



City of Watertown Comprehensive Plan Amendment Application

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

1. Completely fill in the attached application form. If you have any questions contact the City of Watertown Planning Department at 952-955-2681.
2. Applications must be received by the deadlines noted on the City website. Applications can be submitted electronically or in person at City of Watertown, 309 Lewis Avenue South, PO 279, Watertown, MN 55388.
3. Applicant must be present in person for the hearing of this application. Notice will be sent to applicant verifying date, time, and location of the meeting.

APPLICANT INFORMATION

Property Information

Address: _____
 Legal Description: _____
 Current Zoning: _____ Square Footage of Parcel: _____
 Current Land Use Designation: _____ Requested Designation: _____

Fee/Property Owner Information

Company name: _____
 Last name: _____ First name: _____
 Address: _____
 Phone number: _____ Email: _____

Applicant Information *(if different from above)*

Company name: _____
 Last name: _____ First name: _____
 Address: _____
 Phone number: _____ Email: _____

Statement of Intent: Describe exactly what will be done on or with the property requiring the Comprehensive Plan Amendment.

Planning Department

Notice of additional fees:

In addition to the fees outlined in the attached City of Watertown Fee Schedule, all applicants are hereby advised that the City of Watertown retains engineering, legal, and other consultants who will be involved in the review process. All costs resulting from the review of applications by city staff and its consultants, will be paid by the applicant.

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 or entities (if any) with interest in this property. I am able to furnish proof (either copy of Owner’s Duplicate Certificate of Title, Abstract of Title or purchase agreement) of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this application will be my responsibility.

Signature of Applicant _____
Date

Signature of Fee/Property Owner _____
Date

**THE FOLLOWING INFORMATION MUST BE SUBMITTED
IN ORDER TO CONSIDER THE APPLICATION COMPLETE.**

1. Application form filled out completely
2. Payment of application fee \$750 and escrow \$2,500
3. A map that clearly shows the area you want amended and any preliminary plans for the site.
4. Any studies, reports, or additional documentation to support the request.
5. 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 Comp 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.*

Planning Department

NOTES

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.

All property owners within 500 feet of the subject property will 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 City 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.

OFFICE USE ONLY		
Fee: _____	Receipt #: _____	Date Received: _____
15 Day Application Complete Notification Date: _____		
Scheduled Planning Commission Date: _____		
Scheduled City Council Date: _____		
60 Day Date: _____		
60 Day Extension Date: _____		

Planning Department