



PLANNING LEGAL REVIEW TRANSMITTAL

(Include the Transmittal with every submittal)

Off-Site	On-Site	
First Draft	Revised	Notarized

CITY USE ONLY

Date Received:

Legal Permit (PL) #:

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

Site Plan No:

Project Name:

Site Address:

Site Construction (PSC) #:

Legal Invoice Paid:

Yes No

PRIMARY CONTACT INFORMATION: *(To be filled by Applicant)*

Contact Name:

Company:

Contact Address:

Phone:

Email:

NOTARIZED DOCUMENT INSTRUCTIONS

- Final Signed and Notarized** (Sign in **black ink only** or County will reject)
- Consent page on the easement form should be signed by any lenders on the property

SUBMITTAL INSTRUCTIONS:

- Digital copies are accepted via e-mail for initial and revised drafts. E-mail: dshanahan@cityofnovi.org
- Original copies are required for final signed and notarized submittal.
- All exhibits should be letter or legal sized (24" x 36" will not be accepted)
- Make sure all legal fees are paid prior to submittal.

LEGAL DOCUMENTS REQUIRED: *(To be filled by Staff)*

All items checked below should be submitted together. **Incomplete submittals will not be processed.**

01: Master Deed

07: Shared Parking Agreement

02: Conservation Easement

08: Text Amendment

03: Development Agreement

09: Other Planning Agreement

04: Planned Rezoning Overlay

15: Title Policy

05: RUD Agreement

Master Deed Exhibit B

06: Covenants and Restrictions

Conservation Easement Exhibits

Other (Specify)

Additional Documents may be required during the review process