



City File Number:

DEVELOPMENT APPLICATION

Instructions

Prior to completing and filing this application, a Pre-Submittal Meeting is recommended to determine specific ordinance and procedural requirements applicable to your request.

1. PROJECT PACKET

This application must be completed in full and accompanied by all information, plans, and fees required by applicable Watertown Municipal Code or it will be immediately returned. The project information packet must contain ALL of the following items:

- **This Application Form:** Completed and Properly Signed
- **Checklist for the request you are making:** Completed
Required checklists can be obtained from the City of Watertown
- on the website (www.ci.watertown.mn.us) or by contacting the City (952) 955-2681 for copies of the forms.
- **Plans**
- **Application Fee**
Each development application shall include the appropriate fees. Fees shall be in an amount determined by the City Council from time to time.

Contact the City of Watertown for application deadlines for the Planning Commission meeting schedule.

COMPLETENESS OF PROJECT PACKET:

- 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 City staff 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.

2. NOTICE OF ADDITIONAL FEES

In addition to the application fee, the applicant for development plan review must also pay all costs incurred by the City including City staff time, legal, engineering, administrative, building inspection services, and services of other persons or entities employed or contracted by the City for, or in any way involved in, the review and inspection of the development plan and public utility extensions contemplated thereby, including but not limited to streets, sidewalks, trails, waterlines, sanitary sewer lines, storm sewer lines, street lights, electric and gas lines, water retention areas and all other improvements intended for public use or benefit constructed or caused to be constructed by the owner and under no condition shall the fee be refunded for the failure of the City to approve the development plan. All charges incurred for this review shall be the sole responsibility of the applicant.

Instructions *(continued)*

3. NOTICE OF MEETING ATTENDANCE

In order for the Planning Commission and City Council to consider any requests, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda. The Council may deny a development application if an applicant or his representative is not in attendance and has not agreed to an extension of the review time line.

The applicant should contact the City Planner for a copy of the Staff Report and Agenda, which will be available two (2) days prior to the meeting.

Planning Commission meetings are held at 4th Thursday of each month and called to order at 6:30 PM or as notified.

General Information

Project					
PROPERTY TITLE:					
Address:					
City:		State:		Zip:	
Plat Number:		Lot Number:			
Property Tax ID Number (PID #):					
Legal Description:					
Applicant					
Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	
Owner <i>(if different from applicant)</i>					
Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	

Primary Contact Person

Please enter the name of the person (*applicant, owner, or member of the Development Team*) who will be the main coordinator of this project. The person named will be the primary person contacted by City staff for questions, comments, etc.

Name:			
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Company:			
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Phone Number:		Fax Number:		Email:	
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Architect

Name:			
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Company:			
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Phone Number:		Fax Number:		Email:	
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Engineer

Name:			
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Company:			
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Phone Number:		Fax Number:		Email:	
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Attorney

Name:			
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Company:			
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Phone Number:		Fax Number:		Email:	
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Contractor

Name:			
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Company:			
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Phone Number:		Fax Number:		Email:	
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Quantity Surveyor

Name:			
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Company:			
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Phone Number:		Fax Number:		Email:	
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Other

Name:			
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Company:			
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Phone Number:		Fax Number:		Email:	
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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 property/properties in question, and/or that I am legally able to represent all other persons/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.

Applicant

Name:			
Signature:		Date:	
Owner (or owner's agent)			
Name:			
Signature:		Date:	

Office Use Only

Fee:		Receipt Number:		Date Received:	
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