



City of Ottawa
 301 West Madison Street
 Ottawa, IL 61350
 Telephone: (815) 433-0161
 Fax: (815) 433-2344

Date Received: _____

SITE DEVELOPMENT PERMIT APPLICATION

APPLICANT:

Name(s) _____

Address _____

Phone _____ Fax _____

Email Address _____

ENGINEER:

Name(s) _____

Address _____

Phone _____ Fax _____

Email Address _____

PROJECT NAME: _____

LOCATION OF PROJECT: _____

DESCRIPTION OF PROJECT: _____

Attached to the Application shall be the following items:

- Two (2) copies of a Site Plan
- Application fee of \$10.00 per parking space.

The following items are required:

- A landscaping plan will need to be submitted for approval. Plantings shall be installed prior to the issuance of certificate of occupancy.
- Street permits are to be obtained prior to any work in the City Right-of-Way
- Illinois Department of Transportation must approve site plans along State highways.

APPLICANT or APPLICANT'S REPRESENTATIVE:

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information submitted are true and correct to the best of my knowledge. The Authorized Signer invites City representatives to make all reasonable inspections and investigations of the subject property during the period of processing this Petition. I further agree to comply with all City Codes.

Print Name: _____

Signature: _____ **Date:** _____

NOTES:

1. Notifications of work are to be provided 48 hours in advance.
2. Building permits are to be obtained for any structures
3. Sanitary connection permits are to be obtained from Sanitary Superintendent Bob Shull who may be reached at 815-433-0245 prior to any sanitary work
4. Water connection permits are to be obtained from Water Superintendent Bob Rick who may be reached at 815-434-0025 prior to any water work.

For office use only:

Approved by: _____ Date: _____