



## City of Watertown REZONING APPLICATION

When a completed application is received at Watertown City Hall, it will be scheduled for a public hearing. Prior to that hearing a City staff member and Planning Commission members views 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.

**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 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 electronically or in person by the City of Watertown, 309 Lewis Avenue South, Watertown, MN 55388. Please contact the City for application deadlines for the Planning Commission meeting schedule.
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

1. Owner’s name: \_\_\_\_\_
2. Address of Property: \_\_\_\_\_
3. Legal Description: \_\_\_\_\_
4. Applicant’s Name: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_
6. Daytime Phone(s): \_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. Size of Property to be Rezoned (square feet): \_\_\_\_\_
9. Present Zoning Classification: \_\_\_\_\_

**Planning Department**

10. New Zoning Classification Desired: \_\_\_\_\_

11. Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

12. Description of Request- explain how the proposed zoning change would affect surrounding properties and traffic patterns on abutting roadways:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

1. Payment of application fee: \$500
2. Payment of Escrow Account (any amount unused will be returned) \$1,500
3. Survey of property to be rezoned along with general location map.
4. Proposed uses anticipate on rezoned property.
5. Indicate existing uses on adjacent properties
6. Any studies or reports that support a justification to rezone the property.

\_\_\_\_\_  
**Signature of Applicant\***

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

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

<b>OFFICE USE ONLY</b>	
Date Received: _____	Fee: _____
	Receipt #: _____