

**APPLICATION FOR
CITY OF WATERTOWN
PLANNING COMMISSION**

Revised 12/30/11 (NMZ)

Direct questions regarding application to: Joe Heimsch 920-262-4041

The following information must be submitted a minimum of **one (1) week prior** to any Planning Commission meeting for staff review and agenda placement unless stated otherwise in the City Code. **The Plan Commission meets the second and fourth Monday of each month at 4:30 P.M.** in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, WI 53094.

TO BE FILLED OUT BY THE APPLICANT

REQUEST FOR: (FEE)

- | | | |
|---|--|---|
| <input type="checkbox"/> Annexation (\$500) | <input type="checkbox"/> Conditional Use Permit (\$500) | <input type="checkbox"/> Planned Unit Development (\$1,000)* |
| <input type="checkbox"/> Zoning Change (\$500) | <input type="checkbox"/> Street Vacation (\$300) | <input type="checkbox"/> Group Development (\$500)* |

-
- Minor Subdivision/land division - Preliminary Certified Survey Map **(\$300 + Park Ded.)**
 Subdivision - Concept Plan
 Subdivision - Preliminary Plat **(\$100 + \$50/acre)**
 Subdivision - Final Plat **(\$100 + \$50/lot + Park Ded.)***

-
- Township (Emmet, Watertown, Shields) Preliminary Certified Survey Map **(\$50.00)**
 Township (Emmet, Watertown, Shields) Subdivision **(\$100 + \$50 per lot)**

-
- Fence Variance
 Sign Permit Appeals **(\$500)**

***Additional fees may apply.**

Project Address: _____

Applicant's Name: _____ Phone # _____

Applicant's Address: _____

Property Owner's Name: _____ Phone # _____

Property Owner's Address: _____

PROJECT DESCRIPTION: _____

Applicant's Signature _____

Property Owner's Signature _____

TO BE FILLED OUT BY THE CITY

Zoning: _____ Conforming Use: _____ Date Received: _____ Hearing Date: _____

Fee & Check #: _____ Received by: _____ Receipt #: _____

Submittal requirements (per Ord. 18.905 & 18.908) may include the following (please verify with the Zoning Administrator):

1. Thirteen (13) sets of site plans and/or floor plans – all plans must be scaled using architectural or engineering scales. All plans must also include a north arrow.
 - A) Landscape plans (existing and planned)
 - B) Grades, drainage, and utility plans (including fire hydrant placement)
 - C) Building elevation and colors
 - D) Parking and traffic patterns – impervious surfaces

2. Business operation plan which describes the following:
 - A) Brief description of business activities
 - B) Days of operation
 - C) Hours of operation
 - D) Number of employees
 - E) Possible nuisance issues (i.e. exterior storage, noise, hazardous materials, loading and unloading)

3. Scheduled timetable

4. Floodplain and wetlands

*Further information on Ord. 18.905 & 18.908 can be found on the City of Watertown's website: <http://www.ci.watertown.wi.us/Ordinances/Chapter%2018-Article%2009.pdf>