



**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**  
 \_\_\_\_\_ **Final Plat**

**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 subdivision 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.

### **CONCEPT PLAN PROCESS**

(This process is optional but highly recommended)

- Step 1:** Applicant shall submit the 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 maybe 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
  - 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
  - Two (2) copies of a general utility layout
  - Copy of the transmittal letter showing that the Preliminary Plat was distributed to the affected school districts and highway authorities.
  - Stormwater Management Report
  - Detailed grading plan of a portion or all of the area when required by the City Engineer
  - A traffic study
  - Wetlands Delineation Study, statement as to Army Corps of Engineers (ACOE) 404 Permit status
  - 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 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 maybe 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 notify adjacent property owners (within 100 feet of the site) of the Plan Commission meeting personally or by mail, not less than 15 days nor more than 30 days of the meeting date.
- Step 4:** 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 will make a recommendation for the City Council's consideration.
- Step 5:** The City Council meet the 1st and 3rd Tuesday at 7:00 pm in the city hall council chambers. The City Council may approve, approve with modifications or deny the preliminary plat.
- Step 6:** Once the Preliminary Plat has been approved submit two (2) full-size and one (1) 11x17.

The Preliminary Plat 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.
- Application
  - Engineers cost estimate of the project
  - Fee (\$200.00 plus three-quarter percent (0.75 %) of the cost of all public improvements).
  - Three (3) full size and one (1) 11x 17 copy of the Final Plat
  - Two (2) full size and one (1) 11x 17 copy of the improvement 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.
  - A copy of the approval letters from Illinois Historic Preservation Agency and Illinois Department of National Resources for endangered species and/or any other permit 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 of every month at 7:00 pm in the Council Chambers at city hall. The Plan Commission will make a recommendation for the City Council's consideration.
- Step 4:** The 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 the final plat.
- 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 public 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.