

**APPLICATION FOR
CITY OF WATERTOWN
PLANNING COMMISSION**

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

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