



**City of Ottawa**  
 301 West Madison Street  
 Ottawa, IL 61350  
 Telephone: (815) 433-0161  
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**PLAT APPLICATION**

Please Check One: \_\_\_\_\_ **Concept Plan**  
 \_\_\_\_\_ **Preliminary Plat of a PUD**  
 \_\_\_\_\_ **Final Plat of a PUD**

**PLAT APPLICATION** for \_\_\_\_\_  
 (Name of Subdivision)

**Owner** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address \_\_\_\_\_ Fax No: \_\_\_\_\_  
 City/Zip \_\_\_\_\_ Email: \_\_\_\_\_

**Developer** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address \_\_\_\_\_ Fax No: \_\_\_\_\_  
 City/Zip \_\_\_\_\_ Email: \_\_\_\_\_

**Consultant** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address \_\_\_\_\_ Fax No: \_\_\_\_\_  
 City/Zip \_\_\_\_\_ Email: \_\_\_\_\_

Mail Correspondence to: \_\_\_\_\_

Location of Site: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Zoning \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

**Signature of Owner or Authorized Agent:**  
 Name: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_

**Note:** See Concept Plan, Preliminary Plat and Final Plat process for items to be submitted with the application.

**Office Use:**  
 Date Received: \_\_\_\_\_  
 Plat Review Fee: \_\_\_\_\_

Following is a brief summary of regulations for a Planned Unit Development (PUD) and may not cover all circumstances. Applicants are encouraged to obtain and read the applicable sections of the Municipal Code paying particular attention to Chapter 90 Subdivisions, Chapter 118 Zoning: Sections 118-13 Planned Unit Development and Section 118-19h Conditional Use.

### **CONCEPT PLAN PROCESS**

(This process is optional but highly recommended)

- Step 1:** Applicant shall submit an application and two copies of the Concept Plan to the Planner for review by Design Review Committee (DRC). Planner shall notify the applicant the date and time of DRC meeting. The Concept Plan may be reviewed at more than one meeting. After approval of the DRC the Concept Plan shall be forwarded to the Plan Commission.
- Step 2:** Within five (5) working days of the Plan Commission meeting, 4th Monday at 7:00pm, the Applicant shall provide to the Planner two (2) copies of the concept plan and an emailed PDF.
- Step 3:** Plan Commission or staff may request an informal review of the concept plan before the City Council. City Council meets the 1st and 3rd Tuesday at 7:00 pm of every month.

### **PRELIMINARY PLAT PROCESS**

- Step 1:** Applicant shall submit the following items to the City Clerk/Planner no later than 15 calendar days prior to the first City Council meeting (1st Tuesday) of the following month. All documents shall also be emailed to City Planner.
- Application
  - Written narrative including pertinent items listed in section 118-19(h)(1)(a) of the Municipal Code.
  - Legal description emailed in word format
  - Engineers cost estimate of the project
  - Review fee (\$200.00 plus one-fourth percent (0.25 %) of the cost of all public improvements for the entire subdivision
  - Two (2) full size copies and one (1) 11"x17" of the preliminary plat of the Planned Unit Development.
  - Stormwater Management Report, if applicable
  - Detailed grading plan of a portion or all of the area when required by the City Engineer
  - A traffic study and any other impact study required by the Plan Commission.
  - Wetlands Delineation Study, statement as to Army Corps of Engineers (ACOE) 404 Permit status, if applicable.
  - Residential subdivisions shall provide a copy of the transmittal letter showing that the preliminary plat was distributed to the affected school districts.
  - Copy of the transmittal letter showing that the preliminary plat was distributed to the highway authority, if applicable.
  - If the proposed subdivision lies on vacant or agricultural land the applicant must provide a copy of the Natural Resource Information Report (NRI) by LaSalle County Soil and Water Conservation District.

**Incomplete submittals will not be placed on the City Council agenda.**

- Step 2:** City Council will refer the submittal at the first City Council meeting of each month. This meeting is held on Tuesday at 7:00 pm.
- Step 3:** Planner shall notify the applicant the date and time of Design Review Meeting Committee meeting (DRC). The Concept Plan may be reviewed at more than one meeting. This step can be skipped if a DRC was held at the concept plan stage.
- Step 4:** The applicant shall give written notice to property owners within 150 feet of the boundary lines for which the PUD is proposed of the Public Hearing/Plan Commission meeting in person or by certified mail, not less than 15 days nor more than 30 days of the meeting date. City shall publish notice of public hearing in the newspaper not more than thirty (30) days nor less than fifteen (15) days and installs a notice sign on said parcel(s).
- Step 5:** The applicant or his representative **must** attend the Plan Commission meeting. The Plan Commission normally meets the 4th Monday at 7:00 pm in city hall council chambers. The Plan Commission shall hold a public hearing within sixty (60) days after receipt of application and make a recommendation on the plat to the City Council within one hundred and twenty (120) days.
- Step 6:** City Council meets the 1st and 3rd Tuesday of each month at 7:00 pm in the city hall council chambers. The City Council may approve, approve with modifications or deny the PUD. Attached to the **ordinance**, as exhibits, shall be the preliminary plat of the PUD and supporting documents as necessary. Approval of the preliminary plat of the PUD shall not constitute final approval of the final plat of the PUD; rather it shall be deemed an expression of approval of the layout submitted on the preliminary plat as a guide to the preparation of the final plat of the PUD.
- Step 7:** Once the preliminary plat of the PUD has been approved, submit two (2) full-size and one (1) 11x17.

The preliminary plat of the PUD shall be considered valid for two years from the date of approval by the City Council.

### **FINAL PLAT PROCESS**

- Step 1:** Applicant shall submit the following items to the City Clerk/Planner no later than 15 calendar days prior to the first City Council meeting (1st Tuesday) of the following month. All documents shall also be emailed to City Planner.
- Application
  - Engineers cost estimate of the project
  - Review fee (\$200.00 plus three-quarter percent (0.75 %) of the cost of all public improvements).
  - Two (2) full size and one (1) 11x17 of the final plat of the Planned Unit Development. The final plat of the PUD shall conform substantially to the preliminary plat of the PUD as approved. The final plat of the PUD shall designate with particularity the uses of the land and the location of buildings.

- Two (2) full size and one (1) 11x 17 copy of the improvements/site plans
- A copy of the conditions, covenants and restrictions (CCR)
- Residential subdivisions shall provide a copy of the transmittal letter showing that the final plat was distributed to the affected school districts.
- Copy of the transmittal letter showing that the final plat was distributed to the highway authority, if applicable.

Staff will review the submission to determine whether the final plat, improvement plans and specifications, studies, calculations, and drainage reports, etc., are in proper form and shall notify the applicant of any omissions.

**Incomplete submittals will not be placed on the City Council agenda.**

- Step 2:** City Council will refer the submittal at the first City Council meeting each month. This meeting is held on Tuesday at 7:00 pm.
- Step 3:** The applicant or his representative **must** attend the Plan Commission meeting. The Plan Commission normally meets the 4th Monday at 7:00 pm in city hall council chambers. The Plan Commission shall commence the review within sixty (60) days after receipt of application and make a recommendation on the final plat to the City Council within one hundred and twenty (120) days.
- Step 4:** City Council meet the 1st and 3rd Tuesday at 7:00 pm in city hall council chambers. The City Council may approve, approve with modifications or deny City Council may, by **ordinance** approve, approve with modifications or deny the final plat of a PUD authorizing the PUD as a conditional use. Attached as exhibits to the ordinance authorizing the PUD as a conditional use shall be the final plat of the PUD and supporting documents, as necessary.
- Step 5:** Submit all remaining fees and/or correspondence for:
- ***Growth Impact Fees*** (Paid in full or provide a Letter of Credit for the total amount. If a LOC is provided the GIF will be paid prior to issuing each building permit.)
  - ***Inspection Fee*** (one percent (1 %) of the cost of all public improvements)
  - ***Park Fee***
  - ***School*** (A letter from the Elementary School and the High School that the fees have been paid.)
- Step 6:** Submit a Letter of Credit in the amount of 110% of the cost of proposed infrastructure.
- Step 7:** Once Step 5 and 6 have been completed, City officials will sign the final plat.
- Step 8:** After the final plat is recorded, two (2) full size copies bearing evidence of recordation shall be furnished to the Planner.
- Step 9:** Once the recorded copy of the final plat is received, the Planner shall issue a Site Development Permit after which construction in the subdivision may commence.

**Depending on submittal timing and meeting schedules, this entire process can take 4 to 6 months.**