

**City of Ottawa**  
**DESIGN REVIEW APPLICATION**

**APPLICANT:** Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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:**

Tami Huftel, *City Planner*  
301 West Madison Street  
Ottawa, IL 61350  
(815) 433-0161 ext. 240  
email: [thuftel@cityofottawa.org](mailto:thuftel@cityofottawa.org)

◆ **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: \_\_\_\_\_