



COMPREHENSIVE PLAN AMENDMENT 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. Attach a map that clearly shows the area you want amended and any preliminary plans for the site.
4. Attach any studies, reports, or additional documentation to support the request.
5. Attach a written narrative - the applicant should understand the nature of the proposed changes and provide the necessary factual information, impacts that such changes may have, and pertinent policy justification in support of a proposed Comprehensive Plan Amendment. (*Some Comprehensive Plan Amendments may represent relatively minor changes that differ only slightly from the adopted plan, but remain basically consistent with the intent of the plan and its broader policy directives. Other Amendments may represent significant departures in major plan elements or policies. For this reason, the nature, and scope of the narratives in these two cases may vary greatly.*)
6. Pay the required application fee - \$750 (*non-refundable*) and escrow - \$2,500 (*any amount unused will be returned*) payable to the City of Watertown
7. Additional fees - In addition to the fees outlined in the 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 the application by the City and it's consultants, including but not limited to City staff, engineering, legal, and building will be paid by the applicant. These fees will be deducted from the escrow deposit provided until those funds are depleted.
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 500 feet of the subject property must be notified of the pending application. 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 decision to be sent to the Metropolitan Council for approval or denial. The Metropolitan Council will then take action at a subsequent meeting following the Metropolitan Council review. (*The City of Watertown is part of the 7-county Metropolitan Council jurisdiction and is subject to Metropolitan review and acceptance per Minnesota State Statute.*)

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:

Current Zoning:

Square Footage:

Land Use Designation

Current:

Requested:

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:



Statement of Intent

Describe exactly what will be done on or with the property requiring the Comprehensive Plan Amendment



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 request. 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 application will be my responsibility.

Applicant

Name:			
Signature:		Date:	

Owner (or owner's agent)

Name:			
Signature:		Date:	

Office Use Only

Fee:		Receipt Number:		Date Received:	
Fifteen (15) day application complete notification date:					
Scheduled Planning Commission date:					
Scheduled City Council date:					
Sixty (60) day date:					
Sixty (60) day extension date:					