

# CITY OF WATERTOWN

## Text amendment application and checklist

**APPLICATION:**

PROJECT NAME, ADDRESS, OR LOCATION:

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APPLICANT NAME:

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ADDRESS:

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PHONE:

FAX:

EMAIL:

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This handout describes the procedures for review and approval of Text Amendment Applications. For questions regarding the following procedural guidelines, please contact the City Planner at 309 Lewis Avenue S., Watertown, MN 55388, (952) 955-2681.

Text Amendment applications are reviewed by the City Staff prior to setting a public hearing and being placed on the agenda of the Planning Commission. The Planning Commission meets in the Council Chambers of City Hall, 309 Lewis Avenue S., on the fourth Thursday of each month, at 6:30 p.m. Requests will not be placed on the Commission agenda until Staff has determined that the application is complete, including application fee paid. The Planning Commission will hold a public hearing and make a recommendation to the City Council.

All applicants are advised that the City of Watertown retains planning, engineering and legal consultants who may be involved in the review process. All costs resulting from review of rezoning applications by the City's consultants are to be paid by the applicant.

**PROCEDURE:**

- 1. PRE-APPLICATION MEETING** (encouraged). The applicant and, if appropriate, their professional consultants meet with City Staff, prior to filing a formal rezoning application. The applicant may submit preliminary information for comment. This meeting may also help Staff and the applicant to clarify any potential issues related to the project. A pre-application meeting and/or any preliminary information is not a formal application for any time requirements imposed by law.
- 2. OBTAIN APPLICATION MATERIALS.** The Text Amendment application and checklist can be obtained from the City Staff. Questions on completing these forms should be addressed to the City Staff.
- 3. COMPLETE ALL APPLICATION MATERIALS.** The Text Amendment application and checklist must be filled out completely, and a signed original must be submitted. The supporting information shall include all of the items on the Text Amendment application and checklist.
- 4. SUBMIT APPLICATION, SUPPORTING INFORMATION (*Electronically preferred*) AND FEES.** Check the Fee Schedule for fee amounts. Upon submission, Staff will review the application for completeness. If incomplete, the application will not be accepted and returned to the applicant for further information.

**5. APPLICATION REVIEW AND COMMENT.** Staff reviews the submittal package for compliance with City requirements. If items are missing or incorrect, the City will notify the applicant listed on the Application form. The applicant is responsible for contacting the other professionals working on the project.

If the application is considered complete, Staff will inform the contact person, and place the item on the next available Planning Commission agenda.

**6. SETTING THE PUBLIC HEARING DATE.** After the application has been determined as complete, Staff will schedule a public hearing.

**7. NOTIFICATION OF SURROUNDING PROPERTY OWNERS.** Once Staff has determined the date for the public hearing, Staff will send notices by first class mail to all property owners within 350 feet of the subject property. Staff will use the labels provided by the applicant. State statute requires the notices to be mailed to the surrounding property owners no more than 20 or less than 10 days prior to the scheduled public hearing.

**8. PLANNING AND ZONING COMMISSION MEETING.** The applicant will have the opportunity at the Planning Commission meeting to present the request. Any other members of the project team may also testify. Members of the public will be allowed to comment on the request. The Planning Commission may continue the hearing or table action. The Planning Commission will vote to recommend to the City Council approval of the request, approval with conditions, or denial of the request. The recommendation will then be forwarded to the City Council.

**9. CITY COUNCIL MEETING.** The City Council will review the Planning Commission recommendation and either approve or deny the recommendation or approve with additional conditions on table for further information.

**10. IF CITY COUNCIL APPROVES THE REQUEST, THE AMENDMENT WILL BE PUBLISHED IN THE CARVER COUNTY NEWS:** After City Council approval, the updated text will be published in the *Carver County News*. Upon publication, the amendment will take effect.

**11. CHECKLIST Please provide the following information as part of the text amendment application:**

A. A letter of request, including the following:

- A copy of the current ordinance
- Requested changes to the current ordinance in redline format
- Reason for requested change
- Any other supporting information requested by City Staff or that the applicant feels necessary to support their case.