
- ◻ A written statement describing potential development under the current zoning district compared to the proposed development.
- ◻ A written narrative explaining the proposed development, any proposed conditions and requested deviations, described in as much detail as possible. Identify the intended land uses, site-specific limitations and restrictions proposed, and benefits to the public. Specifically include a statement of eligibility for PRO Approval, as described in Section 7.13.2.B.ii of the Zoning Ordinance

> Section 7.13.2.B.ii: "In order to be eligible for the proposal and review of a rezoning with PRO, an applicant must propose a rezoning of property to a new zoning district classification, and must, as part of such proposal propose clearly-identified site-specific conditions relating to the proposed improvements that (1) are in material respects, more strict or limiting than the regulations that would apply to land under the proposed new zoning district…; and (2) constitute an overall benefit to the pubic that outweighs any material detriments or that could not otherwise be accomplished without the proposed rezoning."

- ◻ A sign location plot plan in accordance with the rezoning sign requirements described in Section 1 of this chapter
- ◻ Eight sets of printed PRO concept plans (24" x 36", folded) and 1 digital copy, including an engineering survey and legal description of the property to be rezoned.
- ◻ Payment to the City of Novi for review fees (Fees are site specific and will be calculated at the time of submittal. An invoice will be sent to the applicant by City staff.)

WHAT ARE THE STEPS OF THE PRO REVIEW PROCESS?

STEP 1: Plan Review Center staff meets with the applicant at the Pre-Application meeting to go over the initial comments from staff and consultants.

STEP 2: Initial rezoning with PRO request is submitted by the applicant and reviewed by Plan Review Center staff and consultants and comments are forwarded to the applicant via email.

STEP 3: A public hearing notice and map are published in a newspaper of general circulation and mailed out to public utilities and property owners within 300 feet of the proposed rezoning with PRO at least fifteen days prior to the public hearing date. The applicant must post the rezoning signs in accordance with the rezoning sign requirements described Section 1 of this chapter at least fifteen days prior to the public hearing date. Failure to post these signs within the required time will lead to postponement of the public hearing.

OVERVIEW

The applicant is required to submit a letter responding to the staff and consultant review comments and a digital color rendering of the concept plan prior to the Planning Commission meeting.

STEP 4: The Planning Commission will hold the public hearing, review and provide comments on the eligibility of the project for PRO

STEP 5: Within 45 days, the request will be placed on a City Council agenda for review and comments on the eligibility of the project for PRO.

The applicant or applicant's representative must attend the meeting in which their plans are scheduled for consideration. Failure to appear will cause the Planning Commission to postpone consideration of the PRO.

STEP 6: Based on the comments received from Staff, Planning Commission, and City Council, the applicant may make changes, additions or deletions to its application before submitting formally. Once the formal submittal is received, the Plan Review Center will undertake a full review of the application. Those reviews are sent to the applicant via email.

STEP 7: A public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the proposed rezoning with PRO and public utilities at least fifteen days prior to the public hearing date.

STEP 8: The Planning Commission will hold the public hearing, and make a recommendation to City Council on the rezoning with PRO.

- Recommend denial
- Recommend approval or approval with conditions
- Postpone for further review

STEP 9: Following a recommendation from the Planning Commission, the City Council shall consider the proposed rezoning with PRO application and take one of the following actions:

- Tentatively approve the proposed rezoning with PRO and PRO concept plan, specifying the tentative conditions
- Deny the proposed rezoning with PRO and PRO concept plan
- Table the request for further study

STEP 10: If tentative approval is granted, the applicant works with the City Attorney to create a finalized draft of the PRO Agreement identifying all conditions and benefits of the rezoning with PRO and deviations from the Zoning Ordinance.

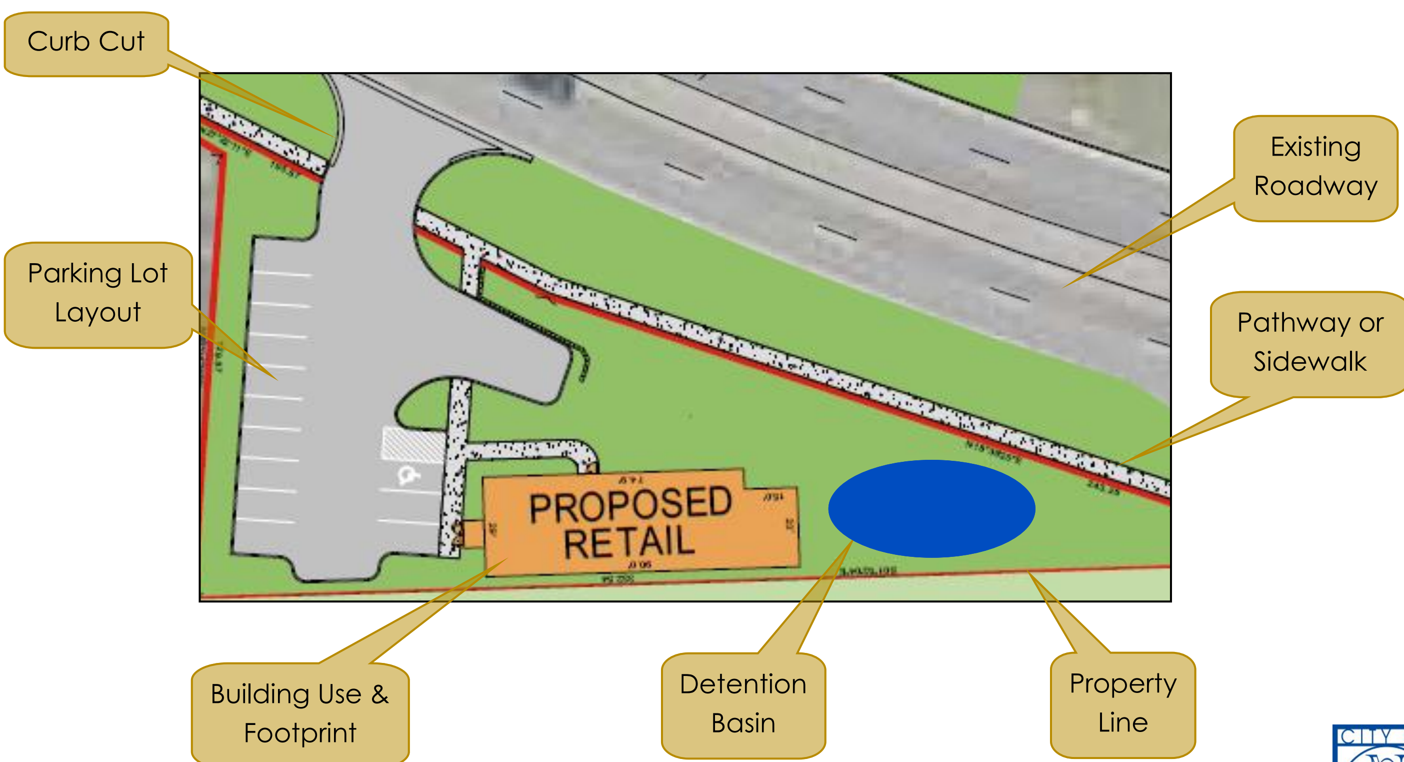
STEP 11: Upon completion of the PRO Agreement, the City Council will make a final determination with one of the following actions on the proposed rezoning with PRO, PRO concept plan and PRO Agreement:

- Approve
- Approve with conditions
- Deny

WHAT SHOULD BE INCLUDED IN THE CONCEPT PLAN?

A concept plan must be prepared, signed and sealed by a registered architect or engineer and show the general layout and dimensions of the proposed physical improvements with sufficient detail to allow the verification of any proposed Ordinance deviations and conditions being offered. This would include a) location of existing and proposed buildings, b) proposed uses within the buildings and on all affected property, c) proposed curb cuts, parking, streets, and drives, d) preliminary landscape plan, e) preliminary engineering plan and stormwater facilities, f) site survey and legal description, g) all items on the rezoning application form, and h) locations of all water bodies, water ways, wetlands and regulated woodlands, and any proposed impacts to those features. Other details may include building floor plans and elevations, number of units proposes. open space calculations, phasing plans, and site signage.

Example: PRO Concept Plan



OVERVIEW

DOES APPROVAL OF A PRO ALLOW CONSTRUCTION TO BEGIN?

Approval of a Planned Rezoning Overlay does not authorize construction or use of land. If the PRO is approved, a property owner can make a specific site plan review request. The site plan submitted would need to match what was shown in the approved concept plan and included in the PRO Agreement. Permits to allow construction will be granted once the site plan and/or land use is approved. See Chapter 1 for details of the Site Plan review process.

ARE REZONING SIGNS REQUIRED FOR PLANNED REZONING OVERLAYS?

Rezoning signs are required for a PRO and must be placed on the property a minimum of fifteen days prior to the initial Planning Commission hearing. The sign must be placed on the property proposed for rezoning and in full public view along all of the property's road frontages. The sign must be located along the property line of the right-of-way at the midpoint of the property width. A corner lot will require a sign for each road frontage. The sign location must be identified on the sign location plot plan submitted with the initial application materials and approved by the Community Development Department staff prior to installation. The signage shall remain posted throughout the PRO review process. Refer to page 23 of this chapter for specific rezoning sign requirements.

CHAPTER 4

NATURAL FEATURES REVIEW PROCESS

SECTION 4.1 WOODLANDS PROTECTION

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's woodland review process. Potential applicants should contact the Plan Review Center to arrange a meeting to discuss questions and concerns related to the Woodland Ordinance and/or Woodland Use Permits. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a woodland review or permit.

WHEN IS A WOODLAND USE PERMIT REQUIRED?

Any activity which results in a temporary or permanent disturbance to or the removal of any vegetation from the ground up within woodlands depicted on the Regulated Woodlands Map, a temporary or permanent disturbance to or the removal of any tree 36" diameter at breast height (d.b.h.) or greater or of a designated historic or a specimen tree requires a Woodland Use Permit. An applicant should refer to Chapter 37 of the Code of Ordinances for specific requirements.

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL WOODLAND USE PERMIT REVIEW PROCESS FOR PROJECTS REQUIRING SITE PLAN APRPOVAL?

- A completed Application for Site Plan and Land Use Approval (found in Attachment A and at cityofnovi.org) listing the exact acreage of regulated woodlands on site
- Eight sets of signed and sealed size 24" x 36" folded plans included as part of the Preliminary Site Plan submittal package depicting the regulated woodlands line, all regulated trees (size and type) and a tree replacement plan (if applicable). Indicate all trees proposed for removal.
- Fees will be calculated as part of the Preliminary Site Plan review submittal. An invoice will be forwarded to the applicant by City staff and fees must be paid before reviews are issued.

A woodlands survey plan will be required as part of the plan sets. Trees should be numbered using paint, tags on fishline or other pre-approved methods which do not have the potential to damage the tree. For trees with multiple stems, each trunk/stem will need to be measured providing that at least one stem has a d.b.h. of 8" or greater. Site designs submitted should represent the best alternative that saves the greatest number of and highest quality woodlands.

WHAT ARE THE STEPS IN THE WOODLAND USE PERMIT REVIEW AND APPROVAL PROCESS FOR PROJECTS REQUIRING SITE PLAN APPROVAL?

STEP 1: An applicant may request a Woodlands Evaluation Meeting with the City's Environmental Consultant to discuss woodlands issues and/or walk the site. An applicant should contact the Plan Review Center at 248-347-0475 to arrange a meeting. Applicable fees will be charged and must be paid prior to the meeting.

INTRODUCTION AND OVERVIEW

STEP 2: Formal site plan/Woodland Use Permit request is submitted by the applicant and reviewed by the Plan Review Center staff and the City's Environmental Consultant and comments are forwarded to the applicant via email. The City's Environmental Consultant will determine if a Woodland Use Permit is required.

STEP 3: If a permit is needed, a public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the property at least five days prior to the public hearing date.

The applicant or applicant's representative must attend the meeting at which their permit is scheduled for consideration. Failure to appear may cause the Planning Commission to postpone consideration of the permit.

STEP 4: The Planning Commission will hold the public hearing and take one of the following actions on the Preliminary Site Plan and Woodland Use Permit:

- Approve the Preliminary Site Plan and Woodland Use Permit
- Deny the Preliminary Site Plan and Woodland Use Permit
- Table the Preliminary Site Plan and Woodland Use Permit

Woodland Use Permits will expire at the time of the site plan expiration.

STEP 5: Provided an applicant receives the approval they may proceed with the Final Site Plan and Stamping Set submittal process outlined in Chapter 1. The fees and financial guarantees that may be required are determined at the time of Final Site Plan review. Preservation easement documents also need to be submitted to the City with the Final Site Plan review submittal package.

STEP 6: Once the Stamping Sets have been approved by all reviewing parties and all required woodlands fees and financial guarantees have been paid, a pre-construction meeting may be held. Refer to Chapter 6 for additional details on required pre-construction meetings and the construction process.

If the staking line is in a densely vegetated area, one pass may be made with appropriate machinery to clear an area for the staking. If there are problems with the location or protective fencing installation, clearing and grubbing will not be allowed to occur until they are corrected.

STEP 7: Following the pre-construction meeting, the City's Environmental Consultant will inspect the staking of the clearing limits to verify proper placement. All tree protection fencing must be located outside the drip line of tress to be saved. The City's Environmental Consultant will email a copy of the Inspection Form to the contact person for the site.

Inspection of protective fencing occurs throughout construction of the site or overall development.

STEP 8: Once the protective fencing is acceptable, the Woodland Use Permit will be issued and clearing and removal may occur. Fencing must remain in place for the duration of construction.

STEP 9: Once construction activities have ceased on the site and/or the developer applies for a Temporary Certificate of Occupancy, a final woodlands inspection can be scheduled. The City's Environmental Consultant will inspect the site and replacement trees. Any items yet to be completed will be written in a Woodlands Final Inspection Letter that will be sent to the Building Division with copies sent to the developer or owner of the property and all other applicable parties.

STEP 10: Once all items on the Woodlands Final Inspection Letter have been completed, the protective fencing can be removed and an applicant can request that financial guarantees be reduced or returned. Requests should be made through the Building Division. A 2 year warranty period is required for all woodland replacement trees and landscaping. Financial guarantees will be required.

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL WOODLAND USE PERMIT REVIEW PROCESS FOR PROJECTS NOT REQUIRING SITE PLAN APPROVAL?

- ◻ A completed Woodlands Affidavit (found in Attachment A and at cityofnovi.org)
- ◻ A plot plan showing the following:
    - ◻ The dimensioned lot
    - ◻ The footprint of the structure(s)
    - ◻ "Building Area" as defined in Chapter 37 of the City Code
    - ◻ The existing line of regulated woodlands on the property
    - ◻ Location of all trees with a d.b.h. of 8" or greater on the property, note trees proposed for removal
    - ◻ A key which describes the trees that are also marked in the field
    - ◻ The location of all proposed and existing replacement trees
    - ◻ The location of protective fencing (located outside the dripline of any trees to be saved)
    - ◻ The location of any other regulated trees within 50 feet of any proposed grading or construction or area of disturbance
    - ◻ The location of regulated wetlands and buffer areas with the protective fence installed in the correct location
- ◻ Fees will be calculated as part of the Preliminary Site Plan review submittal. An invoice will be forwarded to the applicant by City staff, and must be paid prior to review issuance.

SECTION 4.1 WOODLANDS PROTECTION

OVERVIEW

Regulated woodland impacts on subdivision lots or condominiums which require individual Building Permits will be evaluated at the time of the Building Permit submission. In some cases, regulated woodland impacts have already been taken into account and permitted as part of the site plan approval process.

WHAT ARE THE STEPS IN THE WOODLAND USE PERMIT REVIEW AND APPROVAL PROCESS FOR PROJECTS NOT REQUIRING SITE PLAN APPROVAL?

STEP 1: An applicant may request a Woodlands Evaluation Meeting with the City's Environmental Consultant to discuss woodlands issues and/or walk the site. An applicant should contact the Plan Review Center at 248-347-0475 to arrange a meeting. Applicable fees will be charged and must be paid prior to the meeting.

STEP 2: Formal Woodland Use Permit request is submitted by the applicant and reviewed by the Plan Review Center staff and the City's Environmental Consultant and comments are forwarded to the applicant via email. A list of items that should be included as part of the submittal are included previously in this section. The amount of fees and financial guarantees that may be required are determined at the time of review.

In some cases, Woodland Use Permit requests may be approved administratively by Community Development Department staff and/or the City's Environmental Consultant. In those instances, a public hearing and approval of the Planning Commission is not required.

STEP 3: If applicable, a public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the property at least five days prior to the public hearing date.

STEP 4: The Planning Commission will hold the public hearing and take one of the following actions on the Woodland Use Permit:

- Approve the Woodland Use Permit
- Deny the Woodland Use Permit
- Table the Woodland Use Permit

The applicant or applicant's representative must attend the meeting at which their permit is scheduled for consideration. Failure to appear will cause the Planning Commission to postpone consideration of the permit.

STEP 5: Once all required woodlands fees and financial guarantees have been paid, a pre-construction meeting, if required, may be held.

STEP 6: Community Development Department staff and/or the City's Environmental Consultant will inspect the staking of the clearing limits. Once approved, the Woodland Use Permit will be issued and clearing and removal may occur.

If the staking line is in a densely vegetated area, one pass may be made with appropriate machinery to clear an area for the staking. If there are problems with the location or protective fencing installation, clearing and grubbing will not be allowed to occur until they are corrected.

STEP 7: Once construction activities have ceased on the site , a final woodlands inspection can be scheduled. Community Development Department staff and/or the City's Environmental Consultant will inspect the site and replacement trees. Any items yet to be completed will be written in a Woodlands Final Inspection Letter that will be sent to the Building Division with copies sent to the developer or owner of the property and all other applicable parties.

Inspection of protective fencing occurs throughout construction of the site or overall development.

STEP 8: Once all items on the Woodlands Final Inspection Letter have been completed, the protective fencing can be removed and an applicant can request that financial guarantees be reduced or returned. Requests should be made through the Building Division. A 2 year warranty period is required for all woodland replacement trees and landscaping. Financial guarantees will be required.

HOW IS A TREE DESIGNATED AS A HISTORIC/SPECIMEN TREE?

A tree may be designated as a Historic/Specimen Tree by the Planning Commission. It is unlawful to remove, damage or destroy a Historic/Specimen Tree without first obtaining a Woodland Use Permit from the City. An individual wishing to nominate a tree as a Historic/Specimen Tree should contact the Plan Review Center at 248-347-0475. If the nomination is made by someone other than the owner of the property, the Plan Review Center shall notify the owner of the property at least fifteen days prior to the Planning Commission meeting where the nomination will be considered. Notification shall include the time, date and location of the meeting and inform the owner of the ramifications of such a designation. If the owner declines the designation, the Planning Commission shall refuse to designate the tree. If no objection is raised, a tree may be designated by the Planning Commission as "Historic" per the criteria outline in Chapter 37 of the City Code.

SECTION 4.2 WETLANDS AND WATERCOURSE PROTECTION

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's wetland review process. Potential applicants should contact the Community Development Department to arrange a meeting to discuss questions and concerns related to the Wetland Ordinance and/or Wetland Permits. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a wetland review or permit.

WHEN IS A WETLAND USE PERMIT REQUIRED?

Any activity which results in a temporary or permanent disturbance of a wetland determined to be regulated by the City or the 25 foot natural features setback buffer is required to obtain a Wetland Use Permit. The approximate location of regulated wetlands is identified on the City's Regulated Wetlands and Watercourse Map. However, additional wetland areas may be identified that meet essentiality criteria by the city wetland consultant. An applicant should refer to Chapter 12, Article V of the Code of Ordinances for specific requirements.

WHAT TYPES OF WETLAND USE PERMITS ARE ISSUED BY THE CITY?

There are three different types of Wetland Use permits.

- A Residential Minor Use Permit is granted by the Community Development Department for activity on property used for a single-family residence.
- A Nonresidential Minor Use Permit is granted by the Community Development Department when one of the following activities are proposed:
  - Minor fills of 300 cubic yards or less and not exceeding 10,000 square feet;
  - The installation of a single water outfall; or
  - Watercourse crossings by utilities, pipelines, cables and sewer lines.
- A Non-Minor Use Permit is generally granted by the Planning Commission for any activities other than those outlined above.

When an activity results in the impairment or destruction of any wetland area 2 acres or greater, an essential wetland area 0.25 acres or greater or a wetland area contiguous to a lake, pond, river or stream, mitigation is required. Refer to Section 12-176 of the City Code for additional information on wetland mitigation.

INTRODUCTION

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL WETLAND USE PERMIT REVIEW PROCESS FOR PROJECTS REQUIRING SITE PLAN APRPOVAL?

- ◻ A completed Application for Site Plan and Land Use Approval (found in Attachment A and at cityofnovi.org) listing the exact acreage of wetlands on site
- ◻ As part of the Preliminary Site Plan set submittal described in Chapter 1, a topographic map delineating the wetlands and natural features buffer and identifying all proposed temporary and permanent impacts and mitigation if required. Refer to Section 12-176 of the City Code for mitigation plan requirements.
- ◻ Fees will be calculated as part of the Preliminary Site Plan review submittal. An invoice will be forwarded to the applicant by City staff and fees must be paid before reviews will be issued.

The boundary lines of any watercourses or wetlands on property should be clearly flagged or staked and such flagging or staking shall remain in place throughout the duration of permit activity.

WHAT NEEDS TO BE SUBMITTED TO BEGIN THE FORMAL WETLAND USE PERMIT REVIEW PROCESS FOR PROJECTS NOT REQUIRING SITE PLAN APPROVAL?

- ◻ A completed Wetlands Affidavit (found in Attachment A and at cityofnovi.org)
- ◻ A plot plan showing the following:
  - ◻ The legal property description
  - ◻ Zoning classification and zoning classifications of adjacent parcels
  - ◻ Existing structures
  - ◻ Existing watercourse and wetland areas
  - ◻ Location and nature of any existing easements
  - ◻ Size and location of all elements of the proposed activity, limits of disturbance
  - ◻ Field survey of existing wetland boundaries and watercourse locations
  - ◻ Any EGLE permit applications or issued permits, if applicable
  - ◻ Topographic maps (See Section 12-172 of the City Code)
- ◻ Fees will be calculated as part of the plot plan review submittal. An invoice will be forwarded to the applicant by City staff.

The boundary lines of any watercourses or wetlands on property should be clearly flagged or staked and such flagging or staking shall remain in place throughout the duration of permit activity.

OVERVIEW

WHAT ARE THE STEPS IN THE WETLAND USE PERMIT REVIEW AND APPROVAL PROCESS FOR PROJECTS REQUIRING SITE PLAN APPROVAL?

STEP 1: An applicant may request a Wetlands Evaluation Meeting with the City's Environmental Consultant to discuss wetlands issues and/or walk the site. An applicant should contact the Plan Review Center at 248-347-0475 to arrange a meeting. Applicable fees will be charged and must be paid prior to the meeting.

STEP 2: Formal preliminary site plan with Wetland Use Permit request is submitted by the applicant and reviewed by the Plan Review Center staff and the City's Environmental Consultants and comments are forwarded to the applicant via email. The City's Environmental Consultant will verify the flagged wetland boundaries, and determine if a Wetland Use Permit is required and the type of permit required at the time of Preliminary Site Plan review.

STEP 3: If a Non-Minor Use Permit is required, a public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the property at least five days prior to the public hearing date.

STEP 4: If a Non-Minor Use Permit is required, the Planning Commission will hold the public hearing and take one of the following actions on the Preliminary Site Plan and Wetland Use Permit:

- Approve the Wetland Use Permit
- Deny the Wetland Use Permit
- Table the Wetland Use Permit
- Recommend approval of the Preliminary Site Plan and Wetland Use Permit to City Council, if applicable
- Recommend denial of the Preliminary Site Plan and Wetland Use Permit to City Council, if applicable

STEP 5: City Council consideration and approval of the Preliminary Site Plan and Wetlands Permit is required in certain Zoning Districts. Refer to the Zoning Ordinance for specific regulations. Most Preliminary Site Plans and Wetland Use Permits can be approved by the Planning Commission.

The applicant or applicant's representative must attend the meeting(s) in which their permit is scheduled for consideration. Failure to appear may postpone consideration of the permit.

STEP 6: Provided an applicant receives approval, they may proceed with the Final Site Plan and Stamping Set submittal process outlined in Chapter 1. The amount of fees and financial guarantees that may be required are determined at the time of Final Site Plan review. Preservation easement documents also need to be submitted to the City with the Final Site Plan review submittal package.

Wetland Use Permits associated with a site plan will expire at the time of the site plan expiration.

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The boundaries of platted lots within a subdivision and of building sites within a site condominium may not extend into a wetland or watercourse.

STEP 7: Once the Stamping Sets have been approved by all reviewing parties and all required wetlands fees and financial guarantees have been paid, the City's Environmental Consultant will inspect the protective fencing and the Wetland Permit will be issued. A pre-construction meeting may be held. Refer to Chapter 6 for additional details on required pre-construction meetings and the construction process.

Additional inspections may be required during construction.

STEP 8: Once construction activities have ceased on the site and/or the developer applies for a Temporary Certificate of Occupancy, a final wetlands inspection can be scheduled. The City's Environmental Consultant will inspect the site and the condition of wetlands, watercourses and mitigation. Any items yet to be completed will be written in a Wetlands Final Inspection Letter that will be sent to the Building Division with copies sent to the individual that requested the inspection.

STEP 9: Once all items on the Wetlands Final Inspection Letter have been completed, the applicant can enter the monitoring period where periodic inspections and reports will take place. The applicant is responsible for submitting a Wetland Monitoring Report to the Community Development Department by December 1 of each year. Upon final acceptance of the established wetland, an applicant can request that financial guarantees be reduced or returned. Requests should be made through the Building Division.

An applicant may appeal the determination made by the City's Environmental Consultant to the Planning Commission. A request for appeal must be filed within ten calendar days of the receipt of the letter noting the determination.

WHAT ARE THE STEPS IN THE WETLAND USE PERMIT REVIEW AND APPROVAL PROCESS FOR PROJECTS NOT REQUIRING SITE PLAN APPROVAL?

STEP 1: An applicant may request a Wetlands Evaluation Meeting with the City's Environmental Consultant to discuss wetlands issues and/or walk the site. An applicant should contact the Plan Review Center at 248-347-0475 to arrange a meeting. Applicable fees will be charged and must be paid prior to the meeting.

STEP 2: A formal Wetland Use Permit request is submitted by the applicant and reviewed by the Plan Review Center staff and the City's Environmental Consultants and comments are forwarded to the applicant via email. A list of items that should be included as part of the submittal are included previously in this section. The amount of fees and financial guarantees that may be required are determined at the time of review.

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An applicant may appeal the determination made by the City's Environmental Consultant to the Planning Commission. A request for appeal must be filed within ten calendar days of the receipt of the letter noting the determination.

STEP 3: If a Non-Minor Use Permit is required, a public hearing notice and map are published in a newspaper of general circulation and mailed out to property owners within 300 feet of the property at least five days prior to the public hearing date.

STEP 4: The Planning Commission will hold the public hearing and take one of the following actions on the Wetland Use Permit:

- Approve the Wetland Use Permit
- Deny the Wetland Use Permit
- Table the Wetland Use Permit
- Recommend approval of the Wetland Use Permit to City Council, if applicable
- Recommend denial of the Wetland Use Permit to City Council, if applicable

STEP 5: City Council consideration and approval of the Wetland Use Permit is required in certain Zoning Districts. Refer to the Zoning Ordinance for specific regulations. Most Wetland Use Permits can be approved by the Planning Commission.

STEP 6: Once the Stamping Sets have been approved by all reviewing parties and all required wetlands fees and financial guarantees have been paid, the City's Environmental Consultant will inspect the protective fencing and the Wetland Permit will be issued. A pre-construction meeting may be held. Refer to Chapter 6 for additional details on required pre-construction meetings and the construction process.

Wetland Use Permits not associated with a site plan will generally expire after 12 months.

STEP 7: Once construction activities have ceased on the site and/or the developer applies for a Temporary Certificate of Occupancy, a final wetlands inspection can be scheduled. The City's Environmental Consultant will inspect the site and the condition of wetlands, watercourses and mitigation. Any items yet to be completed will be written in a Wetlands Final Inspection Letter that will be sent to the Building Division with copies sent to the individual that requested the inspection.

Additional inspections may be required during construction.

STEP 8: Once all items on the Wetlands Final Inspection Letter have been completed, the applicant can enter the monitoring period where periodic inspections and reports will take place. The applicant is responsible for submitting a Wetland Monitoring Report to the Community Development Department by December 1 of each year. Upon final acceptance of the established wetland, an applicant can request that financial guarantees be reduced or returned. Requests should be made through the Building Division.

OVERVIEW

WHAT IS A WETLAND BOUNDARY DETERMINATION?

An applicant may request a Wetland Boundary Determination to confirm the boundaries and status of potential wetlands on a property. The City's Environmental Consultant will evaluate the site and the application materials and make a determination that will be forwarded to the applicant. If the wetland is regulated by the City and/or State, a Wetland Use Permit would be required for any of the activities highlighted earlier in this section.

The boundary lines of any watercourses or wetlands on property should be clearly flagged or staked by the applicants environmental consultant prior to submitting the application materials. All markings shall be maintained throughout the duration of the project.

An applicant shall submit the following materials to begin the Wetland Boundary Determination process:

- A completed Wetland Boundary Determination Application (found in Attachment A and at cityofnovi.org);
- A plot plan showing the following:
    - The legal property description
    - Existing watercourse and wetland areas
    - Field survey of existing wetland boundaries and watercourse locations; and
- Fees will be calculated at the time of submittal. An invoice will be forwarded to the applicant by City staff and must be paid before the report will be issued.

An applicant may appeal the determination made by the City's Environmental Consultant to the Planning Commission. A request for appeal must be filed within ten calendar days of the receipt of the letter noting the determination.

CHAPTER 5

ADDITIONAL STUDIES

cityofnovi.org

SECTION 5.1 TRAFFIC IMPACT STUDIES

INTRODUCTION

This document is intended to provide a general overview of the City of Novi's requirements for traffic impact studies. Potential applicants should contact the Plan Review Center to arrange a meeting to discuss questions and concerns related to Traffic Impact Studies. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a rezoning or site plan approval.

WHAT IS THE PURPOSE OF PROVIDING A TRAFFIC IMPACT STUDY?

The City of Novi recognizes the direct correlation between land use decisions and traffic operations. The intent of a Traffic Impact Study (including a Traffic Impact Statement, a Traffic Impact Assessment and a Rezoning Traffic Impact Study) is to provide for accurate evaluation of expected impacts of proposed projects to assist in decision-making. This section is further intended to help achieve the following objectives:

- To help ensure safe and reasonable traffic operating conditions on streets and intersections after development of the proposed use;
- To reduce negative traffic impacts created by individual developments;
- In the case of a rezoning, to evaluate if the rezoning is timely and (if it is inconsistent with the Master Plan for Land Use) if the rezoning would be a logical alternative from a traffic perspective;
- To realize a comprehensive approach to the overall impacts of various developments along a corridor or within a community rather than a piecemeal approach;
- To provide direction to community decision makers, road agencies and developers regarding the expected impacts of a project;
- To alert the community, transportation agencies and developers of improvements or modifications needed to the roadway, access or site design; and
- To protect the substantial public investment in the existing street system.

HOW ARE TERMS ASSOCIATED WITH A TRAFFIC IMPACT STUDY DEFINED?

The following terms used in this section shall be defined as follows:

- Average Day: A Tuesday, Wednesday or Thursday during a non-holiday week for most uses. The average day may be a Saturday for uses that have higher or similar peak-hour traffic volumes on a Saturday rather than mid-week.
- Development: A site plan, subdivision tentative preliminary plat, condominium project, mobile home park, redevelopment, reuse or expansion of a use or building.

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- Level of Service: A qualitative measure describing operational conditions within a traffic stream, generally described in terms of such factors as speed, travel time, delay, freedom to maneuver, traffic interruptions, comfort, convenience and safety.
- Master Plan: The Master Plan for Land Use adopted by the City of Novi Planning Commission which illustrates the intended future land use pattern and may also describe roadway functional classifications and intended improvements to the transportation system (i.e., Comprehensive Plan, Future Land Use Plan, Thoroughfare Plan, etc.)
- Peak Hour: A one-hour period representing the highest hourly volume of traffic flow on the adjacent street system during the morning (a.m. peak hour) and the afternoon or evening (p.m. peak hour) or representing the hour of highest volume of traffic entering or exiting a site (peak hour of generator).
- Study Area: The geographic area containing those critical arterial intersections (and connecting roadway segments) which are expected to be affected by the site traffic generated by a development, as determined by the City's traffic consultant.
- Traffic Impact Study: The analysis of the potential traffic impacts generated by a proposed project. The type of study and level of analysis will vary depending on the type and size of the project.
- Trip: A single or one-direction vehicle movement with either the origin or the destination (exiting or entering) inside a study site. Entering and exiting the site is therefore two trips within the same peak hour.

Prior to submittal of any type of Traffic Impact Study, the applicant shall contact the City's traffic consultant to establish the framework and scope *of the study. At minimum, the scope shall include: 1) development details, 2) location, 3) trip generation, 4) trip distribution, 5) traffic growth assumptions, 6) data collection methods, 7) figure showing trips as % of existing traffic on road segments, 8) extend* of study area, 9) other traffic studies in the nearby area, 10) access management, and 11) analysis methodology. For developments that are either located on or will impact State or County roads, the study requirements should be discussed and coordinated with the Road Commission for Oakland County (RCOC), the Wayne County Road Commission (WCRC) and/or the Michigan Department of Transportation (MDOT), as appropriate.

WHAT ARE THE TYPES OF TRAFFIC IMPACT STUDIES AND WHEN IS A TRAFFIC IMPACT STUDY REQUIRED?

A Traffic Impact Study shall be submitted by a petitioner for a rezoning, Preliminary Site Plan, area plan, concept plan or subdivision plan under any of the situations listed below.

TRAFFIC IMPACT STATEMENT (TIS): Full-scale Traffic Impact Statements are required for all projects expected to generate over 100 or more directional trips during the peak hour of the traffic generator or the peak hour of adjacent streets or over 750 trips in an average day. See Table 1 on the following page for examples of land uses and expected trips generated.

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Table 1—Examples of Land Use Size Thresholds/Based on Trip Generation Characteristics (1) (2)	
	Land Use Thresholds (100 or more directional peak hours trips or 750 Daily (One-Directional) Trips
Residential Land Uses	
Single Family Homes	73 units
Apartments	106 units
Condominiums/Townhouses	105 units
Mobile Home Park	106 units
Commercial and Industrial Uses	
Shopping Center/Retail (GLA) (3)	12,330 sq. ft. GLA (weekday)
Fast Food Restaurant with drive-through (GFA) (3) (4)	1,610 sq. ft. GFA
Convenience Store with gas sales (GFA) (3) (5)	3 vehicle fueling positions
Banks with drive-through (GFA) (3)	7,470 sq. ft.
Hotel/Motel	109/216 rooms
General Office (GFA) (3)	60,550 sq. ft.
Medical/Dental Office (GFA) (3)	19,970 sq. ft.
Research and Development (GFA) (3)	51,780 sq. ft.
Light Industrial (GFA) (3)	161,500 sq. ft. or 14.5 acres
Manufacturing (GFA) (3)	145,360 sq. ft.
Church (GFA) (3) (6)	20,480 sq. ft.
Day Care Center	184 students

Notes:

1. Rates/equations used to calculate the above thresholds are the Trip Generation 11th Edition, 2021, by the Institute of Transportation Engineers.
2. A full Traffic Impact Study should be completed if thresholds are met or exceeded. The City has the discretion to determine which column, day, and peak hour to apply, based on a case-by-case evaluation.
3. GLA = Gross Leasable Area and GFA = Gross Floor Area.
4. Using a.m. peak hour rates/equations would produce a lower threshold; however, adjacent roadway volumes are usually higher during the p.m. peak hour.
5. Based on higher of “Gas Station with Market” and “Convenience Market with Pumps” forecast.
6. Based on Sunday data.

For further trip generation characteristics of the above land uses or of other uses not illustrated above, refer to the latest edition of the Trip Generation by ITE. Values listed in this table have been rounded to the nearest 5 dwelling units or 10 sq. ft.

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TRAFFIC IMPACT ASSESSMENT (TIA): Traffic Impact Assessments are abbreviated versions of a Traffic Impact Statement and are required for all projects expected to generate over 75-100 directional trips during the peak hour of the traffic generator or the peak hour of adjacent streets . See Table 1 on the previous page for examples of land uses and expected trips generated.

Traffic Impact Statements and Assessments are required for new phases to existing projects meeting the above thresholds and for substantial changes to projects with a Traffic Impact Statement or Assessment greater than two years old and where roadway conditions have changed more than two percent annually.

REZONING TRAFFIC IMPACT STUDY (RTIS): Rezoning Traffic Impact Studies are abbreviated versions of a Traffic Impact Statement and are required in the following instances:

- Any proposed zoning change from residential to non-residential;
- Any proposed zoning change to a residential category two or more categories higher than the current residential designation (e.g., R-1 to R-3); or
- Any other proposed zoning change that would likely increase trips generated per day by 1,000 or more over one or more principal permitted uses in the current zoning district.

WHAT SHOULD BE INCLUDED IN A TRAFFIC IMPACT STATEMENT (TIS)?

The following information should be included as part of Traffic Impact Statement:

- **Background Information:** The applicant should provide illustrations and a narrative describing the site, surroundings, study area and adjacent roadway system (functional classifications, lanes, speed limits, etc.). The description should include surrounding land uses, expected development in the vicinity which could influence future traffic conditions, special site features and a description of any committed roadway improvements. The narrative should define and justify the study area selected for analysis.
- **Description of the Requested Use:** The applicant should provide a description of factors such as the number and types of dwelling units, the gross and leasable floor area and the number of employees and shift change factors. Intended phasing or future expansion should also be noted.
- **Description of Existing Traffic Conditions:** The applicant should provide the following:
    - **Traffic Counts:** Existing conditions including existing peak-hour traffic volumes (and daily volumes) on streets adjacent to the site should be provided. Existing counts and levels of service for intersections in the vicinity which are expected to be impacted, as identified by City staff and consultants at a Pre-Application meeting or through previous discussions should also be provided. Traffic counts shall be taken on a Tuesday, Wednesday or Thursday of non-holiday weeks. Additional counts (e.g., on Saturday for a proposed commercial development) may also be required in some cases.

The individual or firm preparing the Traffic Impact Statement shall obtain the traffic counts during average or higher than average volume conditions (i.e. regarding weather or seasonal variations and in consideration of any construction or special events) for the area under study.

Traffic count data shall not be over two years old, except the City may permit counts up to three years old to be increased by a factor supported by documentation or a finding that traffic has increased at a rate less than two percent annually in the past three to five years.

- **Roadway Characteristics and Existing Conditions:** The applicant should describe and illustrate roadway characteristics as appropriate. Features to be addressed include lane configurations, geometrics, signal timing, traffic control devices, posted speed limits and any sight distance limitations. Existing levels of service shall be calculated for intersections included within the study area. Existing driveways and potential turning movement conflicts in the vicinity of the site shall be illustrated and described. The existing and proposed right-of-way shall be identified.

- **Background Traffic Growth:** The applicant should note that for any project requiring a Traffic Impact Statement with a completion date beyond one year of the time the Traffic Impact Statement was prepared, the analysis shall also include a scenario analyzing forecast traffic and levels of service at the expected date of completion along the adjacent street network using historic annual percentage increases and/or future development in the area which has been approved.

- **Trip Generation:** The applicant should provide forecasted trip generation of the proposed use for the a.m. (if applicable) and p.m. peak hours and an average 24-hour day. A table should be provided showing the use, ITE code number, trip rate and trips in and out. The forecasts shall be based on the data and procedures outlined in the most recent edition of Trip Generation published by the Institute of Transportation Engineering (ITE). The applicant may use other commonly accepted sources of data or supplement the standard data with data from at lease two similar projects in Michigan. Any trip reduction for pass-by trips, transit, ride-sharing, other modes, internal capture rates, etc. shall be based on ITE findings and documented survey results acceptable to the City. The City may elect to reduce the trip reduction rates used. For projects intended to be developed in phases, trip generation by phase shall be described.

- **Trip Distribution:** The applicant should ensure that the project traffic generated is distributed (inbound v. outbound, left turn v. right turn) onto the existing street network to project turning movements at site access points and at nearby intersections. Projected turning movements shall be illustrated in the report. A description by the applicant of standard engineering procedures for determining the distribution should also be attached (trip distribution model, market studies, counts at existing driveways, etc.)

SECTION 5.1 TRAFFIC IMPACT STUDIES

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- **Impact Analysis:** The applicant should provide as part of the Traffic Impact Statement level of service or "capacity" analysis at the proposed access points using the procedures outlined in the most recent edition of the Highway Capacity Manual published by the Transportation Research Board. Before and after capacity analyses shall also be performed at the closest signalized intersection and for all street intersections where the expected traffic generated at the site will comprise at least five percent of the existing intersection volume and/or for roadway sections and intersections experiencing congestion, as determined by City staff and consultants.
- **Access Design/Access Management Standards:** The Traffic Impact Statement shall include a map (or reduced copy of the site plan at size 11"x17") and description of the location and design of proposed access (driveway or new street intersections) including any sight distance limitations, dimensions from adjacent driveways and intersections within 200 feet on either side of the main roadway, data to demonstrate the number of driveways proposed is the fewest necessary and support that the access points will provide safe and efficient traffic operation and be in accordance with the standards of the City and the applicable road agency.
- **Other Study Items:** The Traffic Impact Statement shall include the following:
    - The need for (or provision of) any additional right-of-way where planned or desired by the City or applicable road agency;
    - Changes which should be considered to the site plan layout (or plat);
    - Description of any needed non-motorized facilities;
    - The adequacy of the queuing/stacking area if the use involves a drive-through facility;
    - The relationship of anticipated traffic to traffic signal warrants in the Michigan Manual of Uniform Traffic Control Devices if a traffic signal is being requested (Analysis should also be provided on the impacts to traffic progression along the roadway through coordinated timing, etc.); and
    - Description of the site circulation and available sight distances at site driveways.

If a median crossover is desired, separate analysis should be provided.

- **Mitigation/Alternatives:** The applicant should outline mitigation measures as part of the Traffic Impact Statement and demonstrate any changes to the level of service achieved by these measures. Any alternatives or suggested phasing of improvements should be described. The mitigation measures may include items such as roadway widening, need for the bypass lanes or deceleration tapers/lanes, changes to signalization, use of access management techniques or a reduction in the proposed intensity of use. The responsibility and timing of roadway improvements shall be described. A traffic signing and striping plan must accompany the Final Site Plan.

Proposed mitigation measures should be discussed with the applicable road agency.

OVERVIEW

WHAT SHOULD BE INCLUDED IN A TRAFFIC IMPACT ASSESSMENT (TIA)?

A Traffic Impact Assessment is an abbreviated version of a Traffic Impact Statement. The following information as described in the requirements for a Traffic Impact Statement should be included as part of Traffic Impact Assessment:

- Background Information;
- Description of the Requested Use;
- Description of Existing Traffic Conditions;
- Background Traffic Growth;
- Trip Generation;
- Trip Distribution;
- Access Design/Access Management Standards; and
- Other Study Items.

WHAT SHOULD BE INCLUDED IN A REZONING TRAFFIC IMPACT STUDY (RTIS)?

A Rezoning Traffic Impact Study is an abbreviated version of a Traffic Impact Statement. The following information as described in the requirements for a Traffic Impact Statement should be included as part of Rezoning Traffic Impact Study:

- Background Information;
- Description of the Requested Use; and
- Trip Generation.

In addition, a Rezoning Traffic Impact Study shall include available traffic counts (peak hour and daily) within one mile of the subject property. Also, the trip generation section shall compare trip generation of typical uses permitted under the requested zoning district with those in the existing zoning district.

WHAT ARE THE QUALIFICATIONS FOR PREPARERS AND REVIEWERS OF TRAFFIC IMPACT STUDIES?

The Traffic Impact Study shall include a résumé of the prepare(s) responsible for the report. The Traffic Impact Study should also be signed by the preparer(s) with full recognition of potential liability for the results and recommendations outlined in the report.

Preparer: The preparation of a thorough Traffic Impact Study requires extensive background and experience in traffic-related analyses. The person(s) responsible for the preparation of the study shall meet the following requirements:

- Three or more years of recent experience in the preparation of Traffic Impact Studies;
- The development of Traffic Impact Studies (and similar intersection and/or corridor analyses) must comprise a major component of the preparer's recent professional experience;
- Specific education, training and/or professional course work in traffic impact analysis;
- The study preparer(s) shall be an associate (or higher) member of one or more professional transportation-related organizations (i.e., The Institute of Transportation Engineers (ITE) or the Transportation Research Board (TRB); and
- The study preparer(s) must be a registered professional engineer (PE), a community planner with AICP or PCP certification or have a professional traffic operations engineer (PTOE) certification.

Any Traffic Impact Study involving roadway or traffic signal design work shall be prepared by or under the supervision of a registered professional engineer (PE) with specific training in traffic engineering.

Reviewer: Review of the Traffic Impact Study is important to ensure that the analysis and recommendations are based on accepted practices. The Traffic Impact Study shall be reviewed by a trained traffic engineer or transportation planner. The qualifications of the reviewer should parallel those of the preparers as outlined above and on the previous page.

CAN THE REQUIREMENT FOR A TRAFFIC IMPACT STUDY BE WAIVED?

An applicant may request a waiver of a Traffic Impact Study from the Planning Commission. In order to request a wavier, the applicant should submit a written statement requesting the waiver and documenting the reasons for the requested waiver. Waiver requests would be considered by the Planning Commission at the time of Preliminary Site Plan review, after review and recommendation by City staff and consultants. Factors to be considered include:

- The existing level of service along the roadway is not expected to drop below LOS "C" due to the proposed development;
- The existing level of service is not expected to be significantly impacted by the proposed development due to specific conditions at this location; and/or
- A similar Traffic Impact Study was previously prepared for the site and is considered applicable by City staff and consultants..

SECTION 5.2 COMMUNITY IMPACT STATEMENT

INTRODUCTION AND OVERVIEW

This document is intended to provide a general overview of the City of Novi's Community Impact Statement requirements. Potential applicants should contact the Plan Review Centerto arrange a meeting to discuss questions and concerns. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code. City ordinances and codes should be thoroughly researched prior to application for a rezoning or site plan approval.

WHAT IS THE PURPOSE OF PROVIDING A COMMUNITY IMPACT STATEMENT (CIS)?

A Community Impact Statement provides the Planning Commission and/or City Council with information to aid in the planning and implementation of infrastructure needs for the City. It may also be used to evaluate the potential impact(s) of special land uses.

WHEN IS A COMMUNITY IMPACT STATEMENT REQUIRED?

A Community Impact Statement is required for all non-residential projects over 30 acres in size for a principal permitted use or ten acres in size for a special land use and all residential projects with more than 150 units. In the case of a mixed-use development, staff shall determine whether a Community Impact Statement is required.

WHAT SHOULD BE INCLUDED IN A COMMUNITY IMPACT STATEMENT?

A Community Impact Statement should address all of the following information:

- Expected annual number of police responses for the proposed development (can be based on statistics from similar developments);
- Expected annual number of fire responses for the proposed development (can be based on statistics from similar developments);
- Anticipated number of employees (include both permanent and construction jobs on site);
- Statement regarding compliance with City Performance Standards (Section 5.14 of the Zoning Ordinance);
- Estimated number of sewer and water taps and information on peak hour demand and min/max operating pressures for water system;
- Relationship of the proposed development with surrounding uses;
- Description of proposed land use;
- Description of the environmental factors and impacts addressing the following:
    - Natural features on the site (e.g., unusual topography, habitat areas, wetlands, woodlands, historic trees, etc.);
    - Temporary and permanent impacts to natural features on the site;

- ◻ Manufacture, use or storage of any hazardous or toxic materials on the site including Environmental Protection Agency requirements and the need for a Pollution Incidence Prevention Plan (PIPP);
- ◻ Location, type, depth and contents of any existing or proposed underground storage tanks;
- ◻ Environmental use and/or contamination history of the site (i.e., groundwater contamination, landfill, chemical spills, etc.);
- ◻ Potential impacts to existing wildlife on site;

◻ Description of the social impacts addressing the following:

- ◻ Replacement or relocation of any existing uses or occupants on the site;
- ◻ Traffic impacts (information can come from any required Traffic Impact Study or statistics from other similar developments when a study is not required);
- ◻ Proposed site amenities (i.e., sidewalks, public parks, bicycle paths, etc.); and
- ◻ Increases in the permanent population of the City as a result of the proposed development (specific number should be identified and statistics from similar developments can be used).

CAN THE REQUIREMENT FOR A COMMUNITY IMPACT STATEMENT BE WAIVED?

In the case of low impact developments (e.g., small parking lot expansion on an existing fifteen acre site), an applicant may request a waiver of a Community Impact Statement from City staff. A waiver will be discussed at the Pre-Application meeting.

CHAPTER 6

OVERVIEW OF CONSTRUCTION PROCESS AND REQUIRED PERMITS

cityofnovi.org

SECTION 6.1 PRE-CONSTRUCTION PROCESS

INTRODUCTION AND OVERVIEW

This document is intended to provide a general overview of the City of Novi's pre-construction process. Potential applicants should contact the Community Development Department to discuss questions and concerns related to the pre-construction process. Furthermore, the provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code.

WHAT IS REQUIRED BEFORE CONSTRUCTION CAN BEGIN?

Once all approvals from the Plan Review Center of the Community Development Department are secured in accordance with the process outlined in Chapter 1 of this document, the pre-construction process can begin. Applicants can initiate the pre-construction scheduling process following the issuance of Final Site Plan approval letters by contacting the Community Development Department at 248-347-0415. Allow 2-4 weeks to complete the requirements for scheduling. Construction of site improvements (i.e., utilities, roads, etc.) can begin once the following is complete:

- A project has received Stamping Set approval from the Planning Division;
- The applicant and City staff have reviewed, completed and provided all applicable documentation and financial guarantees noted in the Pre-Construction Checklist, a copy of which can be requested from the Community Development Department;
- A pre-construction meeting has been held; and,
- Any requirements discussed in the pre-construction meeting must be met prior to starting construction on-site, including but not limited to: installation, inspection and approval of silt and woodland fence (if applicable), material certification submittal and approval, etc.

The Pre-Construction Checklist will be completed by City staff. The applicant will be notified of the requirements and any required financial guarantees once the pre-construction process is initiated by contacting the Community Development Department.

WHEN IS A PROJECT ELIGIBLE FOR BUILDING PERMIT REVIEW?

Applicants generally submit Building Permit review applications following the issuance of Final Site Plan approval letters from the Planning Division. An applicant may apply for Building Permits after approval of the Preliminary Site Plan; however, any changes required during the Final Site Plan review could require changes to the Building Permit review plans.

Chapter 26.5 of the City of Novi Code of Ordinances requires all projects be completed within two years of the issuance of the grading permit. Please contact the Community Development Department at 248-347-0415 for additional information on building permits. An applicant should review and be aware of the requirements of Chapter 26.5 before starting construction.

SECTION 6.2 SOIL EROSION AND SEDIMENTATION CONTROL

INTRODUCTION AND OVERVIEW

This document is intended to provide a general overview of the City of Novi's soil erosion and sedimentation control provisions. Potential applicants should contact the Engineering Division 248-347-0454 to discuss questions and concerns related to soil erosion and sedimentation control. The provisions of this manual are not intended to repeal, eliminate or otherwise limit any of the requirements or provisions contained in the Zoning Ordinance or City Code.

WHAT ARE THE STEPS INVOLVED IN OBTAINING A SOIL EROSION PERMIT?

STEP 1: A Soil Erosion Permit application (available at cityofnovi.org), one set of Soil Erosion Control Plans and the appropriate plan review fee are submitted to the Building Division of the Community Development Department by the applicant. The application and plans are reviewed by the City's Engineering Division within thirty days.

STEP 2: If revisions to the plans are required, the applicant will be advised of the revisions in writing . A revised plan may be submitted electronically to the reviewing engineer who will approve the revisions. Additional review fees may apply. Five sets of finalized plans are required to be sent directly to the Engineering Division for final review and approval.

STEP 3: Upon approval of the plans, four sets of stamped approved plans will be sent back to the Building Division. A financial guarantee (based on the estimated total cost of all temporary and permanent soil erosion sedimentation control measures included in the approved plan) and inspection fees will be required. Once the fees are paid then the permit may be issued and the applicant will receive a copy of the approved plans.

A pre-construction meeting is required for all projects requiring site plan approval prior to any clearing, grubbing or earthwork activities. Refer to Section 6.1 for additional information on the pre-construction process.

STEP 4: After all necessary approvals are obtained (including initial inspections of the site perimeter protection measures such as silt fencing, NPDES permit requirements, if applicable) and earthwork on the site commences, the City will conduct routine inspections to ensure that the site is in compliance with the Soil Erosion and Sedimentation Control Ordinance and the approved plan. Upon the City's direction, additional measures shall be constructed or maintenance work shall be performed to assure erosion and sedimentation control.

It is the responsibility of the applicant to ensure that all soil erosion and sedimentation control measures are installed and maintained throughout the duration of the project until all bare soils on the site are completely stabilized with permanent vegetation. Such measures shall not be removed until the site has received final acceptance for soil erosion by the City. A Soil Erosion Permit is valid for one year and is eligible for renewal with additional inspection fees. It is the applicant's responsibility to contact the Ordinance Enforcement Division 248-735-5678 to renew the permit at least 30 days prior to expiration.

STEP 5: The City will inspect the project at the time of complete soil stabilization of the site or at the applicant's request for release of the financial guarantee.

ATTACHMENT A

REVIEW FORMS

AND

APPLICATIONS

cityofnovi.org

ATTACHMENT A

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PRE-APPLICATION FORMS

- ◻ Pre-Application Meeting Request
- ◻ Request for Estimated Fees

PRELIMINARY SITE PLAN FORMS

- ◻ Application for Site Plan and Land Use Approval
- ◻ Preliminary Site Plan Checklist
- ◻ Project and Street Name Request Form
- ◻ Oakland County—Nondomestic User Survey Form
- ◻ Hazardous Materials Reporting Package

FINAL SITE PLAN FORMS

- ◻ Final Site Plan Submittal Form
- ◻ Final Site Plan Checklist
- ◻ Other Agency Checklist
- ◻ Right-of-Way / Easement Permit Application
- ◻ Address Request Form
- ◻ No Revision Façade Affidavit

SITE PLAN REVISION FORMS

- ◻ Site Plan Revision Submittal Form

REZONING / PLANNED REZONING OVERLAY FORMS

- ◻ Application for Site Plan and Land Use Approval
- ◻ Planned Rezoning Overlay (PRO) Checklist

NATURAL FEATURES FORMS

- ◻ Woodlands/Wetlands/Watercourse Affidavit
- ◻ Wetland Boundary Determination

PRE-CONSTRUCTION FORMS

- ◻ Pre-Construction Checklist (Contact the Community Development Dept)

SEASONAL OUTDOOR SEATING FORMS

- ◻ Seasonal Outdoor Seating Application
- ◻ Application for Seasonal Outdoor Seating Inspection