



SITE PLAN REVIEW 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.

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. Applications must be received electronically or in person by the City of Watertown. The site review application packet must contain ALL of the following items:

1. **APPLICATION FORM:** Completely fill in this Site Plan Review application form. If you have any questions contact the City of Watertown Planning Department at (952)-955-2681.
2. **FEES:** Pay the required application fee - \$500 (*non-refundable*) and escrow - \$1,500 (*any amount unused will be returned*) payable to the City of Watertown.
3. **ADDITIONAL FEES:** Each development application shall include the appropriate fees. Fees shall be in an amount determined by the City Council from time to time. 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, sidewalk, trails, water lines, 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 their review shall be the sole responsibility of the applicant.
4. **SURVEY:** Attach one (1) electronic copy (*include color where possible*), drawn to scale and dimensioned, with north arrow showing:
 - a. **Legal description** (*complete legal description and address of site plan location*)
 - b. **Dimensions** (*lot dimensions*)
 - c. **Building and structures** (*all proposed and existing buildings and structures showing setbacks to property lines*)
 - d. **Yard and spacing** (*yards and spaces between buildings and property lines*)
 - e. **Materials and elevation** (*buildings, walls, and fences showing height, type of building materials, and building elevations for each side of building*)
 - f. **Off-street parking** (*off-street parking showing location, layout, dimensions, circulation, landscaped areas, total number of stall, surfacing of a parking area, with cross-section of construction materials, elevation, curb and gutter*)
 - g. **Access** (*access to public streets and trails showing pedestrian and vehicular access points of ingress and egress*)
 - h. **Outdoor signs** (*showing location, size and height*)
 - i. **Loading docks** (*showing location, dimensions, number of docks and internal circulation*)

Instructions *(continued)*

- j. **Lighting** (*site lighting showing location, height of poles of fixtures, design and detail*)
- k. **Street dedications and improvements** (*existing and required by City right-of-way standards - inquire with City Engineer if applicable*)
- l. **Landscaping** (*landscaping with a schedule of planting showing quantities, botanical, and common names and sizes. Also show size and location of any existing trees*)
- m. **Outdoor storage** (*show type, location, and height of screening devices*)
- n. **Drainage and grading** (*conceptual drainage and grading plan for the site showing proposed finished floor elevation of each building, street elevation and drainage flow elevations*)
- o. **Waste disposal facilities** (*show plans for waste disposal facilities and indicate location, access, and screening for such facilities*)
- p. **Easements** (*show any easement and location of utilities serving development*)
- q. **Statement** (*statement of use including type of business with number of employees by shift*)

5. MEETING ATTENDANCE: 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*).

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

Site Information

Name of Site Plan:				
Address:				
City:		State:		Zip:
Legal Description:				
Current Zoning Classification:				
<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> R-4	<input type="checkbox"/> C-1
<input type="checkbox"/> C-2	<input type="checkbox"/> CBD	<input type="checkbox"/> A-1	<input type="checkbox"/> PUD	<input type="checkbox"/> I-1

Site <i>(continued)</i>					
Existing use of property:					
Applicant					
Company Name:					
Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Email:			
Owner <i>(if different from applicant)</i>					
Company Name:					
Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Email:			
 Signature					
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					
Signature:		Date:			
Owner / Owner's agent <i>(if different from applicant)</i>					
Signature:		Date:			

Office Use Only			
Fee:	Receipt Number:	Date Received:	