



REZONING APPLICATION

Instructions

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

1. REZONING APPLICATION PACKET

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

- **This Application Form:** Completed and Properly Signed
- **Survey of Property** to be rezoned with General Location Map
- **Application Fee:** \$500
- **Escrow Fee:** \$1,500 (*any amount unused will be returned*)
- Proposed uses anticipated on rezoned property (*part of application questions, add additional pages if needed*)
- Indicate existing uses on adjacent properties (*part of application questions, add additional pages if needed*)
- Any Studies/Reports that support a justification to rezone the property

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

2. 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. Notice will be sent to applicant verifying 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.

ONCE COMPLETED APPLICATION IS RECEIVED:

- A Public Hearing for the application will be scheduled.
- Prior to the Public Hearing a City of Watertown staff member and Planning Commission members view the site.
- 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.



General Information

Property					
Address:					
City:		State:		Zip:	
Property Tax ID number (PID #):					
Legal description:					
Size of property to be rezoned (<i>in square feet</i>):					
Present zoning classification:					
New zoning classification desired:					
Reason for request:					
List proposed uses anticipated on rezoned property:					
Explain how the proposed zoning change would affect surrounding properties and traffic patterns on abutting roadways:					
Indicate existing uses on adjacent properties:					
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:	



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 rezoning request will be my responsibility.

Applicant

Name:			
Signature:		Date:	
Owner <i>(if different from applicant)</i>			
Name:			
Signature:		Date:	

Office Use Only

Fee:		Receipt Number:		Date Received:	
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