



CITY OF NOVI
45175 W. Ten Mile Road, Novi, Michigan 48375

LAND IMPROVEMENT PLOT PLAN CHECKLIST

Development Name:

Lot Number:

Address:

Date Reviewed:

The checklist below summarizes the requirements contained in the City of Novi's Code of Ordinances. More specifically, Part II, Chapter 11 - Design and Construction Standards; Chapter 12 - Drainage and Flood Damage Prevention; and Chapter 32 - Subdivision of Land.

Note: Indicate N/A if the item does not apply to this lot; otherwise all items must be shown on the plan.

			<i>(For City Use)</i> CITY APPROVAL
Shown	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	1. Grading plans shall be presented on paper measuring 11"x17"; 8 1/2"x14" or 8 1/2"x11" whichever is appropriate for the size of the lot proposed for improvement. Any sheet size larger than 11"x17" will only be allowed if given prior approval from the City.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Certification - Plans shall be prepared, signed and sealed by a State of Michigan registered Civil Engineer, Land Surveyor, or Architect.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. Scale shall be minimum 1" = 20'; maximum shall be 1" = 40'. Scale allowance for larger lots will be determined by the City Engineer.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. North arrow.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. Site benchmark based on official City of Novi Benchmark System (NAVD88), located and depicted on or within 100 feet of the site.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6. Name, address, and phone number of the person or company who prepared the plan and the owner of the parcel to be improved.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7. Legal description of the parcel. Also, depicting found or set irons for property corners.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. Street with name and nearest cross-streets on either side.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9. Location and dimensions of all proposed and existing structures and proposed setbacks from all property lines consistent with the Zoning Ordinance.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. Lot lines with dimensions and bearings. Parcel shall close.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11. Street right-of-way width and labeled as "Public", "Proposed Public", or "Private", matching the approved site plan, subdivision plat or Master Deed.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12. All existing and proposed utility structures, including overhead electrical, telephone and communication cables to include distance from finished grade to any existing overhead lines. If any overhead lines exist within thirty (30) feet of a building, plans should be submitted to the appropriate utility company for review and comment prior to submittal of the Land Improvement Permit.	<input type="checkbox"/>

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<input type="checkbox"/>	<input type="checkbox"/>	13. Location, size, and type of existing water, sanitary and storm mains, service leads, appurtenances and associated easements for public infrastructure.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14. Location, size, slope and material of proposed water service (min. 1" Type-K Copper or HDPE SDR-9), sanitary sewer lead (6" SDR 23.5), and sump discharge line (min. 4" Schedule-40). Sump pump discharge line shall be connected to existing storm sewer structures, where available. (If known, show existing lead stubs).	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15. Private sewerage disposal system or location of private water source (well).	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16. Existing and proposed ditches and culverts with detailed grading and flow arrows.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17. All existing and proposed buildings and their addresses within 100 feet of the lot to be improved; including adjacent finished grades. Show "as-built" grades if adjacent lot is complete.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18. Size, type, and location of existing trees. Note which trees will be removed and those, which will remain, matching the approved Site Plan. Show location of the regulated woodland line.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19. Identify the location and elevation of the regulated 100-year Floodplain boundaries pursuant to Chapter 12, Article IV of the Novi Code of Ordinances. If 100-year Floodplain is within the limits of the proposed lot and is proposed to be modified, a Floodplain Use Permit is required.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20. The location of regulated wetlands or watercourse, the location of 25-foot wetland/watercourse setback and any disturbances pursuant to Chapter 12, Article V of the Novi Code of Ordinances, matching the approved site plan.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	21. The location of siltation fencing, gravel access drive, rear-yard catch basin filters and any other temporary or permanent measures as shown on the Approved Soil Erosion Control Plan.	<input type="checkbox"/>
		22. Existing and proposed elevations at the following locations:	
<input type="checkbox"/>	<input type="checkbox"/>	a. Finish grades for all castings and hydrants.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b. Proposed grades conforming to the developments Approved Master Grading Plan.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c. Existing topography including existing ground elevations at maximum 50-foot intervals, extending a minimum of 50 feet past the lot boundaries. Elevation contours at two (2) foot minimum height intervals are required.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d. Road edges and centerline at 50-foot intervals at all low and high points, all points of curvature and tangency, and adjacent to lot corners.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e. Top of curb or shoulder opposite each front lot corner (and side lot corner for corner lots) to hundredths of a foot.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	f. Proposed finish grade(s) and top of footing(s) clearly shown.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	g. Each lot corner (front and rear), side lot, and all high points and ridge lines shown to the nearest tenth of a foot.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	h. Drainage arrows for proposed drainage.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	i. Whenever swales for lot drainage are called for on the plan, swale elevations shall be required at the high point adjacent to the house, at 50-foot intervals along the swale, and at the side yard even with the front and rear walls of the house. Clearly label swales.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	j. Retaining wall(s) labeled with top and bottom grades. Conformance to the City of Novi Building Code shall be noted on the plan. Building Permit required is wall height is greater than 48".	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	k. The high point of the swale, located a minimum of 10 feet from a building, shall be 1/2 foot below the proposed finish ground elevation of the house.	<input type="checkbox"/>

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<input type="checkbox"/>	<input type="checkbox"/>	l.	All swales are located a minimum of 10 feet from the house.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	m.	Ground slope and swales shall be a minimum 5% for a minimum distance of 10 feet from the building and 2% minimum and maximum 25% any other part of the site.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	n.	A building shall not be set below the crown of the road on which it fronts.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	o.	A minimum of 6/10 foot of a vertical drop shall be provided from the front (and side on corner lots) property line to the top of the curb.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	p.	The maximum side slopes of landscape berms shall be 33%. A five (5) foot wide flat area on top shall be provided.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	q.	The designation of trees or groups of trees to be saved under the Woodlands Protection Ordinance does not exempt such areas from drainage, slope, and other Site Design Construction contained in Section 11-143, 144.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	r.	In general, the lot shall drain from the front of the house to the street and the rear of the house to the rear of the lot.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	s.	Whenever the lot is graded toward the rear, a drainage structure must be provided on the lot or the immediately adjacent lot.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	t.	Drainage on the lot must be self-contained unless specific drainage easements are provided.	<input type="checkbox"/>
		23.	Driveways	
<input type="checkbox"/>	<input type="checkbox"/>	a.	Maximum slope of any portion of driveway shall be 10%. Maximum cross-slope of the sidewalk through the driveway is 2%.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b.	Maximum cross-slope for side entrance drive aprons shall be 4%.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c.	The driveway shall not interfere with the side or front yard drainage.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d.	Edge of drive shall be offset a minimum of three (3) feet from side lot line.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e.	Show location, width, and materials for proposed drive(s).	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	f.	Number of drives shown is consistent with Section 11-216(e) of the Code.	<input type="checkbox"/>
		g.	Dimensions of drive are shown per Table IX.10 of the Code. Variance(s) from the dimensions listed below will require approval from the City Engineer.	
<input type="checkbox"/>	<input type="checkbox"/>		• Intersecting angle is 90 degrees from the street.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		• Driveway width shall be standard sixteen (16) feet, within the right-of-way. Where a side entrance garage is proposed there shall be a minimum approach to garage entrance of twenty-two (22) feet (perpendicular to garage).	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		• Entering and exiting tapers are shown along with standard three (3) foot width at the street.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		• Taper depth shall be standard ten (10) feet in length.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		• Total drive opening shall be standard twenty-two (22) feet wide at the back of curb.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	h.	Driveways to paved roads should be paved between the edge of the pavement and the existing sidewalk. If there is not an existing sidewalk, the surfacing should extend from the edge of the pavement to a point thirty (30) feet from the edge of the pavement.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	i.	When the road is unpaved, residential driveways may be surfaced with stabilized gravel or if driveways are paved, the paving shall extend no closer to the street than five (5) feet from the edge of the road.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	j.	Driveways shall be concrete or asphalt in the right-of-way. No pavers or stamped-concrete allowed in the right-of-way.	<input type="checkbox"/>

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		24. Sidewalks	
<input type="checkbox"/>	<input type="checkbox"/>	a. Verify width, type and location of proposed sidewalk or pathway is consistent with the Master Plan.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	b. Sidewalk cross-section (typical) shall be provided. Standard cross-section shall be 4" thick of 4000 psi concrete (6" thick through residential drives and ramps; 8" thick through commercial/industrial drives) over 6" thick of 21AA crushed limestone meeting MDOT gradation specifications. The stone base shall be extended a minimum of 6" beyond the forms. No sand allowed.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	c. Sidewalks must be constructed according to Americans with Disabilities Act (ADA) standards.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	d. Maximum cross-slope of finished sidewalk is 2%.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	e. Provide level landing at sidewalk ramps. Maximum landing slope in any direction is 2% (finished) and clearly labeled.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	f. Show and label 24" deep detectable warning strip extending the width of the ramp at intersections of streets.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	g. Longitudinal sidewalk slope (finished) should not exceed 5%-7% (8.3% maximum).	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	h. Provide grades (front and back) at driveways (each side), at 50-foot intervals, at high and low points, at points of curvature and tangency, and at lot lines. Clearly label maximum longitudinal slope and cross-slopes.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	i. Provide curb drops (6" and 4" mountable curbs) for sidewalk ramps (no horizontal saw-cuts allowed).	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	j. Sidewalk material shall be concrete and continuous through the driveway.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	25. Right-of-way and easement encroachments require a License Agreement. NOTE ON PLAN	<input type="checkbox"/>