FINAL SITE PLAN CHECKLIST

City of Novi Community Development Department
Planning Division
45175 Ten Mile Road, Novi, MI 48375
248-347-0475
cityofnovi.org

Project Name	Date

FINAL SITE PLAN PACKAGE

Submit seven* full sets of **folded** plans, and a **PDF** file, using this checklist to assist in preparation. (*Verify # of sets with planner.)

- ☐ A copy of this Final Site Plan Checklist
- ☐ Other Agency Checklist
- ☐ Responses to all Preliminary Site Plan Reviews
- ☐ To request fees ahead of submittal, call 248-347-0475
- ☐ 8 1/2 " x 11" Engineering Cost Estimate (see note below)
- ☐ 8 1/2 " x 11" Landscape Cost Estimate (see note below)
- ☐ ROW Permit Application recommended (see note below)
- ☐ Soil Erosion Application recommended (see note below)

ITEM	REQUIREMENT	Yes	No - N/A
	GENERAL		
1	A cover sheet outlining a table of contents/index. Include City's project number.	☐	☐
2	Seals and signatures of Engineer, Land Surveyor, Landscape Architect and/or Architect must be on each corresponding page, or seals and signatures may be placed on an inclusive cover sheet if provided.	☐	☐
3	Provide an outdoor lighting plan, prepared pursuant to Section 5.7 of the Zoning Ordinance, if required, unless provided and approved on the Preliminary Site Plan submittal.	☐	☐
4	Submit Project and Street Name Request Form, if not previously submitted.	☐	☐
	ENGINEERING		
	The applicant's design engineer is responsible for the accuracy and adequacy of the design and construction details found in Chapter 11 of the Code of Ordinances and other related Ordinances of the City.		
5	Provide an 8 1/2"x11" itemized engineering cost estimate including sanitary sewer, storm sewer, water main, paving and grading costs. (Do not include soil erosion or demolition costs.)	☐	☐
6	For submittal of the ROW Permit Application, include one set of ROW plans (electronic or hard copy) and payment pursuant to the language found on the permit.	☐	☐
7	Provide a note on the plan that a City of Novi Right-of-Way permit is required for work within any public road right-of-way and/or City easement.	☐	☐
8	For submittal of the Soil Erosion Permit Application, include one set of erosion and sedimentation control plans and payment persuant to the language found on the permit.	☐	☐
9	Proposed Stormwater Management Plan must be prepared per Section 11-95, and the Appendix of Chapter 12 (Stormwater Management Plan Ordinance), Code of Ordinances. Temporary Sedimentation Basin design calculations or Sedimentation Control structure details shall be furnished when stormwater holding facilities are required.	☐	☐
10	Proposed site grading plans must be prepared per Section 11-144 of the Code of Ordinances.	☐	☐
11	Indicate on the plans whether streets and drives will be public or private, and provide the appropriate cross sections.	☐	☐
12	Proposed sanitary sewer system or on-site disposal system plans must be prepared per Section 11-165 of the Code of Ordinances. Monitoring manhole must be shown. Contact the Department of Public Works at 248-735-5640 to discuss requirements.	☐	☐

ITEM	REQUIREMENT	Yes	No - N/A
	FIRE ACCESS AND SUPRESSION		
13	Proposed water main and hydrant system plans must be prepared per Section 11-69 of the Code of Ordinances; Plans must show: proposed size of water into building with potable water line connection outside of building within a utility easement; proposed meter location and size; proposed fire suppression line into building and location of its required monitoring meter; existing and/or proposed wells. *Please be advised that if a domestic water service larger than 2" will be required, an order must be placed with the Water Dept at 248-347-0496 thirty days prior to your installation date.*	☐	☐
14	Fire lanes and signage must be shown on the plan.	☐	☐
15	Submit Hazardous Materials Packet if not previously submitted with Preliminary Site Plan.	☐	☐
	TRAFFIC		
16	All signage and striping shall be done in accordance with the Michigan Manual of Uniform Traffic Control Devices, unless unique circumstances require a deviation from these standards.	☐	☐
17	The traffic circulation signing and striping plan must indicate location and type of signs. Include a table with sign type and quantities.	☐	☐
18	When traffic circulation arrows are denoted on a plan, solid arrows shall indicate where arrows are proposed as part of the striping plan; hollow arrows shall be used to denote traffic flow directions.	☐	☐
	FAÇADE		
19	If the façade has not been revised from the Preliminary Site Plan submittal then a No Revision Façade Affidavit may be submitted.	☐	☐
20	If the façade has been revised from the Preliminary Site Plan submittal, an updated façade board (no larger than 15" x 36"), if applicable, has been provided.	☐	☐
	LANDSCAPE		
21	Provide an itemized cost estimate on landscape plan AND submit on a separate 8 1/2" x 11" paper including all proposed plantings (street trees, greenbelt, conflicting use buffers, detention basins, building foundations, etc) seed, sod and mulch. Include cost of woodland replacement plantings separate from other landscaping costs.	☐	☐
22	Calculate the plant material using the following prices: Deciduous trees $500.00 Shrubs $75.00 Sod $8.00 /square yard Evergreen trees $500.00 Perennials $25.00 Seed $4.00 /square yard Sub-canopy $450.00 Mulch $80.00 /cubic yard	☐	☐
23	Landscape plans must include all items listed in the Landscape Design Manual under Landscape Requirements.	☐	☐
	WOODLANDS		
24	The Woodland Plan must demonstrate that regulated trees proposed for preservation can be saved according to the final grading, utilities, etc. (i.e. all impacts are outside of CR2)	☐	☐
25	The exact number, species, and location of replacement trees must be identified on the plan.	☐	☐
26	Location of the woodland protection fence must be shown outside of drip line of all trees to be protected.	☐	☐
27	Provide the cost of the woodland replacement trees on the woodland plan, using the prices found in the Landscape section above.	☐	☐
28	Refer to the Woodland Protection Ordinance (Chapter 37 of the Code of Ordinances) for tree replacement credit requirements. Credits are $500 if paid into the Tree Fund.	☐	☐
	WETLANDS		
29	Identify all plant material that is proposed for buffer restoration.	☐	☐
30	Identify the boundaries of 100 year-floodplain (flood hazard area) and floodways if located on the property or immediately adjacent to the property. (FEMA Maps dated 9-29-06).	☐	☐
31	Location of the wetland silt fence must be shown.	☐	☐