

**APPLICATION FOR  
CITY OF WATERTOWN  
PLANNING COMMISSION**

Revised 02/15/16 (NMZ)

Direct questions regarding application to: Building, Safety & Zoning Department (920) 262-4060

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**

**\*\*Please note that the following fees are per City of Watertown Code Chapter 550-157. Any item requiring filings or recordings will be subject to an additional \$10 plus the actual recording cost. Additional fees may apply.**

**REQUEST FOR: (FEE)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Annexation <b>(\$500)</b>   | <input type="checkbox"/> Zoning Ord. Change (Text Amendment) <b>(\$200)*</b> | <input type="checkbox"/> Planned Unit Development <b>(\$1,000)</b>                 |
| <input type="checkbox"/> Zoning Change <b>(\$500)</b>  | <input type="checkbox"/> Conditional Use Permit <b>(\$500)</b>               | <input type="checkbox"/> Group Development <b>(\$500)</b>                          |
| <input type="checkbox"/> Street Vacation <b>(\$300)</b>  |  |  |
| <hr/>  |  |  |
| <input type="checkbox"/> Minor Subdivision/land division - Preliminary Certified Survey Map <b>(\$300 + Park Ded.)</b> | <input type="checkbox"/> Interpretation (\$50)                               |  |
| <input type="checkbox"/> Subdivision - Concept Plan  | <input type="checkbox"/> Special Use (\$50)                                  | <input type="checkbox"/> Subdivision - Preliminary Plat <b>(\$100 + \$50/acre)</b> |
| <input type="checkbox"/> Subdivision - Final Plat <b>(\$100 + \$50/lot + Park Ded.)</b>                                |  |  |
| <hr/>  |  |  |
| <input type="checkbox"/> Township Preliminary Certified Survey Map <b>(\$50.00)</b>                                    | <input type="checkbox"/> Township Subdivision <b>(\$100 + \$50 per lot)</b>  |  |
| <hr/>  |  |  |
| <input type="checkbox"/> Variances – Fence, driveway or shed <b>(No cost)</b>  | <input type="checkbox"/> Sign Permit Appeals <b>(\$500)</b>                  |  |

**Project Address:** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Property Owner's Email: \_\_\_\_\_

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** (as set forth in the City of Watertown Code Chapter 550) may include the following (please verify with the Zoning Administrator):

1. Two (2) hardcopy sets and, if plans are larger than 11 x 17, one (1) digital set 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 and the following items, as applicable:
  - 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