



City of Watertown CONDITIONAL USE APPLICATION

When a completed application is received at Watertown City Hall, it will be scheduled for a public hearing. Property owners within 350 feet of the outer boundaries of the subject area are required to be notified of the public hearing. 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.

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.

Planning Commission meetings are held the 4th Thursday of each month and meeting called to order at 6:30 p.m. 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. Exhibits:
 - a. A boundary survey and site plan must be submitted with the application showing the proposed use requested as a conditional use.
 - b. Elevation drawings indicating the design treatment of all proposed buildings and structures, and general floor plans of such buildings.
3. Administration Fee- \$500.00 (non-refundable) application fee and payment of Escrow Amount of \$1,500 (any amount unused will be returned) payable to the City of Watertown.
4. 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.

Planning Department

**CITY OF WATERTOWN
CONDITIONAL USE PERMIT**

Property Address: _____

Legal Description/PID No. _____

(If metes and bounds, attach description)

Description of Request and Proposed Use: _____

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ Fax No. _____

Signature _____ Date _____

Property Owner/Fee Owner (If different from above) _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ Fax No. _____

Signature _____ Date _____

✓ **Attach the required exhibits and materials listed on the attached sheets.**

Planning Department

Please give an explanation to the following:

1. Will the request be detrimental to or endanger the public health, safety, comfort, or general welfare?

2. Could the use significantly depreciate near-by properties? Explain.

3. Is the requested use compatible with the surrounding properties? Please explain.

4. Will the request create an excessive burden on the existing roads or other utilities? Please Explain.

5. Will the structure and the use have an appearance that will not have an adverse effect on near-by properties? Please explain.

6. Will the requested use create an adverse affect on near-by properties because of noise, odor, glare, hours of operation, or general unsightliness? Please explain.

Signature of Applicant*

Date

*If Applicant is not Property Owner,
property owners signature required.

The exhibits are considered part of your application for a conditional use permit. Please show all buildings on the property, the road from which you have access, and the work or buildings you propose to do. Also give distances from the road, sides, and rear property lines.

Planning Department