



1869

CITY OF WATERTOWN SITE PLAN WAIVER

** Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.

PROPERTY LOCATION

Proposed Project Name: _____

Tax Parcel Number: _____

Property Address: _____

Existing Zoning Classification: _____

OWNER OF PROPERTY

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

APPLICANT

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

ENGINEER / ARCHITECT / LAND SURVEYOR

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

REQUIRED DRAWINGS:

** The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

ELECTRONIC COPY OF ENTIRE SUBMISSION (PDF preferred)

SITE PLAN SKETCH

- Pertinent existing above ground features are shown and labeled including, but not limited to, buildings, parking spaces, driveways, sidewalks, streets, landscaping, etc.
- All proposed above ground features are shown and clearly labeled “proposed”.
- Land use, zoning, & tax parcel number are shown.
- The Plan is adequately dimensioned including radii.
- All vehicular & pedestrian traffic circulation is shown.
- Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
- Sidewalks within the City Right-of-Way meet Public-Right-of-Way (PROWAG) standards.
- Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, “No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property”.
- Snow storage area(s) are shown.
- The north arrow & graphic scale are shown.

GENERAL INFORMATION

- Signage will not be approved as part of this submission. It requires a sign permit from the City Code Enforcement Bureau. See Section 310-52.2 of the Zoning Ordinance.
- Plans have been **collated** and properly folded.
- Signature Authorization form or letter signed by the owner is submitted allowing the applicant to apply on behalf of the owner if the applicant is not the property owner.
- Explanation for any item not checked in the Site Plan Waiver Checklist.
(Attach separate sheet with explanation and comments)

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: _____