

City File Number _____

CITY OF WATERTOWN

Development Application

Date Submitted:	Received By:
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Instructions to Applicant:

Prior to completing and filing this application, a pre-submittal meeting is recommended to determine specific ordinance and procedural requirements applicable to your request.

This application must be completed in full and accompanied by all information, plans, and fees required by applicable Watertown Municipal Code

SECTION I: General Information

Project Title

Site Location (Address, Plat and Lot Number, Legal Description, PID # Attached add't sheets as necessary)

Applicant Name:

Street Address	City, State	Zip Code
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Phone:	Fax:	email
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Name and Address of Property Owner (if different from applicant):

SECTION II: Development Team

Primary Contact Person: Please enter the name of the person (applicant, owner, or member of the development team) who will be the main coordinator of this project. The person named will be the primary person contacted by City Staff for questions, comments, etc.

Contact Person: _____

Phone: _____

Email: _____

Engineer:

Phone: _____

Fax: _____

Email: _____

Attorney:

Phone: _____

Fax: _____

Email: _____

Architect:

Phone: _____

Fax: _____

Email: _____

Other:

Phone: _____

Fax: _____

Email: _____

Complete/Incomplete Applications

The project information packet you submit must contain ALL of the following items or it will be immediately returned:

This completed and properly signed Application form,

The completed checklist for the request you are making

Plans

Required Application fee

The following items are required to be attached to this application before it may be processed. Applications deemed by City staff to be incomplete will be returned to the applicant. An incomplete application will delay the processing of land use requests. The application is considered filed and the review time commences when City Staff has received and examined the application and determined that the application is complete. A determination of "completeness" of the application will be made within fifteen (15) business days of application submittal. A written notice of application deficiencies will be forwarded to the applicant within this time period. Following the determination of completeness, the application shall be forwarded to the Planning Commission for formal review. Required checklists can be obtained from the City of Watertown.

Checklists are available on the City of Watertown Website at www.ci.watertown.mn.us. You can also contact the City at 952-955-2681 for copies of the forms.

SECTION III: Signature

Notice of Meeting Attendance:

In order for the Planning Commission and City Council to consider any request, 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. The Council may deny a development application if an applicant or his representative is not in attendance and has not agreed to an extension of the review timeline.

Notice of 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, sidewalks, 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 this review shall be the sole responsibility of 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 of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this development will be my responsibility.

Signature of Applicant

Date

Signature of Owner (or Owners agent)

Date

Application Received on _____ Fee Paid _____ Receipt No. _____

The applicant should contact the City Planner for a copy of the staff report and agenda, which will be available two days prior to the meeting.