



City of Watertown **SITE PLAN REVIEW 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.

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, PO Box 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

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: _____

OFFICE USE ONLY

Date Received: _____

Fee: _____

Receipt #: _____

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

Planning Department

1. Name of Site Plan: _____
2. Present Zoning Classification: A-1 R-1 R-2 R-3 R-4 C-1 C-2 I-1 CBD PUD
3. Existing Use of Property: _____
4. Payment of application fee: \$500
5. Payment of Escrow Account (any amount unused will be returned) \$1,500
6. 1 Electronic Copy (include color where possible) survey copies, drawn to scale and dimensioned, with north arrow showing:
 - a. **LEGAL DESCRIPTION.** Complete legal description and address of site plan location.
 - b. **DIMENSIONS.** Lot dimensions.
 - c. **BUILDING & STRUCTURES.** All proposed and existing buildings and structures showing setbacks to property lines.
 - d. **YARD & SPACING.** Yards and spaces between buildings and property lines.
 - e. **MATERIALS & ELEVATION.** Buildings, walls, and fences showing height, type of building materials and building elevations for each side of building.
 - f. **OFF-STREET PARKING.** Off-street parking showing location, layout, dimensions, circulation, landscaped areas, total number of stall, surfacing of a parking area, with cross-section of construction materials, elevation, curb and gutter.
 - g. **ACCESS.** Access to public streets and trails showing pedestrian and vehicular access points of ingress and egress.
 - h. **OUTDOOR SIGNS.** Showing location, size and height.
 - i. **LOADING DOCKS.** Showing location, dimensions, number of docks and internal circulation.
 - j. **LIGHTING.** Site lighting showing location, height of poles or fixtures, design and detail.
 - k. **STREET DEDICATIONS & IMPROVEMENTS.** Existing and required by City right-of-way standards (inquire with City Engineer if applicable).
 - l. **LANDSCAPING.** Landscaping with a schedule of plantings showing quantities, botanical, and common names and sizes. Also show size and location of any existing trees.
 - m. **OUTDOOR STORAGE.** Show type, location, and height of screening devices.
 - n. **DRAINAGE & GRADING.** Conceptual drainage and grading plan for the site showing proposed finished floor elevation of each building, street elevation and drainage flow elevations.
 - o. **WASTE DISPOSAL FACILITIES.** Show plans for waste disposal facilities. Indicate location, access, and screening for such facilities.
 - p. **EASEMENTS.** Show any easement and location of utilities serving development.
 - q. **STATEMENT.** Statement of use including type of business with number of employees by shift.

Planning Department

7. **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