



CITY OF OTTAWA

Community Development Department
301 W. Madison Street, Ottawa, Illinois 61350
815-433-0161
www.cityofottawa.org

DESIGN REVIEW APPLICATION

(Please Print Clearly)

APPLICANT: Name(s): _____

Address: _____ City, State Zip _____

Phone: _____ Fax: _____ Email _____

Applicant's representative: _____

PROJECT NAME: _____

LOCATION OF PROJECT: _____

DESCRIPTION OF PROJECT: _____

CHECK THE TYPE OF DEVELOPMENT YOU ARE PROPOSING.

Under each type of development is a list of required documents and/or drawings that will need to be included in this submittal.

_____ Individual Site:

- Site Plan with structure location shown
- Architectural elevation with colors and materials
- Floor Plan
- Landscape Plan with material list
- Signage - front elevation

_____ Preliminary Plat - Subdivision:

- Sketch of lot layout
- General location of utilities (DRC does not approve utilities)

_____ Planned Unit Development:

- Sketch of lot layout
- Location of structures
- General location of utilities (DRC does not approve utilities)
- Architectural elevation with colors and materials
- General Landscaped areas

◆ Submit this application, all required documents and/or drawings listed above and the required fee **ONE WEEK** before the scheduled Design Review Committee meeting (DRC) to the City Planner.

◆ To schedule a Design Review Committee (DRC) meeting contact:

Douglas Carroll, AICP, *City Planner*
301 West Madison Street
Ottawa, IL 61350
(815) 433-0161
email: carrollplanning@gmail.com

◆ Fees:

- Building Permits – included with building permit fee
- Subdivision – included with subdivision fee
- Site Development/Parking Lots – all parking lots are required to pay a fee of \$10.00 per parking space.

APPLICANT or APPLICANT'S REPRESENTATIVE:

Signature: _____

Date: _____