

- 3) Is any portion of the subject property in the flood plain, floodway or wetlands?
(See *City of Watertown Municipal Code Chapter 532 - Floodplain and Shoreland – Wetland Zoning* for assistance in making this determination.)
- 4) Does this project include any excavation within twenty feet (20') of a public right-of-way tree?
(If yes, please contact the *City Forestry Department* at 920-262-8080.)
- 5) If this project is an expansion of the existing footprint (i.e., building addition), is it in compliance with the following setback requirements?
 - a. Front and rear yard setbacks of twenty five feet (25').
 - b. Side yard setback of 10% of lot width or a minimum of eight feet (8'), maximum of fourteen feet (14').
 - c. Outside all easements.*
* It is the responsibility of the applicant to verify the existence of easements and properly label them on the Plot Plan. Structures are prohibited from being constructed within easements.
- 6) Is this a renovation that disturbs more than two square feet (2 s.f.) of paint in a home or apartment complex built before 1978? Is it the intent of the owner to hire an outside contractor to perform this work?
(If so, please contact the *Watertown Health Department* at 920-262-8090 for assistance and information on lead based paint.)

HISTORIC PRESERVATION

- 1) Is this project within the Downtown Historic District?
- 2) If yes, are your plans including exterior improvements to your building?
(If you answered “yes” to the above two questions, the *Historic Preservation Commission* will need to review your project prior to issuance of a *Building Permit*.)

By making application, the Owner/Applicant acknowledges, agrees and understands that it is the responsibility of the Owner/Applicant to verify all the information provided to the City and to conduct the due diligence as encouraged above and as may otherwise be necessary. The Owner/Applicant is advised that he or she is responsible for the accuracy and sufficiency of all information supplied to the City. The Owner/Applicant acknowledges, agrees and understands that the City is not responsible for errors, omissions or misrepresentations made by the Owner/Applicant. The City and its staff can only provide procedural guidance and reference. The City and its staff cannot provide legal advice.

OWNER SIGNATURE (Mandatory)

DATE

CONTRACTOR SIGNATURE

DATE

**PLOT PLAN FOR PERMIT APPLICATION
ONE/TWO FAMILY, MODULAR, MOBILE HOME OR ZONING USE**

LOCATION

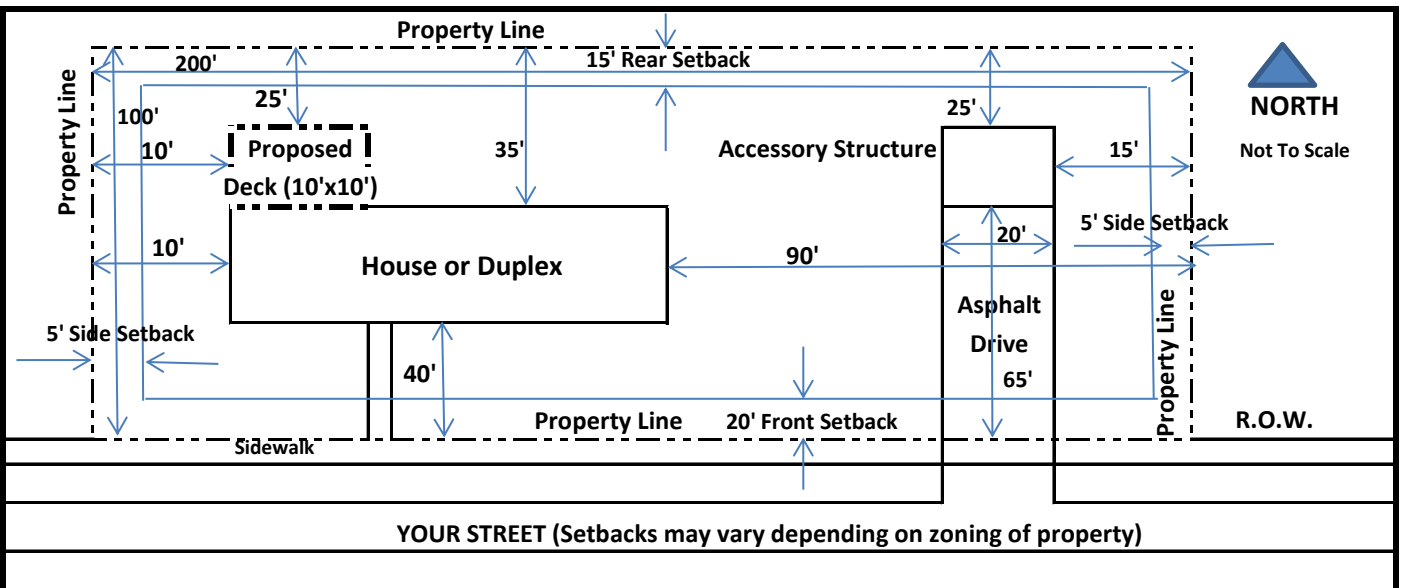
Owner	
Street Address	
Phone No.	Estimated Cost:

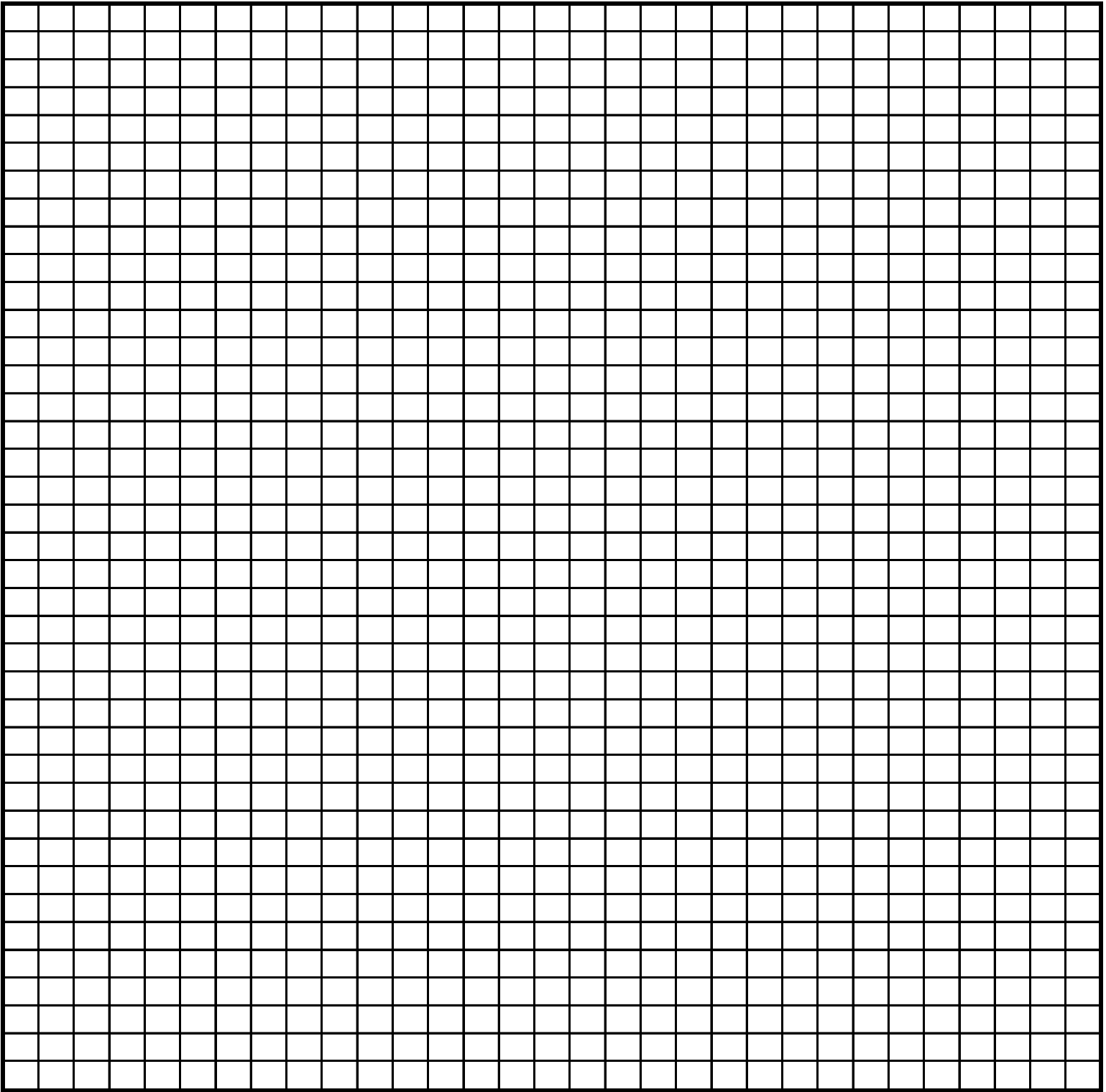
Instructions

In the space provided on the back side, draw plot plan as neatly and accurately as possible, from survey if possible.

- 1 Show North Arrow.
- 2 Identification of the drawing's scale, if used.
- 3 Draw property lines with dimensions; front, side and rear setback dimensions; all easements with dimensions.
- 4 Draw street(s) and right-of-way(s).
- 5 Draw proposed and existing buildings showing any attached porch(es), deck(s), chimney(s), carport(s), garage(s), etc. with dimensions.
- 6 Show distances of buildings from property lines or other structures.
- 7 Identification of exactly what work is to be done, including any proposed changes to physical features of the site or existing structures.
- 8 Location and dimensions of any graveled or impervious paved areas such as driveways or parking.
- 9 Ground elevations and contour lines for sloping sites or where earth grading is proposed may be required. Check with the Engineering Department at 920-262-4060 to verify if this is required.

Plot Plan Example





NOTES:

- 1) North arrow shall be correctly placed.
- 2) Draw a completely dimensioned plot plan.
- 3) Note adjoining streets and/or alleys.
- 4) Note curb cuts.

Owner
Street Address
Phone No.