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| <h1>CITY OF WATERTOWN</h1> <h2>Development Application</h2> |
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SECTION I: Type of Request (Check only one box)

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|---|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Preliminary Plat of Subdivision |
| <input type="checkbox"/> Site Plan Amendment | <input type="checkbox"/> Final Plat of Subdivision |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Development Plan |
| <input type="checkbox"/> Sketch Plan | <input type="checkbox"/> Other:_____ |
| <input type="checkbox"/> Conditional Use Permit | |

| | |
|-----------------|--------------|
| Date Submitted: | Received By: |
|-----------------|--------------|

SECTION II: General Information

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| Project Title |
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| Site Location (Address, Plat and Lot Number, Legal Description, PID # Attached add't sheets as necessary) |
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|-----------------|
| Applicant Name: |
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|----------------|-------------|----------|
| Street Address | City, State | Zip Code |
|----------------|-------------|----------|

| | | |
|--------|------|-------|
| Phone: | Fax: | email |
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| Name and Address of Property Owner (if different from applicant): |
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SECTION IV: Required Attachments

The following items are required to be attached to this application before it may be processed. Applications deemed by City Staff to be incomplete will be returned to the applicant. Required checklists can be obtained from the City Planner.

Checklists must be filled out completely and returned with this application, along with all other required submittals. Please place a checkmark in the appropriate box to indicate which checklists have been included with this application.

| | |
|--|---|
| | Site Plan and Site Plan Amendment Checklist |
| | Rezoning Checklist |
| | Sketch Plat Checklist |
| | Preliminary Plat of Subdivision Checklist |
| | Final Plat of Subdivision Checklist |

Complete/Incomplete Applications

The following items are required to be attached to this application before it may be processed. Applications deemed by City staff to be incomplete will be returned to the applicant. An incomplete application will delay the processing of land use requests. The application is considered filed and the review time commences when the City Planner has received and examined the application and determined that the application is complete. A determination of “completeness” of the application will be made within fifteen (15) business days of application submittal. A written notice of application deficiencies will be forwarded to the applicant within this time period. Following the determination of completeness, the application shall be forwarded to the Planning Commission for formal review. Required checklists can be obtained from the City of Watertown.

Checklists must be filled out completely and returned with this application, along with all other required submittals. Please place a checkmark in the appropriate box to indicate which checklists have been included with this application. All annexation, rezoning, and platting activities require escrow deposits in an amount determined from time to time by the City Council.

A. **Site plans and site plan amendments:** all items on the City of Watertown site plan checklist. For amendments, use the existing approved site plan. Highlight areas which are being amended from the original plan.

B. **Rezoning Requests:** All items on the City of Watertown Rezoning Request Checklist.

C. **Sketch Planning For Residential, Commercial, Or Planned Unit Development:** All items on the City of Watertown Sketch Plat Checklist.

D. **Preliminary Platting For Residential, Commercial, Or Planned Unit Development:** All items on the City of Watertown Preliminary Plat Checklist.

E. **Final Platting For Residential, Commercial, Or Planned Unit Development:** All items on the City of Watertown Final Plat Checklist

SECTION V: Signature

Instructions to Applicant:

Prior to completing and filing this application, a pre-submittal meeting is recommended to determine specific ordinance and procedural requirements applicable to your request(s).

This application must be completed in full and accompanied by all information, plans, and fees required by applicable Watertown Municipal Code provisions, including but not limited to the following:

A list of all property owners within **350 feet** of the boundaries of the property.

Notice of Meeting Attendance:

In order for the Planning Commission and City Council to consider any request, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter will be tabled until the next available agenda.

Notice of additional fees:

In addition to the fees outlined in the attached City of Watertown Fee Schedule, all applicants are hereby advised that the City of Watertown retains engineering, legal, and building consultants who will be involved in the development review process. All costs resulting from the review of development applications by the City and it's consultants, including but not limited to engineering, legal, and building will be paid by the applicant.

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property/properties in question, attaching a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or purchase agreement), and/or that I am legally able to represent all other persons or entities (if any) with interest in this property. I am able to furnish proof of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this development will be my responsibility.

Signature of Applicant

Date

Signature of Owner (or Owners agent)

Date

Application Received on _____ Fee Paid _____ Receipt No. _____

The applicant should contact the City Planner for a copy of the staff report and agenda, which will be available two days prior to the meeting.