



# CONDITIONAL USE PERMIT (CUP) APPLICATION

## Instructions

1. Completely fill in this application form. If you have any questions contact the City of Watertown Planning Department at (952)-955-2681.
2. Provide a complete legal description of the property (*This may be found on your abstract or deed. Please contact the Carver County Recorder's Office to verify that your description is complete.*)
3. A boundary survey and site plan must be submitted with the application showing the proposed use requested as a conditional use.
4. Attach elevation drawings indicating the design treatment of all existing and proposed buildings and structures, and general floor plans of such buildings. Also indicate the road from which you have access and give distance from the road, sides, and rear property lines.
6. Pay the required application fee - \$500 (*non-refundable*) and escrow - \$1,500 (*any amount unused will be returned*) payable to the City of Watertown.
8. The signed application form, relevant documentation, and fees can be submitted electronically or in person by the deadlines noted on the City website. Upon submission, City staff will review the application for completeness. If incomplete, the application will not be accepted and returned to the applicant for further information. If the application is determined as complete, City staff will schedule a public hearing.
9. In order for the Planning Commission and City Council to consider any request, the applicant or a designated representative must be present in person at the scheduled meeting for the hearing of this application. Notice will be sent to the applicant verifying the date, time, and location of the meeting. (*Planning Commission Meetings are held the 4th Thursday of each month and called to order at 6:30 PM, or as notified.*)
10. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
11. All property owners within 350 feet of the outer boundaries of the subject area must be notified of the Public Hearing. At the Public Hearing the Planning Commission will make a "recommendation for approval or denial" to the Watertown City Council. The City Council, at a regularly scheduled meeting, will make a final decision.

**No permits can be issued, nor can any work commence on any portion of the site, until the City Council has made their final decision.**



## General Information

### Project

Address:

City:

State:

Zip:

Legal Description:

Description of Request and Proposed use:

### Applicant

Name:

Address:

City:

State:

Zip:

Phone Number:

Fax Number:

Email:

### Owner *(if different from applicant)*

Name:

Address:

City:

State:

Zip:

Phone Number:

Fax Number:

Email:



## Please give explanation to the following

1. Will the request be detrimental to or endanger the public health, safety, comfort, or general welfare? Explain.
2. Could the use significantly depreciate near-by properties? Explain.



## Please give explanation to the following *(continued)*

3. Is the requested use compatible with the surrounding properties? Explain.
4. Will the request create an excessive burden on the existing roads or other utilities? Explain.
5. Will the structure and the use have an appearance that will not have an adverse effect on near-by properties? Explain.
6. Will the requested use create an adverse affect on near-by properties because of noise, odor, glare, hours of opration, or general unsightliness? Explain.



## Signatures

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 application in question, and/or that I am legally able to represent all other persons/entities (if any) with interest in this application. 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 conditional use permit will be my responsibility.

### Applicant

Name:			
Signature:		Date:	

### Owner *(if different from applicant)*

Name:			
Signature:		Date:	

### Office Use Only

Fee:		Receipt Number:		Date Received:	
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