APPLICATION FOR PRE-APPLICATION MEETING

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

Project Name (Working Title)

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

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

Site Location (north/south of which road, east/west of which road)	Tax Identification Number

Meeting Date *(You may call 248-347-0475 to set this date up prior to your submittal)*	Meeting Time

SUBMITTAL REQUIREMENTS

Pre-Application Submittal Requirements:

- ☐ Nine sealed and folded sets of available plans, preferably including site plan, elevations, floor plans, engineering, wetland, woodland, landscape, lighting and stormwater management plans.
  Size of plans must be 24" x 36", maximum scale of 1" = 50'.
- ☐ Original signed copy of this application.
- ☐ Check for $230.00, made payable to the City of Novi.
- ☐ Date for Pre-Application Meeting provides a minimum ten-day review window (between submittal date and meeting date), or date will be set/adjusted upon submittal of this package.

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

Distribution List:

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