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## CITY OF WATERTOWN SITE PLAN WAIVER ELIGIBILITY FLOWCHART

In order to expedite the Site Plan review process, Planning Staff *strongly encourages* applicants to schedule a pre-application meeting with Planning and Engineering staff. Staff can be reached at (315) 785-7741.

In order to determine if your application is eligible for a Waiver of Site Plan Approval, please use the flowchart below:

1. Is the use a one, two, or three-family dwelling?  
 YES (Site Plan Review is not required. You may apply directly for Building Permit.)  
 NO (Go to Question 2)
  
2. Is your building or impervious surface construction or expansion less than or equal to 400 SF?  
 YES (No Planning Board review. You may apply for a Certificate of Zoning Compliance.)  
 NO (Go to Question 3)
  
3. Is your building or impervious surface construction or expansion greater than 2,500 SF?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to Question 4)
  
4. Is your proposed building the first on the lot?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to Question 5)
  
5. Does your project involve a change in the property boundaries?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to Question 6)
  
6. Does your building or parking lot construction or expansion change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (**\*Site Plan Waiver allowed.** Submit the Site Plan Waiver Form.)

\*The City of Watertown Planning Board reserves the right to require a full Site Plan Review at its sole discretion.