

**ATTACHMENT A**

**REVIEW FORMS**

**AND**

**APPLICATIONS**



[cityofnovi.org](http://cityofnovi.org)

# ATTACHMENT A

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**REQUEST FOR ESTIMATED FEES**  
 City of Novi Community Development Department  
 45175 W. Ten Mile, Novi, MI 48375  
 248-347-0475; 247-735-5633 fax  
[www.cityofnovi.org](http://www.cityofnovi.org)

- Site Plan Approval
- Revised Site Plan
- Special Land Use
- Rezoning
- PRO
- SDO

Project Name
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Use Tab function to navigate form. Point and click cursor to check boxes.

Check all that apply

APPLICANT

Company		Primary Contact		Professional License Number, if applicable	
Street Address		Suite	City		State
Phone Number		Fax Number		E-mail address	

PROJECT INFORMATION

Property Address, if known		North or South of which road?		East or West of which road?	
Parcel Number(s) (Contact Assessing Dept. if unknown)		Section	Brief description of project (number of stories or units, etc.)		
Gross Site Acreage <small>Reviewed against Assessor's Records</small>		Woodland Acreage <small>If unknown, 2 acres will be used initially</small>	Wetland Acreage	<input type="checkbox"/> Minor <input type="checkbox"/> Non-Minor <input type="checkbox"/> Don't Know Level of Wetland Disturbance <small>If unknown, "Minor" will be used initially</small>	
# of units or lots	Building 1 sq. ft.	Building 2 sq. ft.	Building 3 sq. ft.	Current Zoning	Proposed Zoning
Space for additional information, if necessary					

FAÇADE TRAFFIC

**Traffic Information:**  
 Are you required to submit a Traffic Study?  Full Study  Abbreviated  No  Not Sure  
 Are you required to submit a Shared Parking Study?  Yes  No  Not Sure

**Façade Information:**  
 Level of Façade review  New Review  Review of Addition  Affidavit for Identical Building

I do hereby attest that all statements submitted with this request are true and accurate to the best of my knowledge and I am the property owner or I am authorized to file this request and act on behalf of the property owner. I acknowledge that a request for this project's site plan fees is based on information I have provided, and that if changes are made to this information upon formal site plan submittal, these fees may change. Further, I understand that these fees are based on the fee schedule in effect on the date of this request.

\_\_\_\_\_  
 Signature of Applicant                      Date

\_\_\_\_\_  
 Printed Name of Applicant



**APPLICATION FOR SITE PLAN  
AND LAND USE APPROVAL**  
 City of Novi Community Development Department  
 City of Novi Planning Division  
 45175 W. Ten Mile, Novi, MI 48375  
 248-347-0475; 248-735-5633 fax

- Site Plan Approval
- Special Land Use
- Rezoning
- PRO
- SDO
- Wetland Permit
- Woodland Permit

Project Name
--------------

Use Tab function to navigate form. Point and click cursor to check boxes.

Check all that apply

APPLICANT

Company	Primary Contact	Professional License Number, if applicable			
Street Address	Suite	City		State	Zip
Phone Number	Fax Number		E-mail address		

ARCHITECT

Architectural Firm	Primary Architect	Professional License Number, if applicable			
Street Address	Suite	City		State	Zip
Phone Number	Fax Number		E-mail address		

ENGINEER

Engineering Firm	Primary Engineer	Professional License Number, if applicable			
Street Address	Suite	City		State	Zip
Phone Number	Fax Number		E-mail address		

LANDSCAPE ARCHITECT

Landscape Architectural Firm	Primary Architect	Professional License Number, if applicable			
Street Address	Suite	City		State	Zip
Phone Number	Fax Number		E-mail address		

WETLAND

Wetland Consulting Firm	Primary Consultant	Professional License Number, if applicable			
Street Address	Suite	City		State	Zip
Phone Number	Fax Number		E-mail address		

WOODLAND

Woodland Consulting Firm		Primary Consultant		Professional License Number, if applicable	
Street Address		Suite	City		State
Phone Number		Fax Number		E-mail address	

OWNER

Project Name		Legal Name of Ownership, with Primary Contact			
Street Address		Suite	City		State
Phone Number		Fax Number		E-mail address	

PROJECT INFORMATION

Property Address, if known		North or South of which road?		East or West of which road?	
Parcel Number(s) (Contact Assessing Dept. if unknown)		Section	Brief description of project (number of stories or units, etc.)		
Current Zoning	Proposed Zoning	Gross Site Acreage <small>Size will be reviewed against Assessor's Records</small>		Woodland Acreage	Wetland Acreage
				<small>If unknown, 2 acres will be used initially</small>	
Number of units or lots	Building 1 sq. ft.	Building 2 sq. ft.	Building 3 sq. ft.	Number of Phases	
Space for additional information, if necessary					

WETLAND INFORMATION

**Wetland Information:** *Please review City Ordinance Chapter 12 Article V, Wetlands and Watercourse Protection*

Will any onsite or offsite wetlands be impacted by the project?  Yes  No  Not Sure

Will any onsite or offsite wetland buffers be impacted by the project?  Yes  No  Not Sure

Total acreage of wetland disturbance: \_\_\_\_\_ Acres Is an MDEQ Permit required?  Yes  No  Not Sure

Are you proposing any wetland mitigation?  Yes  No  Not Sure

Description of work, and amount of material to be added or removed from site, if known: \_\_\_\_\_

WOODLAND INFORMATION

**Woodland Information:** *Please review City Ordinance Chapter 37, Woodlands Protection*

Are there regulated woodlands or trees (36" dbh or greater) onsite?  Yes  No  Not Sure

Are there regulated woodlands or trees (36" dbh or greater) on adjacent site(s)?  Yes  No  Not Sure

If yes to either question above, describe trees and proposed impact: \_\_\_\_\_





**PRELIMINARY SITE PLAN CHECKLIST**  
 City of Novi Community Development Department  
 45175 W. Ten Mile, Novi, MI 48375  
 248-347-0475; 248-735-5633 fax  
[www.cityofnovi.org](http://www.cityofnovi.org)

Project Name
--------------

ITEM	REQUIREMENT	Shown (a)	No - N/A (a)
1	Provide name, address and phone number of Applicant.		
2	Provide name, address, phone number and seal with signatures of Michigan-licensed architect, engineer, designer, landscape architect or planner who prepared the plan. Plan should be stamped "Preliminary" or titled Preliminary Site Plan.		
3	Include the north arrow, legend, graphic and written scale on all sheets.		
4	Provide land description, including sidwell number (metes and bounds for acreage parcel, lot number(s), liber and page for subdivisions) with gross land area in square feet or acres. In the case of a multiple dwelling site plan, the net area in square feet or acres of land area shall also be shown.		
5	Title block must contain the project name and section number wherein located on all sheets.		
6	Identify parcel identification number (sidwell number) and ownership and proposed parcel/lot lines. Check lot split requirements with City Assessor.		
7	Location map must be to scale, showing section numbers, site location, major roads and railroads.		
8	List existing zoning of site and adjacent property(ies).		
9	Provide existing topography (based on USGS datum with 2' contour intervals) extending a minimum of 100' beyond all side boundaries.		
10	Soil types and characteristics must be graphically shown and described on the site plan, using US Soil Conservation Service "Soil Survey of Oakland County Michigan 1980" or more detailed surveys as are available.		
11	Locations and boundaries of wetlands and wetland setbacks should be delineated, as defined in the Novi Wetlands and Watercourse Protection Ordinance, Chapter 12, Article V of Code of Ordinances, and in Article 24, Schedule of Regulations, Footnote V of the Zoning Ordinance. Any proposed filling, draining, cutting, dredging or other alteration proposed for wetlands and setbacks must be graphically depicted and quantified in a table on the site plan. The proposal must be in accordance with the Michigan Wetlands Protection Act and the Inland Lakes and Streams Act (Part 303 and Part 301 of the Natural Resources and Environmental Protection Act, Act 451 of 1994).		
12	Locations of all lakes, streams, rivers, creeks, brooks, ponds, detention basins and drainage ways, including intermittent streams and ponds with water elevation level indicated and watercourse setbacks as required in Article 24, Schedule of Regulations of the Zoning Ordinance. Boundaries of 100-year floodplain (flood hazard area) and floodways if located on the property or immediately adjacent to the property.		



13	Location of all regulated woodlands as are shown on the Regulated Woodlands Map, trees 36" dbh and greater and/or as are otherwise controlled under Chapter 37 of the Novi Code of Ordinances. Alternative plans that preserve the most amount of quality areas of woodlands, any proposed cutting, clearing or retention of any vegetation from the ground up, replacement of regulated trees 8" dbh and greater, proposed grading limits, proposed tree protection measures, if any, pursuant to Ordinance requirements.		
14	Plans shall be prepared using the Michigan State Plane Coordinate System with a minimum of two ties to established section corners or quarter section corners. All property line dimensions shall be shown using this system. Existing and proposed ROWs where abutting a public roadway must also be shown.		
15	Provide the general layout and dimension of proposed physical improvements, showing the following: Location of all existing and proposed buildings, proposed parking and parking layout, streets and drives, and indicate square footage of pavement area. Identify roads as public or private.		
16	General design concept of proposed building(s) appearance and proposed materials of construction for all sides of the building are required. These plans must be sealed by a registered Michigan architect.		
17	<p>Landscape Plans should show the following:</p> <p>All landscape quantity and area calculations required by the Ordinance and Landscape Design Manual.</p> <p>All proposed landscape plantings including landscape screening adjacent to residential, greenspace adjacent to buildings, delineated parking lot landscaping and landscape berm &amp; street tree plantings.</p> <p>Plant list including all plant materials, sizes and container/height.</p> <p>Costs for plant materials, mulch, edging and lawn seed/sod.</p> <p>Existing and proposed utilities, walls, fencing and dumpster enclosures.</p> <p>Existing soils per USDA.</p> <p>Proposed grading with minimum 2' contour intervals.</p> <p>Storm basin plantings with 25' buffer.</p> <p>Any required 25' wetland buffers.</p> <p>Existing trees over 8" and woodland areas complete with proposed protection fence locations.</p> <p>Berms delineated with slope and cross sections.</p> <p>Loading zone screening, if any.</p> <p>Location and type of proposed site amenities.</p> <p>All landscape details and notes required by the Ordinance and Landscape Design Manual.</p> <p>25-foot clear view zone for corner clearance and any other special requirements per zoning district.</p>		
18	<p>Sufficient information to adequately demonstrate a feasible means of providing the following in compliance with applicable City Master Plans:</p> <p><u>Water Supply</u> If connected to City system, show existing water main(s) and generalized location and size of proposed systems, or location of existing or proposed well.</p> <p><u>Sanitary Waste Disposal</u> If connected to City system show existing sanitary sewer mains and generalized location and size of proposed system, or location of existing or proposed septic tank and field(s).</p>		

	<u>Stormwater Collection and Disposal/Sedimentation Control</u> Show existing storm sewers and generalized location of proposed storm sewer system and generalized overland flow routes. Show proposed detention/retention basins, as well as sedimentation control devices.		
19	If the site plan is for multiple dwellings, in addition to those items above, show: Distance between buildings.		
	Maximum lot coverage.		
	Total number of buildings and dwelling units by type (e.g., one bedroom, two bedroom, with appropriate square footage) for the project per building.		
	Building height.		
20	If phased construction is to be used, each phase must stand on its own regarding density, parking, etc.		
21	Pedestrian safety paths and pathways along internal and external roads, as required in the City of Novi's Master Plan, various sections of the Zoning Ordinance, Subdivision Ordinance (Appendix C of the Novi Code of Ordinances), Design and Construction Standards (Sections 11 and 12 of Chapter 11 of the Novi Code of Ordinances), the Non-Motorized Master Plan or by City policy.		
22	Community Impact Statement, if project is in excess of ten acres for non-residential developments or 200 units for residential developments. Such statement shall consider adjacent land uses, road capacity, environmental concerns and need necessity for proposed uses.		
23	Traffic Impact Study, if required, to permit analysis of the safety and efficiency of access to the site, the adequacy of driveways and internal road systems, and the impact of the project on the capacity of external roadways.		
24	Street and road names for all public rights-of-way or private roads in a project development. Such names, as well as project names, are to be reviewed by the City's Street Naming Committee for suitability.		
25	Number of employees on maximum shift for industrial establishments, warehouses and wholesale uses.		
26	Locations of all signage and all sign structures shall be depicted. Actual signage shall be reviewed prior to erection pursuant to the permit process contained in Chapter 28 of the Novi Code of Ordinances.		
27	Existing on-site and off-site driveways located within 100 feet of property boundaries if site fronts on local or collector road and within 200 feet of property boundaries if site fronts on a major thoroughfare.		
28	Delineate façade drawing content requirements Identify all materials, colors of materials, etc. Reference all materials to sample board. Identify percentages of each material.		
29	Proposed location of Construction Access Route and its connection from the site to the arterial street system of the City.		
30	Submit Hazardous Chemical Survey (Commercial and Industrial users only)		
31	Submit Non-Domestic Sewer Use Form (Commercial and Industrial users only)		



**PROJECT AND STREET NAME REQUEST FORM**  
 City of Novi Community Development Department  
 45175 W. Ten Mile, Novi, MI 48375  
 248-347-0475; 248-735-5633 fax

Project Name (working title)	Site Plan Number, If known
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<b>APPLICANT</b>	Company		Primary Contact	
	Phone Number	Fax Number	E-mail address	

<b>PROJECT</b>	Property Address, if known		North or South of which road?		East or West of which road?	
	Parcel Number(s) (Contact Assessing Dept. if unknown)	Section	Post Office providing mail service to this location			

Please note that requests for certain project or street names may be denied in accordance with Chapter 31, Article IV of the Novi Code of Ordinances. In order to expedite the approval of your desired project and/or street names, avoid using any of the following words in your choices:

- |   |  |
|---|--|
| <b>Water names</b> (e.g., Brook, Creek, River, Lake)<br><b>Nature terms</b> (e.g., Cove, Crest, Pebble, Rock)<br><b>Letters of the Alphabet</b><br><b>Directionals</b> (e.g, East Maple, Novi South Condos)<br><b>Meadowbrook or Novi</b> , when used generically (e.g, Novi Business Park) | <b>Tree Names</b> (e.g., Forest, Maple, Oak, Pine, Timber, Wood)<br><b>Generic Descriptors</b> (e.g., Village, Bridge, Summit, Park)<br><b>Presidents' names</b> |
|---|--|

Have you previously submitted project or street names for this site plan?  Yes  No

If yes, what was the previously approved project name? \_\_\_\_\_

What street/project name(s) do you want replaced? \_\_\_\_\_

**PROJECT NAME REQUESTS** (in order of preference)

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

How many street names do you need? \_\_\_\_\_

**STREET NAME REQUESTS** (in order of preference)

- |           |           |
|-----------|-----------|
| 1. _____  | 2. _____  |
| 3. _____  | 4. _____  |
| 5. _____  | 6. _____  |
| 7. _____  | 8. _____  |
| 9. _____  | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |

Please contact the Community Development Department at 248-347-0475 in advance of your submittal to check for similar names on the list of approved and reserved street and project name list.

Approved names will be reserved for a period of two years after Final Site Plan approval. After two years, the applicant must re-submit their names for approval by the Project and Street Naming Committee.

**Oakland County Drain Commissioner  
Industrial Pretreatment Program  
NONDOMESTIC USER SURVEY FORM**

Date \_\_\_\_\_

**Section I.**

1) \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Address-Number & Street \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
 Nature of Business \_\_\_\_\_ SIC (if known) \_\_\_\_\_  
 Name of Contact Person \_\_\_\_\_

2) What types of wastes do you discharge to the sanitary sewer?  
 A)  Sanitary Only B)  Wash Water C)  Rinse Water  
 D)  Cooling Water E)  Process Water F)  Scrubber Water  
 G)  Other (explain): \_\_\_\_\_

3) \_\_\_\_\_  
 Name of Industrial Waste Hauler \_\_\_\_\_ License Number \_\_\_\_\_  
 Last Pickup Date \_\_\_\_\_ Amount \_\_\_\_\_ Type of wastes \_\_\_\_\_

4) Do you use, store or discharge any materials listed in the Priority Pollutants and Critical Materials List?  
 (See pages 5-11) A)  Yes B)  No

5) Does your operation result in residue or sludge-type waste?  
 A)  Yes B)  No

6) \_\_\_\_\_  
 Number of Employees \_\_\_\_\_ Number of Months of Operation per Year \_\_\_\_\_  
 Number of Hours of Operation per Day \_\_\_\_\_ Days per week \_\_\_\_\_ Number of Shifts \_\_\_\_\_

7) Water Supply: A)  Municipal B)  Well  
 Consumption used= \_\_\_\_\_ gallons per day

8) Does your facility have a Spill Prevention Control and Countermeasure Program (SPCC) 40CFR112 or a Pollution Incident Prevention Plan (PIPP) MDNR Rule #5?  
 A)  Yes B)  No

9) Is any of the enclosed information confidential?  
 A)  Yes B)  No  
 If yes, explain: \_\_\_\_\_

10) If you answered ONLY A to question #2, sign and return this portion.  
 If your answer to question #2 was OTHER THAN A, complete Sections II-VII and return to:  
**Industrial Pretreatment Program, Oakland County Drain Commissioner  
 1 Public Works Drive  
 Waterford, MI 48328**

11) \_\_\_\_\_  
 Signature of Responsible Official \_\_\_\_\_ Print/Type Name of Responsible Official \_\_\_\_\_

**Section II. PROCESS AND PRODUCTS**

- 1) Consult your Material Safety Data Sheets and provide a complete list of only those chemicals used or stored on the site which appear on Table 1 (Critical Materials List & Priority Chemicals List). Provide a copy of all MSDS containing listed chemicals. Write the number of the chemical from Table 1 in the boxes below. Add extra pages if necessary.

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**Section III. IDENTIFY OUTFALLS**

- 1)  A. Surface Waters. Name of Receiving Waters: \_\_\_\_\_  
 B. Septic Tank                       C. Surface of Ground                       D. Sanitary Sewer  
 E. Storm Sewer                       F. Other (describe) \_\_\_\_\_
- 2) Volume of Discharge:     Measured                       Estimated
- A) Average Daily Flow= \_\_\_\_\_ gallons per day  
    B) Maximum Daily Flow= \_\_\_\_\_ gallons per day
- 3) Type of wastewater:    A. %Process= \_\_\_\_\_                      B. % Cooling= \_\_\_\_\_  
   C. % Sanitary= \_\_\_\_\_                      D. % Other= \_\_\_\_\_ (explain): \_\_\_\_\_
- 4) Do roof, parking lot, etc. drains discharge to the sanitary sewer?     Yes                       No

**Section IV. DISPOSAL PRACTICES (Add extra sheets if necessary)**

- 1) How do you dispose of spent chemicals?  
 \_\_\_\_\_
- 2) How do you dispose of spoilage?  
 \_\_\_\_\_
- 3) How do you dispose precipitates and/or sludge?  
 \_\_\_\_\_
- 4) Do you have pretreatment for your wastes?                       Yes                       No  
 If YES, explain on extra sheets.  
 If NO, where and how are the wastes disposed of?                       Sanitary Sewer                       Storm Sewer  
     Waste Hauler                       Other (explain): \_\_\_\_\_
- 5) Do you have air emission control equipment discharging to the sanitary sewer?  
 Yes                       No
- 6) List all materials from Table 1 which are *discharged with the wastes*:  

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Section V. SPILL PREVENTION**

- 1) List bulk material(s) stored on site (use extra sheets if necessary):  
 Material: \_\_\_\_\_ Volume: \_\_\_\_\_  
 Location in plant: \_\_\_\_\_

**Section V. (cont'd)**

- 2) Is secondary containment provided for bulk material(s)?  Yes  No  Some
- 3) Is secondary containment provided for chemicals listed in table 1?  Yes  No  Some
- 4) Has separate storage been provided for those chemicals which cause hazardous reactions?  Yes  No

**Section VI. SAMPLING AND ANALYSIS**

- 1) Are sampling points available for:
- |               |                              |                             |
|---------------|------------------------------|-----------------------------|
| Process line? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Outfall?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- 2) Do you sample your process discharge:  Yes  No
- 3) Type of sample:  Grab  Composite
- 4) Is a sampling vault and/or manhole provided?  Yes  No
- 5) Typical sampling schedule: \_\_\_\_\_
- 6) What laboratory analysis can be run on site?  
\_\_\_\_\_

**Section VII. MISCELLANEOUS**

- 1) Describe safety precautions necessary for visitors:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- 2) Sign Section I.11 and return by mail to address listed on Page 1.

## GLOSSARY NONDOMESTIC USER SURVEY FORM

**PRETREATMENT:**

The treatment of a wastewater contribution, at the point of origin, prior to release to a public sewer collection system.

**PROCESS WATER:**

Water that comes in contact with an end product or with materials incorporated in an end product.

**SAMPLE, COMPOSITE:**

A composite sample should contain a minimum of eight (8) discrete samples taken at equal time intervals over the compositing period or proportional to the flow rate over the compositing period (EPA).

**SAMPLE, GRAB:**

A sample which is taken from a waste stream on a one-time basis with no regard to the flow in the waste stream and without consideration to time (EPA)

**SECONDARY CONTAINMENT:**

If a tank or vessel storing a chemical ruptures, the secondary containment structure will prevent the loss of the chemical into the environment. Secondary containment should be provided with a volume of 150% of the storage vessel. All potentially polluting materials such as oil, acid, cyanide, etc. should be stored within a secondary containment structure, usually a concrete wall or earthen dike.

**SPENT CHEMICALS:**

Chemicals that have exhausted their usefulness.

**STANDARD INDUSTRIAL CODE (SIC):**

This is a way of identifying industrial types with a four-digit code. A manual with the codes is entitled STANDARD INDUSTRIAL CODES and is available in the reference section of most libraries.

**NONDOMESTIC USER SURVEY FORM**  
**Priority Pollutants and Critical Materials List**

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
1	A	acids	colorless	acidic	1.0		
2	A	acenaphthene		alcohol			
3	A	acetone cyanohydrin	colorless				
4	A	2-acetylaminofluorene					
5	A	acrolein	colorless	pungent			
6	A	acrylic acid	colorless	acid			
7	A	acrylonitrile	colorless	ammonia			
8	A	allyl chloride	colorless	pungent			
9	A	2-aminoanthraquinone	red				
10	A	aminoazobenzene	yellow				
11	A	o-aminoazotoluene	golden				
12	A	4-aminobiphenyl					
13	A	3-amino-9-ethylcarbazole					
14	A	1-amino-2-methylathraquin					
15	A	aminotriazole (amitrole)					
16	A	aniline	colorless	burning			
17	A	aniline hydrochloride	colorless	burning			
18	A	o-anisidine	colorless				
19	A	o-anisidine hydrochloride					
20	A	benz(a)anthracene	green				
21	A	benzene	straw	solvent			
22	A	benzidine	red				
23	A	benzidine salts					
24	A	benzo(a)pyrene	yellow				
25	A	brucine					
26	A	carbon tetrachloride	colorless				
27	A	chlorinated benzenes					
27a	A	chlorobenzenes	colorless				
27b	A	1,2,4-trichlorobenzene					
27c	A	1,2-dichlorobenzene	colorless				
27d	A	1,3-dichlorobenzene	colorless				
27e	A	1,4-dichlorobenzene	colorless				
28	A	chlorinated dibenzofurans					
29	A	chlorinated dioxins					
30	A	chlorinated ethanes					
30a	A	1,1,1-trichloroethane	colorless	ether			
30b	A	1,1-dichloroethene		chloroform			
30c	A	chloroethane		ether			
30d	A	1,1,2,2-tetrachloroethane		chloroform			
31	A	chlorinated naphthalene					
31a	A	2-chloronaphthalene	yellow				
32	A	chlorinated phenols					
32a	A	2-chlorophenol		phenol			
32b	A	parachlorometa-cresol	yellow	phenol			
32c	A	2,4-dichlorophenol					
33	A	1-chloro-2,3-epoxypropane					
34	A	chloroalkyl ethers					
34a	A	2-chloroethyl vinyl ether (mixed)					
35	A	bis(2-chloroethyl)ether	colorless				
36	A	chloroform		chloroform			
37	A	bis(2-chloromethyl)ether	colorless				
38	A	3-(chloromethyl)pyridine hydrochloride					



PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
39	A	1-(4-chlorophenyl)-3, 3-dimethyl triazene					
40	A	4-chloro-m-phenylenediamine					
41	A	4-chloro-o-phenylenediamine					
42	A	chloroprene					
43	A	5-chloro-o-toluidine					
44	A	p-cresidine					
45	A	2,4-diaminoanisole sulfate					
46	A	4,4-diaminodiphenyl					
47	A	2,4-diaminotoluene					
48	A	dibenz(a,h)anthracene					
49	A	tris(dibromopropyl)phosphate					
50	A	di-n-butyl phthalate					
51	A	3,3-dichlorobenzidine					
52	A	3,3-dichlorobenzidine salts					
53	A	1,2-dichloroethane					
54	A	dichloroethylenes					
54a	A	1,1-dichloroethylene					
54b	A	1,2-trans-dichloroethylene					
55	A	dichloropropane and dichloropropene				chloroform	
55a	A	1,3-dichloropropylene (1,3-dichloropropane)				chloroform	
55b	A	1,2-dichloropropane				chloroform	
56	A	1,2:3,4-diepoxybutane					
57	A	diethyl sulfate	colorless	mint			
58	A	4-dimethylaminoazobenzene	yellow				
59	A	dimethylhydrazines	yellow	ammonia			
60	A	2,4-dimethylphenol					
61	A	4,6-dinitro-o-cresol	yellow				
62	A	2,4-dinitrophenol	yellow				
63	A	2,4-dinitrotoluene	yellow				
64	A	dinitrotoluene	yellow				
64a	A	2,6-dinitrotoluene	yellow				
65	A	di-n-octyl phthalate					
66	A	1,4-dioxane					
67	A	2,3-epoxy-l-propanal					
68	A	ethylbenzene	colorless				
69	A	ethylene dibromide				chloroform	
70	A	ethyleneimine				ammonia	
71	A	ethelene oxide					
72	A	ethylene thiourea					
73	A	bis(2-ethylhexyl)phthalate					
74	A	ethylmethanesulfonate					
75	A	fluoranthene					
76	A	2-(2-formylhydrazino)-4-(5-nitro-2-fury)-thiazole					
77	A	Haloethers					
77a	A	4-chlorophenyl phenyl ether					
77b	A	4-bromophenyl phenyl ether					
77c	A	bis(2-chloroisopropyl) ether					
77d	A	bis(2-chloroethoxy)methane					

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
78	A	Halomethanes					
78a	A	methylene chloride (dichloromethane)	colorless	chloroform			
78b	A	methyl chloride (chloromethane)	colorless				
78c	A	methyl bromide (bromoethane)	colorless	chloroform			
78d	A	bromoform (tribromomethane)		chloroform			
78e	A	dichlorobromomethane					
78f	A	trichlorofluoromethane		ether			
78g	A	dichlorodifluoromethane	colorless	ether			
78h	A	chlorodibromomethane					
79	A	hexachlorobenzene (HCB)					
80	A	hexachlorobutadiene					
81	A	hexachlorocyclohexane					
82	A	hexachlorocyclopentadiene					
83	A	hexachloroethane		mint			
84	A	hydrazobenzene					
85	A	hydroquinone	brown				
86	A	N-(2-hydroxyethyl)ethyleneimine		ammonia			
87	A	isophorone					
88	A	lactonitrite					
89	A	malachite green	green				
90	A	4,4-methylenebis(2-chloroaniline)					
91	A	4,4-methylenebis(2-methylaniline)					
92	A	4,4-methylenebis(N,N-dimethylaniline)					
93	A	1,2(methylenedioxy)-4-propenyl benzene					
94	A	methylhydrazine	colorless				
95	A	1-methylnaphthalene					
96	A	2-methyl-1-nitroanthraquinone					
97	A	mustard gas		sweet			
98	A	1,5-naphthalenediamine					
99	A	1-naphthylamine	red				
100	A	2-naphthylamine	white				
101	A	5-nitroacenaphthene					
102	A	5-nitro-o-anisidine					
103	A	nitrobenzene	colorless	sweet			
104	A	4-nitrobiphenyl					
105	A	nitrogen mustard		fish			
106	A	2-nitrophenol	yellow				
107	A	4-nitrophenol	yellow				
108	A	Nitrosamines					
108a	A	N-nitrosodiphenylamine					
108b	A	N-nitrosodi-n-propylamine					
109	A	N-nitroso-n-butyl-N-(4-hydroxybutyl)amine					
110	A	N-nitrosodiethylamine	yellow				
111	A	N-nitrosodimethylamine	yellow				
112	A	p-nitrosodiphenylamine	green				
113	A	N-nitroso-N-ethylurea					
114	A	N-nitroso-N-methylurea					
115	A	N-nitroso-N-methylurethane					
116	A	N-nitrosomethylvinylamine					
117	A	N-nitrosomorpholine	yellow				
118	A	N-nitro-N-phenylhydroxyl-amine, ammonium salt					

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
119	A	N-nitrososarcosine					
120	A	pentachloronitrobenzene					
121	A	pentachlorophenol		pungent			
122	A	peroxyacetic acid		acid			
123	A	phenol	colorless	phenol			
124	A	Phthalate esters					
124a	A	butyl benzyl phthalate					
124b	A	diethyl phthalate					
124c	A	dimethyl phthalate					
125	A	piperonyl sulfoxide					
126	A	polybrominated biphenyls (PBB)					
127	A	polychlorinated biphenyls (PCB)					
128	A	Polynuclear aromatic hydrocarbons					
128a	A	3,4-benzofluorantaene					
128b	A	benzo(k) fluorathane (11,12-benzofluoranthene)					
128c	A	chrysene					
128d	A	acenaphthylene					
128e	A	anthracene	colorless				
128f	A	benzo(ghi)perylene (1,12-benzoperylene)					
128g	A	fluorene	white				
128h	A	phenathrene					
128i	A	indeno(1,2,3-cd)pyrene (2,3-0-phenylenepyrene)					
128j	A	pyrene	colorless				
128k	A	naphthalene		mint			
129	A	1,3-propane sultone					
130	A	B-proplolactone					
131	A	5-propyl-1,3-benzodioxle					
132	A	propyleneimine					
133	A	semicarbazide					
134	A	styrene	colorless				
135	A	tetrachloroethylene(perchloroethylene)	colorless	ether			
136	A	thioacetamide					
137	A	4,4 -thiodianiline					
138	A	thiourea					
139	A	toluene	clear	benzene			
140	A	o-toluidine	red				
141	A	o-toluidine hydrochloride					
142	A	triaryl phosphate esters					
143	A	1,1,2-trichloroethane	clear	sweet			
144	A	trichloroethylene	colorless	chloroform			
145	A	trichlorophenols		phenol			
146	A	2,4,5-trimethylaniline					
147	A	trimethylphosphate					
148	A	vinylchloride	colorless				
149	A	xylene	colorless	sweet			
150	B	antimony	white				
151	B	arsenic	gray				
152	B	beryllium	gray				
153	B	cadmium	gray				
154	B	chromium	gray				
155	B	cobalt	red				

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
156	B	copper	red				
157	B	cyanides					
158	B	hypochlorite					
159	B	lead	gray				
160	B	lithium	white				
161	B	mercury	silver				
162	B	nickel	white				
163	B	selenium	brown				
164	B	silver	white				
165	B	thallium	blue				
166	B	zinc	blue				
167	C	acids					
168	C	chloramines					
169	C	chlorine	colorless	chlorine			
170	C	hydrazine	colorless	ammonia			
171	C	hydrogen sulfide		rotten eggs			
172	D	asbestos (fibrous)					
173	E	aldicarb					
174	E	aldrin					
175	E	4-aminopyridine					
176	E	anilazine	white				
177	E	antimycin A					
178	E	azinphos-ethyl					
179	E	azinphos-methyl	colorless				
180	E	barban					
181	E	bendiocarb	white				
182	E	benomyl	white				
183	E	bromoxynil	colorless				
184	E	2(p-tert-butylphenoxy)-isopropyl-2-chloroethyl sulfite					
185	E	capatafol					
186	E	captan		odorless			
187	E	carbaryl					
188	E	carbofuran	white				
189	E	carbophenothion	amber				
190	E	chlordane	amber				
191	E	chlordecone					
192	E	chlorfenvinphos	amber				
193	E	chlorobenzilate					
194	E	chlorpyrifos					
195	E	clonitralid					
196	E	coumaphos	brown				
197	E	crotoxyphos	yellow				
198	E	cycloheximide					
199	E	DDT					
200	E	demeton					
201	E	diallate	brown				
202	E	diazinon		ester			
203	E	dibromochloropropane (DBCP)	brown	pungent			
204	E	dichlone	yellow				
205	E	dichlorvos					
206	E	dichrotophos					

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
207	E	dieldrin					
208	E	dimethoate					
209	E	dinocap					
210	E	dinoseb	orange				
211	E	dioxathion	tan				
212	E	disulfoton	colorless				
213	E	endosulfan	brown				
214	E	endrin					
215	E	EPN					
216	E	ethion					
217	E	fensulfothion					
218	E	fenthion		garlic			
219	E	fluchloralin	orange				
220	E	heptachlor					
221	E	heptachlor epoxide					
222	E	Isomers of hexachlorocyclohexane					
222a	E	a-BHC-Alpha		musty			
222b	E	b-BHC-Beta		musty			
222c	E	g-BHC-Delta		musty			
223	E	leptophos	tan				
224	E	malathion	brown				
225	E	metabolites of DDT					
225a	E	4,4 -DDE (p,p -DDE)					
225b	E	4,4 -DDD (p,p -TDE)					
226	E	metabolites of endosulfan					
226a	E	endosulfan sulfate	brown				
227	E	metabolites of endrin					
227a	E	endrin aldehyde					
228	E	metabolites of heptachlor					
228a	E	heptachlor epoxide					
229	E	methomyl					
230	E	metoxychlor					
231	E	methyl mercaptan					
232	E	methyl parathion					
233	E	mevinphos	yellow				
234	E	mexacarbate					
235	E	mirex	white	odorless			
236	E	monocrotophos	red				
237	E	naled		pungent			
238	E	nicotine	brown	pyridine			
239	E	nitrofen	orange				
240	E	oxydemeton-methyl					
241	E	paraquat	colorless				
242	E	parathion	yellow				
243	E	phorate	colorless				
244	E	phosazetim					
245	E	phosmet	white				
246	E	phosphamidon					
247	E	rotenone					
248	E	silvex, propylene glycolbutyl ether ester					
249	E	sodium fluoroacetate					

PPNUM1	CAT	CHEM	COLOR	ODOR	PH	COM1	COM2
250	E	strychnine					
251	E	sulfallate	amber				
252	E	sulfotepp	yellow				
253	E	TDE					
254	E	TEPP					
255	E	terbufos	colorless				
256	E	tetrachlorvinphos					
257	E	thiram					
258	E	toxaphene	yellow	pine			
259	E	trichlorfon	white				
260	E	trichlorophenoxyacetic acid (2,4,5-t)					
261	E	trifluralin	yellow				
262	E	ziram					
1001	F	oil	brown	oil			
1002	F	mineral spirits	colorless	ether			
1003	F	mineral oil	colorless				
1004	F	methylene chloride	colorless	ether			
1005	F	ethylene glycol	green	sweet			
1006	F	hydrogen peroxide	colorless	pungent			
1007	F	alcohol	colorless				
1008	F	coal tar pitch	brown				
1009	F	asphalt petroleum emulsion	brown	pungent			
1010	F	sodium hydroxide					
1011	F	diesel fuel	colorless	diesel fuel			
1012	F	potassium hydroxide	white				
1013	F	paint					
1014	F	methyl ethyl ketone					
1015	F	gasoline					
1016	F	ammonia	colorless	ammonia			
1017	F	disinfectant					
1018	F	antiseptic					
1019	F	kerosene					



# city of novi

## FIRE DEPARTMENT

42975 GRAND RIVER AVE. NOVI, MICHIGAN 48375-1731 (248) 349-2162

TO: Property Owner / Manager

RE: Hazardous Materials Reporting Requirements

The Novi Fire Department is required by Act No. 154, P.A. of 1974, as amended, Act No. 207, P.A. of 1941, and MI-OSHA to assemble information about facilities within the City of Novi that use, produce or handle hazardous materials.

To assist our department in fulfilling its responsibilities under these requirements, we are requesting that you perform the following:

- Complete the enclosed **Hazardous Materials Survey** form in its entirety and sign it.
- Complete the **Hazardous Materials Inventory Statement** for all chemical categories reported as “**Have On Site At or Above Reportable Quantity**”.
- Provide a building **Floor Plan** indicating the locations of the hazardous materials.
- Complete the enclosed **Emergency Contact & Property Information form**.

**Important: DO NOT** return Material Safety Data Sheets (MSDS) at this time.

This information is beneficial to our fire fighters when responding to a fire or other emergency at your facility. If your firm does not use, produce or handle any hazardous materials, you must still complete the **Survey** and **Emergency Contact** form. Emergency personnel will hold personal telephone numbers in strict confidence for emergency use only.

Please complete the enclosed survey, inventory, and emergency contact form including a building floor plan and return them to the Novi Fire Department within thirty days. All surveys, including negative responses, will be kept on file to satisfy state and local requirements.

If there is a change concerning the use, production, or quantity of hazardous chemicals at your facility in the future, please contact this department so that we may update our files. Questions concerning this matter can be directed to the Fire Prevention Division of the Novi Fire Department at 248-349-2293 or MI-OSHA. Thank you in advance for your cooperation.

Sincerely,

**Michael W. Evans**  
**Fire Marshal**

# General Procedures for Collecting and Reporting Hazardous Materials Data

**START YOUR REPORTING PROCESS BY READING THIS PAGE FIRST. IT WILL HELP YOU FILE PROPERLY. QUESTIONS CAN BE DIRECTED TO THE FIRE PREVENTION DIVISION OF THE NOVI FIRE DEPARTMENT AT 248-349-2293.**

**1. SURVEY YOUR FACILITY:**

- Locate and identify the amounts of hazardous materials (HM) within your facility. Group the HMs by category.
- Identify all locations where reportable quantities of HMs are stored, used or manufactured
- Locate site specific features, including but not limited to:

**2. COMPILE**

Natural Gas Shut Off	Fire Dept. Connection
Electrical Shut Off	Fire Alarm Control Panel
Fire Suppression System(s)	Knox Box (Key Vault for FD)
Sprinkler Control Valves	Fire Doors
Inspector Test Valve	Exit Doors

**MATERIAL SAFETY DATA SHEETS FOR ALL HAZARDOUS MATERIALS LOCATED WITHIN YOUR FACILITY:**  
 The Material Safety Data Sheet (MSDS) will provide you with most of the information you need for this reporting procedure. **DO NOT** send MSDSs to the Fire Department unless specifically requested to do so. MIOSHA laws require you to have MSDS documents available to your employees.

- 3. COMPLETE THE HAZARDOUS MATERIALS SURVEY:** Complete all of the requested information on this form. For each Chemical Type, indicate whether you have these chemical types either At or Above Reportable Quantity, Below Reportable Quantity, or Do Not Have On Site. Be sure to sign the bottom of page two before submitting this form. **Note: Household Cleaning Chemicals available to consumers and utilized for cleaning of your facility are not required to be reported.**
- 4. COMPLETE THE HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS):** For categories of HMs on site that have quantities At or Above the Reportable Quantity, an Inventory (Doc. 5) shall be provided. Using the information you have gathered, complete the HMIS document. Use the "Completing the Inventory Statement" (Doc. 4) to assist with completing the Inventory.
- 5. COMPLETE THE EMERGENCY CONTACT & PROPERTY INFORMATION FORM:** This form is self-explanatory. Please be thorough. This information is used in the event we must contact a facility representative after normal operating hours. This information will be provided to both the Fire Department and Police Department, and should be updated whenever a change is made with regard to the site or personnel.
- 6. RETURN ALL COMPLETED FORMS:** Return all completed forms with your site plan submittal, and updates within 30 days to the Novi Fire Department, 42975 Grand River Ave., Novi, MI 48375-1731.



## NOVI FIRE DEPARTMENT HAZARDOUS MATERIALS SURVEY

*This survey is requested to determine the quantity of specific chemical groups used, produced or stored in your facility. The Novi Fire Department is required to collect chemical data under the Michigan Occupational Safety and Health Act (MIOSHA), P.A. 154 of 1974, as amended, and the Fire Prevention Code, P.A. 207 of 1974, as amended.*

### COMPLIANCE WITH THIS SURVEY IS MANDATORY

BUSINESS/PROJECT NAME \_\_\_\_\_

ADDRESS/LOCATION \_\_\_\_\_ SUITE # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF MANAGER OR OWNER \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

### IDENTIFY THE TYPE OF HAZARDOUS CHEMICAL USER YOUR FACILITY IS:

1. This site is: (Check One)  Chemical User-(chemical types listed below are consumed or used in activities on-site)  
 Chemical Producer-(chemical types listed below are manufactured or packaged on-site)  
 Chemical Storage-(chemical types listed below are on-site but not used, produced or packaged)  
 Do not have any chemicals on-site

### IDENTIFY YOUR HAZARDOUS MATERIALS BY TYPE AND REPORTABLE QUANTITY

2. Indicate the reportable quantity category for each chemical type on your site based on the maximum quantity at any time.

<u>CHEMICAL TYPE</u>	<u>FD HAZARD CLASS SYMBOL</u>	<u>REPORTABLE QUANTITY</u>	<u>HAVE ON SITE AT OR ABOVE REPORTABLE QUANTITY</u>	<u>HAVE ON SITE BUT BELOW REPORTABLE QUANTITY</u>	<u>DO NOT HAVE ON SITE</u>
Aerosols Type 2 or 3	AER	500 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carcinogens (Known Human)	CAR	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible Fiber:					
Loose	CFL	100 cu. ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baled	CFB	1,000 cu. ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible Liquids:					
Class II	CLII	120 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class III-A	CLIIIA	330 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class III-B	CLIIIB	10,000gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compressed Gases:					
Toxic	CGT	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrosive	CGC	810 cu. ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable	CGF	810 cu. ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquefied Flammable	CGLF	30 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquefied Oxidizing	CGLO	15 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquefied Petroleum Gas (LPG):LPG		30 gal. individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrosives:					
Liquids	CORR	500 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solids	CORR	500 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cryogenic Liquid:					
Flammable	CRYF	45 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxydizer	CRYOX	45 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>CHEMICAL TYPE</u>	<u>FD HAZARD CLASS SYMBOL</u>	<u>REPORTABLE QUANTITY</u>	<u>HAVE ON SITE AT OR ABOVE REPORTABLE QUANTITY</u>	<u>HAVE ON SITE BUT BELOW REPORTABLE QUANTITY</u>	<u>DO NOT HAVE ON SITE</u>
Explosives & Blasting Agents (Not including Class "C" Explosives)	EXP	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Liquids:					
Class 1-A	FL1A	30 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 1-B	FL1B	60 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 1-C	FL1C	90 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combination of Classes	FLCOMB	120 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Solids	FS	125 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highly Toxic & Toxic Materials:					
Highly Toxic	HTOX	10 lbs. / 20 cf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic – Solids	TOX	500 lbs. / 810 cf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irritating Materials:					
Liquids	IRR	1,000 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solids	IRR	500 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organic Peroxides:					
Class 1	OP1	5 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 2	OP2	50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3	OP3	125 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxidizer:					
Class 1	OXY1	4,000 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 2	OXY2	250 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3	OXY3	10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 4	OXY4	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poisonous Gas	POIS	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pyrophoric Materials	PYRO	4 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radioactive Material	RAD	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unstable (Reactive) Material:					
Class 2	URM2	50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3	URM3	5 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 4	URM4	1 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Reactive Material:					
Class 2 (Solid)	WRM2	50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3	WRM3	5 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When substantial changes occur in the quantity or type of chemical use, manufacture or related storage, a revised survey must be submitted to the Fire Department. This survey may be followed up with a request for more detailed information. This may include a request for Material Safety Data Sheets, chemical inventory, site plan, and a hazardous materials management plan.

The undersigned has read the foregoing hazardous chemical survey and states that all of the facts and information contained are true to the best of his/her/their knowledge.

**SIGNATURE OF MANAGER OR OWNER** \_\_\_\_\_

RETURN WITH YOUR SITE PLAN SUBMITTAL, OR TO:

Novi Fire Department, 42975 Grand River Ave., Novi, MI 48375, 248-349-2293, FAX 248-349-1724



## Completing the: Hazardous Materials Inventory Statement

7. **C.A.S. NUMBER:** C.A.S. stands for Chemical Abstracts Service. **Key point:** CAS numbers *identify the chemical*, but not its concentration or specific mixture.
8. **FD HAZ CLASS SYMBOL:** This is the *Fire Department Hazard Classification Symbol*. It is the symbol of the chemical types as described on the **Hazardous Chemical Survey** and the Hazardous Chemical Definitions sheet. It helps to place chemicals in the proper hazard class.
9. **EHS:** This stands for Extremely Hazardous Substance (EHS). If this is an EHS, it may be noted on the MSDS. If you are unsure whether this chemical is an EHS, leave this box blank.
10. **CHEMICAL NAME:** This is the chemical name of the product, not the trade name. (Example: Report "Gasoline", not "Shell Gas", or "Mobil Gas".)
11. **TRADE NAME:** This is the chemical name the product is sold under.
12. **QUANTITY OF PRODUCT:** This is the maximum amount of the product that will be stored, delivered, manufactured and or used on site at any given time during the calendar year. Please list this amount in English measure and in the physical state (see next definition) that the product is in at normal temperature, time and pressure.
13. **PHYSICAL STATE OF MATERIALS:** Examples: Solid, Liquid, Gas, or other physical state.
14. **LOCATION OF MATERIALS:** This refers to the physical location of where the product is used, manufactured or stored at this site. Please indicate if the product is located inside or outside. Also, provide a proportional drawing of this site on 8.5" by 11" paper identifying this (or these) location(s).

The drawing should also include information such as: location of the fire alarm control panel (FACP), fire department connection (FDC), Utility shut off locations, knox box location and the location of the fire sprinkler system control riser and control valves.

## HAZARDOUS CHEMICAL DEFINITIONS

**Aerosol:** A product that is dispensed from an aerosol container by a propellant.

**Carcinogens:** A chemical that is capable of causing cancer as defined by the International Agency for Research on cancer, is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program, or is regulated by OSHA as a carcinogen.

**Combustible Fibers:** Readily ignitable and free burning fibers such as cotton, sisal, henequen, jute, hemp, tow, cocoa fiber, oakum, baled waste, baled wastepaper, kapok, hay, straw, excelsior, Spanish moss and other like material.

**Combustible Liquids:** A liquid having a closed cup flash point at or above 100 degrees F. (38 degrees C.) Combustible liquids shall be subdivided as follows:

**Class II:** Liquids having a closed cup flash point at or above 100 degrees F. (38 degrees C.) and below 140 degrees F. (60 degrees C.).

**Class IIIA:** Liquids having a closed cup flash point at or above 140 degrees F. (60 degrees C.) and below 200 degrees F. (93 degrees C.).

**Class IIIB:** Liquids having a closed cup flash point at or above 200 degrees F. (93 degrees C.).

### **Compressed Gases:**

**Toxic:** A compressed gas meeting the definition of a toxic material below.

**Corrosive:** A chemical that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the point of contact.

**Flammable Gas:** A material which is a gas at 68°F (20°C) or less at 14.7 pounds per square inch atmosphere (psia) (101 kPa) of pressure [a material that has a boiling point of 68°F (20°C) or less at 14.7 psia (101 kPa)] which:

1. Is ignitable at 14.7 psia (101 kPa) when in a mixture of 13 percent or less by volume with air; or
2. Has a flammable range at 14.7 psia (101 kPa) with air of at least 12 percent, regardless of the lower limit. The limits specified shall be determined at 14.7 psi (101 kPa) of pressure and a temperature of 68°F (20°C) in accordance with ASTM E 681.

**Liquefied Flammable Gas:** A fluid in the liquid state composed predominantly of methane and which may contain minor quantities of ethane, propane, nitrogen or other components normally found in natural gas.

**Liquefied Oxidizing Gas:** A gas that can support and accelerate combustion of other materials.

**Liquefied Petroleum Gas (LPG):** A material that is composed predominantly of the following hydrocarbons or mixtures of them: propane, propylene, butane (normal butane or isobutane) and butylenes.

**Corrosives:** A chemical that causes visible destruction of or irreversible alterations in living tissue at the point of contact.

**Cryogenic Liquid (Flammable):** Any liquid that has a boiling point below -200 degrees F. (-129 degrees C.) and is flammable in the vapor state.

**Cryogenic Liquid (Oxidizer):** A cryogenic agent that releases oxygen and will easily combine with fuels to burn. It is a liquid only at very low temperatures.

**Explosive & Blasting Agent:** A chemical compound, mixture or device, the primary or common purpose of which is to function by explosion.

**Flammable Liquid:** Any liquid having a closed cup flash point below 100 degrees F. (38 degrees C.). Flammable liquids are further categorized into a group known as Class I Liquids. The Class I category is subdivided as follows:

**Class 1A:** Liquids having a flash point below 73 degrees F. (23 degrees C.) and having a boiling point below 100 degrees F. (38 degrees C.).

**Class 1B:** Liquids having a flash point below 73 degrees F. (23 degrees C.) and having a boiling point at or above 100 degrees F. (38 degrees C.).

**Class 1C:** Liquids having a flash point at or above 73 degrees F. (23 degrees C.) and below 100 degrees F. (38 degrees C.).

**Flammable Solid:** A solid, except a blasting agent or explosive, capable of causing fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which has an ignition temperature below 212 degrees F. (100 degrees C.) or which burns so vigorously and persistently when ignited as to create a serious hazard.

**Highly Toxic Material:** A material that produces a lethal dose or lethal concentration that falls within any of the following categories:

1. A chemical that has a median lethal dose (LD 50) of 50 milligrams or less per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.

2. A chemical that has a median lethal dose (LD 50) of 200 milligrams or less per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each.

3 - H Doc 5 - HMIS Definitions

3. A chemical that has a median lethal concentration (LC 50) in air of 200 parts per million by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume or dust, when administered by continuous inhalation for one hour (or less if death occurs within 1 hour) to albino rats weighing between 200 and 300 grams each.

Mixtures of these materials with ordinary materials, such as water, might not warrant classification as highly toxic. While this system is basically simple in application, experienced, technically competent persons shall perform any hazard evaluation that is required for the precise categorization of this type of material.

**Toxic Material:** A chemical falling within any of the following categories:

1. A chemical that has a median lethal dose (LD 50) of more than 50 milligrams per kilogram, but not more than 500 milligrams per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each, **or**,

2. A chemical that has a median lethal dose (LD 50) of more than 200 milligrams per kilogram but not more than 1,000 milligrams per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each, **or**,

3. A chemical that has a median lethal concentration (LC 50) in air of more than 200 parts per million but not more than 2,000 parts per million by volume of gas or vapor, or more than 2 milligrams per liter but not more than 20 milligrams per liter of mist, fume or dust, when administered by continuous inhalation for 1 hour (or less if death occurs within 1 hour) to albino rats weighing between 200 and 300 grams each.

**Irritating Material:** A chemical that is not corrosive, but causes a reversible inflammatory effect on living tissue by chemical action at the site of contact.

**Organic Peroxide:** An organic compound that contains the bivalent -O-O- structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms have been replaced by an organic radical. Organic peroxides can pose an explosion hazard (detonation or deflagration) or they can be shock sensitive. They can also decompose into various unstable compounds over an extended period of time.

**Class 1:** Those formulations that are capable of deflagration but not detonation.

**Class 2:** Those formulations that burn very rapidly and that pose a moderate reactivity hazard.

**Class 3:** Those formulations that burn rapidly and that pose a moderate reactivity hazard.

**Oxidizer:** A material that readily yields oxygen or other oxidizing gas, or that readily reacts to promote or initiate combustion of combustible materials. Examples of other oxidizing gases include bromine, chlorine and fluorine.

**Class 1:** An oxidizer whose primary hazard is that it slightly increases the burning rate but which does not cause spontaneous ignition when it comes in contact with combustible materials.

**Class 2:** An oxidizer that will cause a moderate increase in the burning rate or that causes spontaneous ignition of combustible materials with which it comes in contact.

**Class 3:** An oxidizer that will cause a severe increase in the burning rate of combustible materials with which it comes in contact or that will undergo vigorous self-sustained decomposition due to contamination or exposure to heat.

**Class 4:** An oxidizer that can undergo an explosive reaction due to contamination or exposure to thermal or physical shock. In addition, the oxidizer will enhance the burning rate and can cause spontaneous ignition of combustibles.

**Poisonous Gas:** Any gas of such nature that a small amount of gas in the air is dangerous to life.

**Pyrophoric Materials:** A material that will spontaneously ignite in air at or below a temperature of 130 degrees F.

**Radioactive Materials:** Any material or combination of materials that spontaneously release ionizing radiation.

**Unstable (Reactive) Material:** Substances capable of rapidly undergoing chemical changes or decomposition. Materials that polymerize, decompose, condense or become self-reactive when exposed to air, water, heat, shock or pressure.

**Class 2:** Materials that readily undergo violent chemical change at elevated temperatures and pressures.

**Class 3:** Materials that, in themselves, are capable of detonation or explosive decomposition or explosive reaction, but that require a strong initiating source or that must be heated under confinement before initiation.

**Class 4:** Materials that in themselves are readily capable of detonation or explosive decomposition or explosive reaction at normal temperatures and pressures.

**Water Reactive Material:** A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

**Class 2:** Materials that are capable of forming potentially explosive mixtures with water.

**Class 3:** Materials that react explosively with water without requiring heat or confinement.



**CITY OF NOVI**  
**EMERGENCY CONTACT AND PROPERTY INFORMATION**

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ FACILITY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

EMERGENCY CONTACT PERSON #1 \_\_\_\_\_ TITLE \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_ CELLULAR PHONE (\_\_\_\_) \_\_\_\_\_

PAGER NUMBER (\_\_\_\_) \_\_\_\_\_

EMERGENCY CONTACT PERSON #2 \_\_\_\_\_ TITLE \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_ CELLULAR PHONE (\_\_\_\_) \_\_\_\_\_

PAGER NUMBER (\_\_\_\_) \_\_\_\_\_

BLDG SIZE (SQ.FT.) \_\_\_\_\_ BASEMENT  Y  N

FIRE SPRINKLER SYSTEM  Y  N FIRE PUMP  Y  N

FIRE ALARM SYSTEM  Y  N ALARM PANEL LOCATION \_\_\_\_\_

FIRE ALARM MONITORING SERVICE \_\_\_\_\_ PH# \_\_\_\_\_

REPORTING HAZARDOUS MATERIALS  Y  N

HOURS OF BUSINESS \_\_\_\_\_ NO. OF EMPLOYEES \_\_\_\_\_

***I hereby state that the information supplied is complete, accurate and without intentional omissions. I also acknowledge that the information will be used for government purposes only and that falsification of information may result in criminal prosecution.***

Print/Type Name and Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Return Completed form with site plan submittal, and updates to the City of Novi, 45175 West Ten Mile, Novi, MI 48375 for distribution to the Fire Department and the Police Department. Please call 248-349-2293 if you have any questions.







**FINAL SITE PLAN CHECKLIST**  
 City of Novi Community Development Department  
 45175 W. Ten Mile, Novi, MI 48375  
 248-347-0475; 248-735-5633 fax  
[www.cityofnovi.org](http://www.cityofnovi.org)

Project Name
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**FINAL SITE PLAN PACKAGE**

Please submit ten full sets of folded plans, using this checklist to assist you in your preparation.

- |   |  |
|---|--|
| <input type="checkbox"/> You may call 248-347-0475 to request your fees ahead of your submittal.<br><input type="checkbox"/> A copy of this Final Site Plan Checklist.<br><input type="checkbox"/> Other Agencies Checklist.<br><input type="checkbox"/> 8½" x 11" Landscape Cost Estimate. | <input type="checkbox"/> 8½" x 11" Engineering Cost Estimate.<br><input type="checkbox"/> Responses to all of the Preliminary Site Plan reviews.<br><input type="checkbox"/> ROW Permit Application recommended (see note below).<br><input type="checkbox"/> Soil Erosion Application recommended (see note below). |
|---|--|

ITEM	REQUIREMENT	Yes (a)	No - N/A (a)
<b>GENERAL</b>			
1	A cover sheet outlining a table of contents is recommended.		
2	Seals and signatures of Engineer, Land Surveyor, Landscape Architect and/or Architect must be on each corresponding page, or the seals and signatures can be placed on an inclusive cover sheet, if provided.		
3	Provide an outdoor lighting plan, prepared pursuant to Section 2511 of the Zoning Ordinance, if required, unless provided and approved on the Preliminary Site Plan submittal.		
<b>ENGINEERING</b>			
	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. All engineering plans will be reviewed against said standards, and Final Site Plan approval will not be granted until all necessary permits have been obtained from all outside agencies.		N/A
4	For submittal of the ROW Permit Application, include four sets of ROW plans and payment pursuant to the language found on the permit. To complete this form electronically, go to <a href="http://www.cityofnovi.org">www.cityofnovi.org</a> .		
5	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.		
6	For submittal of the Soil Erosion Permit Application, include one set of erosion and sedimentation control plans and payment pursuant to the language found on the permit. To complete this form electronically, go to <a href="http://www.cityofnovi.org">www.cityofnovi.org</a>		
7	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.		
8	Proposed site grading plans must be prepared per Section 11-144 of the Code of Ordinances.		
9	If you have not yet submitted the Application for Street Names, go to <a href="http://www.cityofnovi.org">www.cityofnovi.org</a> .		
10	Indicate on the plans whether streets and drives will be public or private, and provide the appropriate cross sections.		

11	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 DPS at 248-735-5640 to discuss requirements).		
<b>FIRE ACCESS AND SUPPRESSION</b>			
12	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 service 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. <i>Please be advised that if a domestic water service larger than 2" will be required, you will need to call the Water Department at 248.347.0496 and place your order thirty days prior to your installation date.</i>		
13	Fire lanes and signage must be shown on the plan.		
14	If you did not submit a complete Hazardous Materials Packet with your Preliminary Site Plan, please do so now. Go to <a href="http://www.cityofnovi.org">www.cityofnovi.org</a> .		
<b>TRAFFIC</b>			
15	All signing 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.		
16	The traffic circulation signing and striping plan must indicate location and type of signs.		
17	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.		
<b>FAÇADE</b>			
18	The façade has not been revised from the Preliminary Site Plan submittal. A No Revision Façade Affidavit may be submitted.		
19	The facade has been revised from the Preliminary Site Plan submittal, and an updated facade board (no larger than 15" x 36"), if applicable, has been provided.		
<b>LANDSCAPE</b>			
20	Provide a detailed cost estimate on the landscape plan AND on a separate 8½" x 11" paper. Four categories must be shown: Cost of installed plant material (including seed, sod and mulch); Cost of street trees; Cost of woodland replacements, Cost of the site irrigation.		
21	Calculate the plant material costs using the following prices: Deciduous trees \$400.00 Evergreen trees \$325.00 Ornamental trees \$250.00 Shrubs \$50.00 Perennials \$15.00 Sod sq/yd \$4.00 Seed sq/yd \$2.50		
22	Landscape plans must include all items listed in the Landscape Design Manual under "2. Landscape Requirements."		
<b>WOODLANDS</b>			
23	The Woodland Plan must demonstrate that regulated trees proposed for preservation can be saved according to the final grading, utilities and		
24	The exact number, species and location of replacement trees must be identified on the plan.		
25	Location of the Woodland protection fence must be shown.		
26	Provide the cost of the woodland replacement trees on the woodland plan, using the prices found in the Landscape section above.		
27	Refer to the Woodland Protection Ordinance (Chapter 37 of the Code of Ordinances) for tree replacement credits.		
<b>WETLANDS</b>			
28	Identify all plant material that is proposed for buffer restoration.		
29	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).		
30	Location of the wetland silt fence must be shown.		



# OTHER AGENCY CHECKLIST

City of Novi Community Development Department  
 45175 W. Ten Mile, Novi, MI 48375  
 248-347-0475; 248-735-5633 fax  
[www.cityofnovi.org](http://www.cityofnovi.org)

Project Name
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## A. Information Required

After Preliminary Site Plan Approval, additional information concerning proposed construction, which is under the jurisdiction of agencies other than the City of Novi, must be submitted to the appropriate agencies for review and issuance of a permit. Permits must be obtained prior to Final Site Plan approval. This additional information includes, but is not limited to, the following:

ITEM	REQUIREMENTS	Shown (a)	N/A (a)
1	All proposed construction within the right-of-way of any street or highway under the jurisdiction of the Road Commission of Oakland County, Wayne County Department of Public Services, or the Michigan Department of Transportation.		
2	Connection to any storm drainage facility under the jurisdiction of the Oakland County Drain Commissioner's Office.		
3	Connection to any sanitary sewer facility operated by the Oakland County Drain Commissioner.		
4	Construction or modification of any well or well system or any sanitary waste disposal system under the jurisdiction of the Oakland County Department of Public Health (OCDPH) or the Michigan Department of Natural Resources and Environment (MDNRE).		
5	Occupation of a floodway or construction in floodplain of any lake, river or stream under the jurisdiction of the Michigan Department of Natural Resources and Environment or Department of the Army Corps of Engineers.		
6	Impacts to wetlands or watercourses under the jurisdiction of the Michigan Department of Natural Resources and the Environment.		

## B. Permit Sequence

Documentation showing that all required permits have been issued by the agencies listed above (or a statement by the agency that no permit is required) must be presented to the City of Novi before building permits will be issued.



**FOR OFFICIAL USE ONLY:**  
 Application No.: ROW \_\_\_\_\_ - \_\_\_\_\_  
 Section No. \_\_\_\_\_ Date: \_\_\_\_\_

**RIGHT-OF-WAY/EASEMENT PERMIT APPLICATION**  
 Section 31-1 City of Novi Code of Ordinances

Complete this application to construct, operate, use and/or maintain within the right-of-way and easements; or to close a City street. **Read Carefully and Fill Out Completely:**

**Applicant Information:**

Applicant (Property Owner, Company, etc): \_\_\_\_\_  
 Contact Name (if different from above): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor Information (if known):**  Check here if work is to be completed by Homeowner

Contractor (Individual, Company, etc): \_\_\_\_\_  
 Contact Name (if different from above): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Site Information:**  Check here if a site plan is currently under review for this project

Location (House Number, Road, Street): \_\_\_\_\_  
 Site Plan Number \_\_\_\_\_ Site Plan Name \_\_\_\_\_  
*(if box above is checked):* \_\_\_\_\_ *(if box above is checked):* \_\_\_\_\_  
 Anticipated Starting Date: \_\_\_\_\_ Anticipated Ending Date: \_\_\_\_\_  
 Type of Work to occur in Right-of Way/Easement *(check all that apply):*  
 Replace Residential Driveway     Commercial Driveway Construction     Telecommunications  
 New Residential Driveway     Utility Construction    (indicate length \_\_\_\_\_ ft.)  
 Fill in Ditch/Culvert Replacement     Bore & Jack     Tree Trimming  
 Subdivision Sign     Road Widening/Road Construction     Other: \_\_\_\_\_  
 Provide below a detailed description of the desired facility and/or activity as follows: (include size, length, type of facility, material). If crossing under the roadbed, describe method. If buried, indicate depth from top of facility to surface. If facility is to run parallel to highway, indicate distance from inside edge of facility to centerline of road. If driveway approach, state if residential or commercial; if commercial, state type of establishment it will service. If tree trimming or tree removal, state number, species and sizes of trees involved.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ALL APPLICATIONS FOR RIGHT-OF-WAY PERMITS MUST INCLUDE:**

- Four (4) sets of plans showing the proposed work within the public right-of-way or easement (complete site plan sets are not necessary and may be rejected)
- A \$100 check for the application fee made payable to the "City of Novi"  
(\$100 plus \$20 per pole and \$0.20 per foot for gas and electric utilities)  
(Fee is waived for homeowners that are completing the work without using a Contractor)
- Application filled out completely and signed below by applicant.
- For Utility Installation complete and return the "Right-of-way Checklist for Utility Installation." The checklist is available on the city's website at: [www.cityofnovi.org](http://www.cityofnovi.org) (go to forms and permits)

**NOTE TO APPLICANT (PLEASE READ):**

- The application will not be reviewed until all of the above items have been received by the Engineering Department.
- The plan must indicate the work to be performed, the location of the work, any trees within the work area and whether they are to be removed or protected. The plan must also indicate whether traffic will be impacted as a result of the work.
- If a land closure or road closure is proposed, this **MUST** be indicated as part of the application and specifically allowed as a condition of the permit. **A traffic control plan is required for all proposed closures.**
- The review of the application takes approximately 10 business days and is reviewed by multiple departments for compliance with City Ordinance and standards.
- Following review of the application, a notification will be sent to the individual listed below identifying the following:
  - Additional information that may be required
  - Performance Guarantee Requirements (min. \$1500 cash required for minor work, min \$5000 required for new homes on public streets)
  - Insurance requirements (\$1,000,000 min. general liability)
  - If contractor is not known at time of application, it must be provided prior to issuance
- A Road Commission permit will be required for county roads in addition to the City of Novi permit.
- When the requirements in the notification have been satisfied, the permit can be signed by the Contractor (if applicable) and issued.

<b>When Permit is ready, notify: (Name)</b> _____	
By:	<input type="checkbox"/> Mail: _____
	<input type="checkbox"/> Fax: _____
	<input type="checkbox"/> Email: _____
(Indicate preferred method of contact above)	

The above named applicant hereby makes application for a permit to Construct, Operate, Use and/or Maintain within the right-of-way or easement; or to close a city street. The applicants attention is called to the RULES AND REGULATIONS attached to this application. ALTERATION OR REMOVAL may be required by the CITY AT ANY TIME (see rules and regulations A-4). The applicant further understands that this application does not guarantee a permit and understands that no work is allowed in the public right-of-way or easement prior to issuance of a permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name and Title of Applicant

\_\_\_\_\_  
Date



## RULES AND REGULATIONS FOR CONSTRUCTION WITHIN, OVER OR BELOW PUBLIC PLACES

Pursuant to the authority granted in Section 31-1 of the Novi Code of Ordinances, the following Rules and Regulations for Construction and/or Maintenance Within, Over or Below Public Places are hereby adopted and shall have an effective date of June 20, 1995.

- A. Any person conducting any construction and/or maintenance activities within, over or below any street, highway, alley, parkway, sidewalk, bike path, park or other public place under the jurisdiction of the City of Novi shall be required as a condition of being permitted to undertake such activities:
  1. To operate and maintain the structure covered by the permit at his own expense.
  2. To post all necessary bonds and certificates of insurance. To give notice to the Director of Public Services at least two (2) working days prior to commencement of operations covered by the permit. The applicant will be billed for inspection at the rates in effect at the time of issuance of the permit.
  3. To save harmless the City against any and all claims for damages arising from operations covered by the permit and upon request, furnish proof of insurance coverage or a protective liability policy naming the City as insured for the term of this permit for a minimum of \$1,000,000.00 personal injury and \$1,000,000.00 property damage for operations covered by this permit. The amount of required coverage may be reduced by the Director of Public Services when he or she determines that it is in the best interests of the City to permit such reduction.
  4. Surrender the permit applied for; surrender all rights hereunder; cease operations; and remove, alter, relocate at applicant's own expense the facilities for which the permit is granted whenever ordered to do so by the City because of its need for the area covered by the permit or because of a default in any of the conditions of the permit. Upon failure to remove, alter, relocate or surrender the facilities pursuant to the order of the City, reimburse the City for its cost in doing same. The City may utilize the proceeds of any required bond for such purposes.
  5. Upon request, submit a bond and/or cash escrow, or a certified check acceptable to the City and conditioned upon performance of the conditions of the permit and compliance with all requirements of law.
  6. Permission shall not be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, or to impair anyway any existing rights granted in accordance with the constitution or laws of this State.
  7. PERMIT – The individual in charge of the work shall have the permit and the approved plans or sketches in his possession on the job at all times.
  8. EXCAVATION AND DISPOSAL of EXCAVATED MATERIAL. The Contractor and/or Utility Company shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The Contractor and/or Utility Co. shall assume the full responsibility for this protection. Excavated material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will not interfere with the flow of traffic. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the Right-of-Way unless the permit provides for disposal at approved locations within the right-of-way. In the latter case, the material shall be leveled and trimmed in an approved manner.
  9. BACKFILLING and COMPACTING BACKFILL – All trenches, holes and pits shall be filled with sound earth, or with granular material if so required. The approved material shall be placed in successive layers no more than six (6) inches in depth, loose measure and compacted to not less than 95% of the maximum unit weight as determined by the Michigan Department of State Highway Controlled Density Method. This specification shall be adhered to unless otherwise specified or authorized by the City Engineer. Density compaction test reports from an independent laboratory will be submitted by the applicant to the Engineering Department to ascertain compaction as specified or as may be required by the permit.
  10. CROSSING ROADBED by CUTTING GRAVEL and TRENCHING – All trenches across the roadbed shall be backfilled as specified in paragraph 9 to within eight (8) inches of the finished road surface. The top eight (8) inches shall be Aggregate (22A).
  11. CROSSING ROADBED by TUNNELING or BORING and JACKING – When the pipe is installed by this method without cutting the existing pavement, all remaining voids around the installation shall be filled by a

method approved by the City. Pressure grouting shall be required when deemed necessary. When the traveled portion of a road is tunneled or bored and jacked, the length of the pipe or casing used shall be the width of the road plus the shoulder width projecting a minimum of ten (10) feet from the edge of the pavement and/or back of curb. Casing shall be required when deemed necessary. Also when boring and jacking the leading edge of the pipe or casing used must always precede the Auger.

12. CROSSING ROADBED by CUTTING PAVEMENT and TRENCHING – When this method is approved by the Director of Public Services, the pavement shall be sawed so that the pavement area to be removed is a minimum of one (1) foot wider on each side than the maximum width of the trench. In no case shall the remaining slab width be less than five (5) feet from the patch to an existing joint. In rigid pavements, the saw cut shall be full depth; also when required the patch shall be tied to the existing slab by drilling hook bolts on 32-inch centers on all exposed faces of the existing pavement. The hook bolts shall be located at one-half (1/2) the pavement depth. Backfill shall be placed according to paragraph 9. The pavement shall be replaced with new pavement of the original type and quality, with joints to be sealed with an approved sealant, unless at a season of the year when it is not feasible, in which case a temporary surface of bituminous material shall be placed and maintained, and later replaced with pavement of original type at the applicants expense.
13. DEPTH of COVER MATERIAL – Depth of cover for underground facilities shall be determined at the time of application for a permit. In no case shall there be less than three (3) feet of cover between the surface of the traveled portion of the road and the facility being placed, and not less than three (3) feet below the flow line of ditches.
14. TREE PROTECTION or REMOVAL – Secure written permission of the abutting property owner when required.
  - (a) REMOVAL – Dispose of all limbs, logs, stumps and litter in a manner acceptable to the City Forester.
  - (b) PROTECTION – Underground facilities that interfere with trees in the Right-of-way shall be bored one-half (1/2) foot for each inch of tree diameter in all directions from the base of the tree.
15. RESTORATION and FINAL CLEAN-UP – Final Clean-up shall be such that it will provide a condition equal to or better than the original condition. Permittee shall be required to take and provide the City with dated pictures of the area being disturbed by the permit prior to any such work in order to establish the original condition. Failure to do so and/or providing insufficient pictures, permittee will have to restore the area as requested by the City. Restoration of lawns will be completed when satisfactory growth results, with no bare spots.
16. PROTECTION of ESTABLISHED SURVEY POINTS and DATUM – The permit holder shall protect, preserve and/or restore at his own expense, any established survey points and datum within the limits of the work covered by this permit.
17. TRAFFIC and SAFETY – When this permit allows the closing of a road, or the use of one or more traffic lanes, where construction is in proximity to the traveled portion of the road, signs, signals, lights, etc., shall be placed and maintained in accordance with the most current edition of Michigan Manual of Uniform Traffic Control Devices. The traffic control called for shall be minimum and the contractor shall erect and maintain at his own expense, all signs, signals, etc., for safety as directed by the City.
18. Any operation in the right-of-way not covered by these specifications shall be done in accordance with the instructions of the Director of Public Services and/or his designee.
19. Full compliance is required with any regulations of the Public Service Commission and Municipal or State Regulations, and any other City Ordinances, Policies and Resolutions.
20. This Permit shall be null and void, if the Insurance Certificate expires without renewal, and any bond filed with this application may be forfeited. In order to resume construction activities, including restoration, within the right-of-way, the applicant and/or contractor will have to re-apply for a permit. The same applies to a Bond that has expired.
21. If the Applicant is a homeowner that will do the work himself/herself, a Bond Waiver form has to be signed by all property owners abutting the right-of-way activities requested, and the application review fee, as well as, the requirements for Bond and Insurance Certificate will be waived.
22. It is the responsibility of the party doing work within the right-of-way to notify every property owner abutting this applicant of the scope of work and schedule, as well as, give them a contact name and telephone number for any concerns.
23. This permit will be rescinded automatically and bond may be forfeited should the construction activities differ from those indicated in the submitted drawings at the time of the application. Any changes must be approved by the City prior to any construction.





**ADDRESS REQUEST FORM**  
 City of Novi Community Development Department  
 45175 W. Ten Mile, Novi, MI 48375  
 248-347-0415; 248-735-5600 fax  
 cityofnovi.org

Project Name
--------------

SP Site Plan Number
------------------------

This application must be completed for any development to receive an address for a subdivision (residential or non-residential) or an individual non-residential lot. This does not need to be completed for a single family residential home unless it is not in an existing or proposed subdivision.

**ADDRESS REQUEST SUBMITTAL REQUIREMENTS**

- One copy of a full scale site plan showing the distance of the centerline of the road to mile roads and major intersections.
- A copy of the approval letter from the Street Naming Committee for each street name.
- Contact Jeannie Niland with any questions: 248-347-0438 or jniland@cityofnovi.org
- Payment is due upon completion of the addressing process; addresses are \$10.00 each.

APPLICANT

Company Name		Primary Contact		
Street Address	Suite	City	State	Zip
Phone Number	Fax Number		E-mail address	
Name of Project	Number of Lots		Number of Corner Lots	

Are addresses needed for the any of the following? If so, state their location in the box provided and highlight them on the provided site plan.

Meter Pit	Entry Wall
Signage	Irrigation
Lighting	Lighting
Utility Location	Utility Location
Other	Other
Other	Other

For Office Use Only:

Date of Street Naming Approval	Date Address Assigned	Approved By	Date
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**NO REVISION FAÇADE AFFIDAVIT**  
 City of Novi Community Development Department  
 City of Novi Planning Division  
 45175 W. Ten Mile, Novi, MI 48375  
 248-347-0475; 248-735-5633 fax

- Revised Site Plan
- Final Site Plan
- Other

Check all that apply

Project Name
--------------

SP
Site Plan Number

Use Tab function to navigate form. Point and click cursor to check boxes.

APPLICANT

Company	Primary Contact	Professional License Number, if applicable		
Street Address	Suite	City	State	Zip
Phone Number	Fax Number	E-mail address		

ARCHITECT

Architectural Firm	Primary Architect	Professional License Number, if applicable		
Street Address	Suite	City	State	Zip
Phone Number	Fax Number	E-mail address		

**Outcome of Previous Façade Review:**

- Façade Drawings found to be in full compliance with façade chart per Façade Review letter dated \_\_\_\_\_.
- Façade Drawings received a Section 9 Waiver from the Planning Commission and/or City Council on \_\_\_\_\_.
- Façade Review letter not received to date.

**The Façade Drawings incorporated in this plan set are as follows: (List all drawings.)**

Sheet No.	Sheet Title:	Latest Revision Date:

The Façade Drawings herewith submitted (list all drawings above) are identical to those previously submitted and reviewed by the City Novi Community Development Department and therefore do not require review by the City of Novi's architectural consultant. The Façade Drawings are submitted at this time for reference pursuant to reviews required by other disciplines and/or consultants. I understand that it is my responsibility to submit any and all revisions to the Façade Drawings that may occur to the City of Novi Community Development Department. The current status of the previously submitted Façade Drawings is noted above.

Please note that if the previously submitted Façade Drawings were found to be in violation of the façade chart or the Planning Commission and/or City Council did not grant a required Section 9 Waiver, the project does not meet the qualifications to utilize this affidavit.

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Notary    Date

County: \_\_\_\_\_

State: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Applicant



**PRE CONSTRUCTION MEETING CHECKLIST**  
 CITY OF NOVI  
 Community Development Department  
 (248) 347-0415

**All of the items listed below that apply to the project must be obtained prior to the Pre-Construction Meeting.**

Site Pre-Con Date: \_\_\_\_\_ **Site Plan No.:** \_\_\_\_\_

Project Name: \_\_\_\_\_ Anticipated TCO date: \_\_\_\_\_

Project Contact Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

Site address: \_\_\_\_\_

Woodlands Permit Yes  No  Permit No.: \_\_\_\_\_ Issued Date: \_\_\_\_\_

*Contact(s): Pete Hill, Environmental Consulting & Technology (734) 769-3004  
 Sarah Marchioni, City of Novi Community Development Department (248) 347-0430*

Comments: \_\_\_\_\_

City Wetlands Permit Yes  No  Permit No.: \_\_\_\_\_ Issued Date: \_\_\_\_\_

*Contact(s): John Freeland, Environmental Consulting & Technology (734) 769-3004  
 Sarah Marchioni, City of Novi Community Development Department (248) 347-0430*

Comments: \_\_\_\_\_

MDEQ Wetlands Permit Yes  No  Permit No.: \_\_\_\_\_

*Contact(s): John Freeland, Environmental Consulting & Technology (734) 769-3004  
 Sarah Marchioni, City of Novi Community Development Department (248) 347-0430*

Comments: \_\_\_\_\_

Wetlands Letter of Authorization Yes  No

*Contact(s): John Freeland, Environmental Consulting & Technology (734) 769-3004  
 Sarah Marchioni, City of Novi Community Development Department (248) 347-0430*

Comments: \_\_\_\_\_

Soil Erosion Control Permit Yes  No  Permit No.: \_\_\_\_\_ Issued Date: \_\_\_\_\_

*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648  
 Sarah Marchioni, City of Novi Community Development Department (248) 347-0430*

Comments: \_\_\_\_\_

City Right-of-Way Permit Yes  No  Permit No.: \_\_\_\_\_ Issued Date: \_\_\_\_\_

*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648*

Comments: \_\_\_\_\_

**PRE-CONSTRUCTION MEETING CHECKLIST**

Road Commission Oakland County Yes  No   
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648*

Wayne County Road Commission (8 Mile Road) Yes  No   
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648*

NPDES Permit Yes  No  Permit No.: \_\_\_\_\_ Issued Date: \_\_\_\_\_  
Sites over 5 acres or more or have point discharge system  
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648*

Flood Plain Permit Yes  No  Permit No.: \_\_\_\_\_ Issued Date: \_\_\_\_\_  
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648*

Preliminary Site Plan Approval Yes  No  Date: \_\_\_\_\_

Final Site Plan Submitted Yes  No  Date: \_\_\_\_\_  
*Contact(s): Richelle Leskun, City of Novi Community Development Department (248) 347-0579*

Subdivision Engineering Approval Yes  No  Date: \_\_\_\_\_  
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648*

Stamping Set Approval Yes  No  Date: \_\_\_\_\_  
*Contact(s): Richelle Leskun, City of Novi Community Development Department (248) 347-0579*

Comments: \_\_\_\_\_

Construction Inspection Fees Yes  No  Date Paid: \_\_\_\_\_ Permits Plus #: \_\_\_\_\_  
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648  
Sheila Weber, City of Novi Treasury Department (248) 347-0441*

Storm Water Performance Guarantee Yes  No  Date Paid: \_\_\_\_\_  
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648  
Sheila Weber, City of Novi Treasury Department (248) 347-0441*

Storm Water Detention Fees Yes  No  Date Paid: \_\_\_\_\_  
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648  
Sheila Weber, City of Novi Treasury Department (248) 347-0441*

Incomplete Sitework Guarantee Yes  No  Date Paid: \_\_\_\_\_  
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648  
Sheila Weber, City of Novi Treasury Department (248) 347-0441*

Traffic Control Sign Guarantee/Fee Yes  No  Date Paid: \_\_\_\_\_  
*Contact(s): Nathan Bouvy, City of Novi Engineering Department (248) 735-5648  
Sheila Weber, City of Novi Treasury Department (248) 347-0441*

Landscaping Fees Yes  No  Date Paid: \_\_\_\_\_ Permits Plus #: \_\_\_\_\_  
*Contact(s): David Beschke, City of Novi Community Development Department (248) 735-5621  
Sheila Weber, City of Novi Treasury Department (248) 347-0441*





**SITE PLAN REVISION SUBMITTAL FORM**  
 City of Novi Community Development Department  
 45175 W. Ten Mile, Novi, MI 48375  
 248-347-0475; 248-735-5633 fax

- Concept
- Preliminary Site Plan
- Final Site Plan
- Other

Project Name
--------------

Site Plan Number
------------------

APPLICANT

Company Name	Primary Contact	Professional License Number, if applicable		
Street Address	Suite	City	State	Zip
Phone Number	Fax Number		E-mail address	

SUBMITTAL REQUIREMENTS

**Revision Submittal Requirements**

- Ten sealed and folded complete sets of plans, Size of plans must be 24" x 36", maximum scale of 1" = 50'.
- Original signed copy of this application.
- Response letter with comments detailing the revisions made to the plans.

Have Modifications been made to the:

General site layout?	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
Building elevations?	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
Woodland Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
Wetland Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> NO

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted with this application are true and accurate to the best of my knowledge and I am the property owner or I am authorized to file this application and act on behalf of the property owner, and at the time of Preliminary Site Plan submittal I will provide a notarized statement from the owner who grants me permission to act on his/her behalf. I acknowledge that by making this application I have consented to the entry of City officials, employees, agents, and/or representatives for all purposes in connection with this application and to insure compliance with City Ordinances.

\_\_\_\_\_  
 Signature of Applicant                      Date

\_\_\_\_\_  
 Printed Name of Applicant



# WOODLAND AFFIDAVIT APPLICATION

Community Development Department  
45175 West Ten Mile Road  
Novi, Michigan 48375  
(248) 347-0415

Building permit # \_\_\_\_\_

Woodland permit # \_\_\_\_\_

This form is to be filled out by persons who wish to develop a property which requires site plan approval, in which the Petitioner believes that no Regulated Woodlands or Trees 36" or greater will be effected by their proposed development.

Project/Subdivision Name: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Sidwell Number (s): \_\_\_\_\_

Owners Name: \_\_\_\_\_

Owners Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Builders Name: \_\_\_\_\_

Builders Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Being first duly sworn, states as follows:  
That he/she desires to conduct the following activity \_\_\_\_\_

with a projected starting date of \_\_\_\_\_ on the property within the City of Novi,

more fully described as follows:

Crossroads: \_\_\_\_\_ Acreage: \_\_\_\_\_

That the Applicant has examined the Official Woodlands Map for the City of Novi, Novi Code Chapter 37 and has referred to the final approved plat and/or final approved site plan and determined that the above property:

- There are no Regulated Woodlands on this property.
- There are no designated Historic or Specimen trees as defined under Chapter 37 of the City of Novi Code, nor any tree with a diameter of thirty six (36) inches measured at four and one half (4 1/2) feet above existing grade.
- Regulated Woodlands are located on this property. Protective measures are required pursuant to Chapter 37 of the City of Novi Code.
- Regulated Woodlands are located adjacent to this property. Protective measures are required pursuant to Chapter 37 of the City of Novi Code.
- If a protective woodlands fence is located on site and must be moved in order to build, movement must take place prior to issuance of a Building Permit.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Print Signature of Applicant

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_, Notary Public \_\_\_\_\_, County, Michigan.

My Commission expires: \_\_\_\_\_.



WETLANDS/WATERCOURSE PROTECTION ORDINANCE APPLICATION

Community Development Department
45175 West Ten Mile Road
Novi, Michigan 48375
(248) 347-0415

Building permit # \_\_\_\_\_

Wetland permit # \_\_\_\_\_

Please note: This affidavit is relied upon to determine processing route for site and plot plans. The affidavit signed below retains full burden to meet any and all City requirements. The City retains all rights to re-review the plans based upon any new information.

Project/Subdivision Name: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Sidwell Number (s): \_\_\_\_\_

Owners Name: \_\_\_\_\_

Owners Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Builders Name: \_\_\_\_\_

Builders Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, states as follows:

That he/she desires to conduct the following activity \_\_\_\_\_

with a projected starting date of \_\_\_\_\_ on the property within the City of Novi,

more fully described as follows:

Crossroads: \_\_\_\_\_ Acreage: \_\_\_\_\_

That the Applicant has examined the Official Wetland/Watercourse Map for the City of Novi, Chapter 12, Article V of the Novi Code and if applicable, has referred to the final approved plat and/or approved site plan and determined that the above property:

- Is not within an area designated as a wetland/watercourse area.
Does not contain any portions of the twenty five (25) foot wetland and watercourse setback.
Does contain regulated wetlands, watercourses, or setbacks but that all proposed work shall take place outside of these areas.
Does not contain any wetland and is not contiguous to any stream or watercourse.

Signature of Applicant

Date

Print Signature of Applicant

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_, Notary Public \_\_\_\_\_, County, Michigan.

My Commission expires: \_\_\_\_\_

FOR COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY:

- Have verified the property is not on the Official Wetland/Watercourse Map.
Have verified the property is on the Official Wetland/Watercourse Map.





## WETLAND BOUNDARY DETERMINATION APPLICATION

City of Novi Community Development Department  
City of Novi Planning Division  
45175 W. Ten Mile, Novi, MI 48375  
248-347-0475; 248-735-5633 fax

Project Name
--------------

Use Tab function to navigate form. Point and click cursor to check boxes.

APPLICANT	Company		Primary Contact		Professional License Number, if applicable		
	Street Address		Suite	City		State	Zip
	Phone Number		Fax Number		E-mail address		

WETLAND	Wetland Consulting Firm		Primary Consultant		Professional License Number, if applicable		
	Street Address		Suite	City		State	Zip
	Phone Number		Fax Number		E-mail address		

OWNER	Project Name		Legal Name of Ownership, with Primary Contact				
	Street Address		Suite	City		State	Zip
	Phone Number		Fax Number		E-mail address		

PROJECT INFORMATION	Property Address, if known		North or South of which road?		East or West of which road?	
	Parcel Number(s) (Contact Assessing Dept. if unknown)		Gross Site Acreage <small>Size will be reviewed against Assessor's Records</small>		Wetland Acreage <small>If unknown, 2 acres will be used initially</small>	
	Brief description of on-site wetlands. Attach additional sheets if necessary.					





## SEASONAL OUTDOOR SEATING APPLICATION

City of Novi Community Development Department

45175 W. Ten Mile, Novi, MI 48375

248.347.0475; 248.735.5633 fax

[www.cityofnovi.org](http://www.cityofnovi.org)

Project Name
--------------

APPLICANT

Company	Primary Contact	Professional License Number, if applicable		
Street Address	Suite	City	State	Zip
Phone Number	Fax Number	E-mail address		

ARCHITECT

Architectural Firm	Primary Architect	Professional License Number, if applicable		
Street Address	Suite	City	State	Zip
Phone Number	Fax Number	E-mail address		

OWNER

Project Name	Legal Name of Ownership, with Primary Contact			
Street Address	Suite	City	State	Zip
Phone Number	Fax Number	E-mail address		

PROJECT INFORMATION

Property Address, if known	North or South of which road?	East or West of which road?
Parcel Number(s) (Contact Assessing Dept. if unknown)	Section	Approximate Square footage of proposed Outdoor Seating Area
Space for additional information, if necessary		

SUBMITTAL REQUIREMENTS

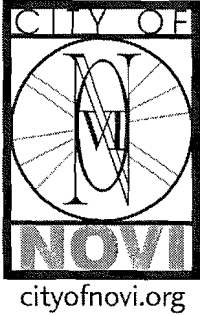
**Submittal Requirements:**

- Four signed, sealed and folded sets of plans which includes the overall site plan with proposed outdoor seating area. Size of plans must be 24" x 36", maximum scale of 1" = 50'.
- Original signed copy of this application.
- Notarized original signature of Landowner authorizing permission, if Applicant is not the owner.
- Completed checklist.
- Review Fee of \$400, check made payable to the City of Novi.





**PLANNING COMMISSION ACTION SUMMARY  
EXCERPT – SEPTEMBER 7, 2011**



# PLANNING COMMISSION ACTION SUMMARY

CITY OF NOVI  
Regular Meeting  
**September 7, 2011 | 7 PM**  
Council Chambers | Novi Civic Center | 45175 W. Ten Mile  
(248) 347-0475

## CALL TO ORDER

The meeting was called to order at or about 7:00 PM.

## ROLL CALL

**Present:** Member Anthony, Member Baratta, Member Greco, Member Gutman, Member Lynch, Chair Pehrson, Member Prince

**Absent:**

**Also Present:** Barbara McBeth, Deputy Director of Community Development; Kristin Kolb, City Attorney; Mark Spencer, Planner; Dave Campbell, Planner; David Beschke, Landscape Architect; Nathan Bouvy, Engineer; Doug Necci, Façade Consultant;

## APPROVAL OF AGENDA

**Motion to approve the September 7, 2011 Planning Commission agenda. Motion carried 7-0.**

## CONSENT AGENDA - REMOVALS AND APPROVAL

## PUBLIC HEARINGS

### 2. ZONING ORDINANCE TEXT AMENDMENT 18.252

Public hearing for Planning Commission's recommendation to the City Council to amend Zoning Ordinance No. 97-18, as amended, the City of Novi Zoning Ordinance, at Article 25, General Provisions, and Section 2516, Site Plan Review (All Districts); in order to update the existing City of Novi Site Plan Manual.

## ROLL CALL VOTE ON MOTION RECOMMENDING APPROVAL OF TEXT AMENDMENT 18.252 MADE BY MEMBER LYNCH AND SECONDED BY MEMBER GUTMAN:

**In the matter of Text Amendment 18.252, motion to recommend approval to the City Council. Motion carried 7-0.**