



City of Watertown
WAIVER OF SITE PLAN APPROVAL
APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7741 Email: planning@watertown-ny.gov

Received:

Please note: The Waiver of Site Plan Approval Application is for projects where the building or parking area coverage of the lot will increase by more than 400 square feet, but by less than or equal to 2,500 square feet.

Please provide responses for all sections and submit all required materials as noted on Page 2. Failure to submit all required information by the submittal deadline may result in Staff **not** placing your request on the agenda for the upcoming Planning Board meeting.

PROPERTY INFORMATION:

PROPOSED PROJECT NAME: _____

TAX PARCEL NUMBER: _____

PROPERTY ADDRESS: _____

EXISTING ZONING CLASSIFICATION: _____

APPLICANT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

PROPERTY OWNER INFORMATION (if different from applicant):

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

REQUIRED MATERIALS:

** The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, Planning Staff **may not** be able to process the Site Plan Waiver Application.

- COVER LETTER:** Must clearly and fully explain the proposed project in sufficient detail.
- SITE PLAN SKETCH:** This drawing must be adequately dimensioned, including radii, and must include all of the following:
 - All pertinent existing and proposed **above** ground features, including, but not limited to, buildings, parking spaces, driveways, sidewalks, streets, landscaping, etc., with all proposed features clearly labeled as proposed
 - Tax parcel number and Zoning District
 - **All** vehicular and pedestrian traffic circulation and all proposed parking and loading spaces, including ADA accessible spaces
 - North arrow and graphic scale

SUBMITTAL INSTRUCTIONS:

- Submit 10 complete collated sets of all required materials, addressed to:

Michael A. Lumbis, Planning and Community Development Director
City of Watertown
245 Washington Street, Room 305
Watertown, NY 13601
- Submissions must be collated and properly folded.
- If the applicant is not the property owner, the submission must include a signature authorization form or letter signed by the owner authorizing the applicant to apply on behalf of the owner.
- For any item(s) not checked in the Waiver of Site Plan Approval Checklist, attach an explanation and comments.
- Provide an electronic copy of the entire submission in the form of a single, combined PDF file of the entire application, including cover letter, plans, reports, and all submitted material.
- Submit the required \$75 Application Fee

SIGNATURE

I certify that the information provided above is true to the best of my knowledge.

Applicant's name (please print) _____

Applicant's Signature _____ Date: _____

Meeting Information: The Planning Board normally meets at 3:00 p.m. on the first Tuesday of every month in Council Chambers at City Hall, 245 Washington Street. The application deadline is 14 days prior to the scheduled meeting date. The Planning Board typically acts on a Site Plan Waiver application at the first meeting at which it hears the case.

Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The City will announce any changes to meeting dates in advance on its website at www.watertown-ny.gov. Planning Staff *strongly* recommends scheduling a pre-application meeting or conference call prior to submitting a Site Plan Waiver.