



REQUEST FOR PRIVATE DEVELOPMENT INSPECTION

45175 Ten Mile Road
 Novi, Michigan 48375
 Community Development Department
 Phone: (248) 347-0415
www.cityofnovi.org

This request **MUST** be filled out completely and returned to Sarah Marchioni, Building Project Coordinator, in order to schedule any site inspections that pertain to creation, reduction, or release of a financial guarantee. Requests may be emailed to smarchioni@cityofnovi.org, please label subject line with "Inspection Request – Project Name" for prompter scheduling. The inspection time period is from April 15th to November 15th (weather permitting). If an inspection is requested between November 16th and April 14th, a financial guarantee is to be provided. To ensure that an inspection can occur it is recommended that the inspection is requested 4-6 weeks prior to the November 15th cutoff date.

Project Name _____ Site Plan Number _____

Phase (If Applicable) _____ Requestor Name _____

Firm Name _____ Cell phone number _____

Firm Address _____ City / State / Zip _____

E-mail Address _____

Reason For Inspection:

- Temporary Certificate of Occupancy / Ready for Use / Use of Parking Lot Certificate of Occupancy / Project Close out Letter of Credit Expiration

Inspection Type: For the request to be processed - Check all boxes for items that you would like inspected and include percent complete

Check this box if you would like to be present at the inspection and the Inspector will contact you

	% Complete		% Complete
<input type="checkbox"/> Site Work	_____	<input type="checkbox"/> Street Trees	_____
<input type="checkbox"/> Landscape	_____	<input type="checkbox"/> Wetlands	_____
<input type="checkbox"/> Soil Erosion	_____	<input type="checkbox"/> Storm Water Detention	_____
<input type="checkbox"/> Woodland	_____	*Basin must be fully operational for this inspection to be requested.	
<input type="checkbox"/> Woodland Fence Removal	_____	<input type="checkbox"/> Traffic Control Sign	_____
<input type="checkbox"/> Right-of-Way	_____	(All signs & striping must be installed)	
		<input type="checkbox"/> Other	_____
		(Please describe in Comments section)	

Comments:

For Office Use Only:

Inspection Request # _____

Date Received by Building Department		Inspection Fees:	Remaining Balance	Building.Net #
Assigned to	Date Sent	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____
Assigned to	Date Sent	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____
Assigned to	Date Sent	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____
Assigned to	Date Sent	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____

If you would like to request a specific date or time for the inspection, then please contact the Inspector directly, after the inspection request is processed

Please allow a minimum of 2-4 weeks for initial inspection, punch list, re-inspection, and approval letter for site work and landscaping / street trees. The length of time will depend on the contractor's response time to the initial punch list.

Contact information for inspectors:

- Site Work, Right-of-Way, and Storm Water
 - Spalding DeDecker - Heather Gendron – 248-762-0445 or hgendron@sda-eng.com
 - Spalding DeDecker – Ted Meadows – 248-762-5116 or tmeadows@sda-eng.com
 - City of Novi – Humna Anjum – 248-735-5632 or hanjum@cityofnovi.org
 - City of Novi – Adam Yako – 248-735-5695 or ayako@cityofnovi.org

- Landscape, Woodland, Woodland Fence Removal and Street Trees
 - City of Novi - Rick Meader – 248-735-5621 or rmeader@cityofnovi.org – Landscaping and Street Trees
 - The Mannik & Smith Group – Douglas Repen – 734-796-6247 or drepen@manksmithgroup.com - Woodland and Woodland Fence Removal

- Soil Erosion
 - Spalding – Kim Danowski – 248-762-7957 or kdanowski@sda-eng.com

- Traffic Control Signs
 - AECOM – Dominic Conti – 248-396-1631 or dominic.conti@aecom.com
 - City of Novi – Humna Anjum – 248-735-5632 or hanjum@cityofnovi.org
 - City of Novi – Adam Yako – 248-735-5695 or ayako@cityofnovi.org

- Wetlands
 - The Mannik & Smith Group – Douglas Repen – 734-796-6247 or drepen@manksmithgroup.com

If you have questions regarding your financial guarantees, please contact Angie Sosnowski at 248-347-0441 or asosnowski@cityofnovi.org