



City of Watertown Zoning Compliance Certificate 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

Application #:

Received:

Please Note: Staff will make every effort to process this application in a timely manner. However, some applications may require significant site related and zoning ordinance research. Please allow up to seven (7) business days for review and processing.

PROPERTY INFORMATION (for lookup assistance, visit: <https://www.watertown-ny.gov/imo/search.aspx>):

PROPERTY ADDRESS: _____

TAX PARCEL NUMBER: _____ ZONING DISTRICT: _____

APPLICANT INFORMATION:

APPLICANT NAME: _____

APPLICANT MAILING ADDRESS: _____

PHONE NUMBER: _____ E-MAIL: _____

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: _____

PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): _____

PHONE NUMBER: _____ E-MAIL: _____

PROPOSED USE INFORMATION:

Please check the box that most accurately describes the proposal:

- New Building
- Addition
- Alteration
- Parking Lot
- New Use or Occupant
- Other _____

Proposed Use (describe fully):

PROPOSED DIMENSIONS (if built footprint will not change, list existing dimensions):

PARCEL FRONTAGE (FT.): _____ PARCEL AREA (SQ. FT.): _____ BUILDING DIMENSIONS: ____ FT. X ____ FT. = TOTAL (SQ. FT.) _____

NUMBER OF STORIES: _____ BUILDING HEIGHT (FT.): _____ SETBACKS (FT.) – FRONT: _____ REAR: _____ LEFT: _____ RIGHT: _____

PARKING:

EXISTING NUMBER OF SPACES: _____ PROPOSED NUMBER OF SPACES: _____

Asphalt Concrete Gravel Other _____

SQ. FT OF NEW IMPERVIOUS SURFACE _____

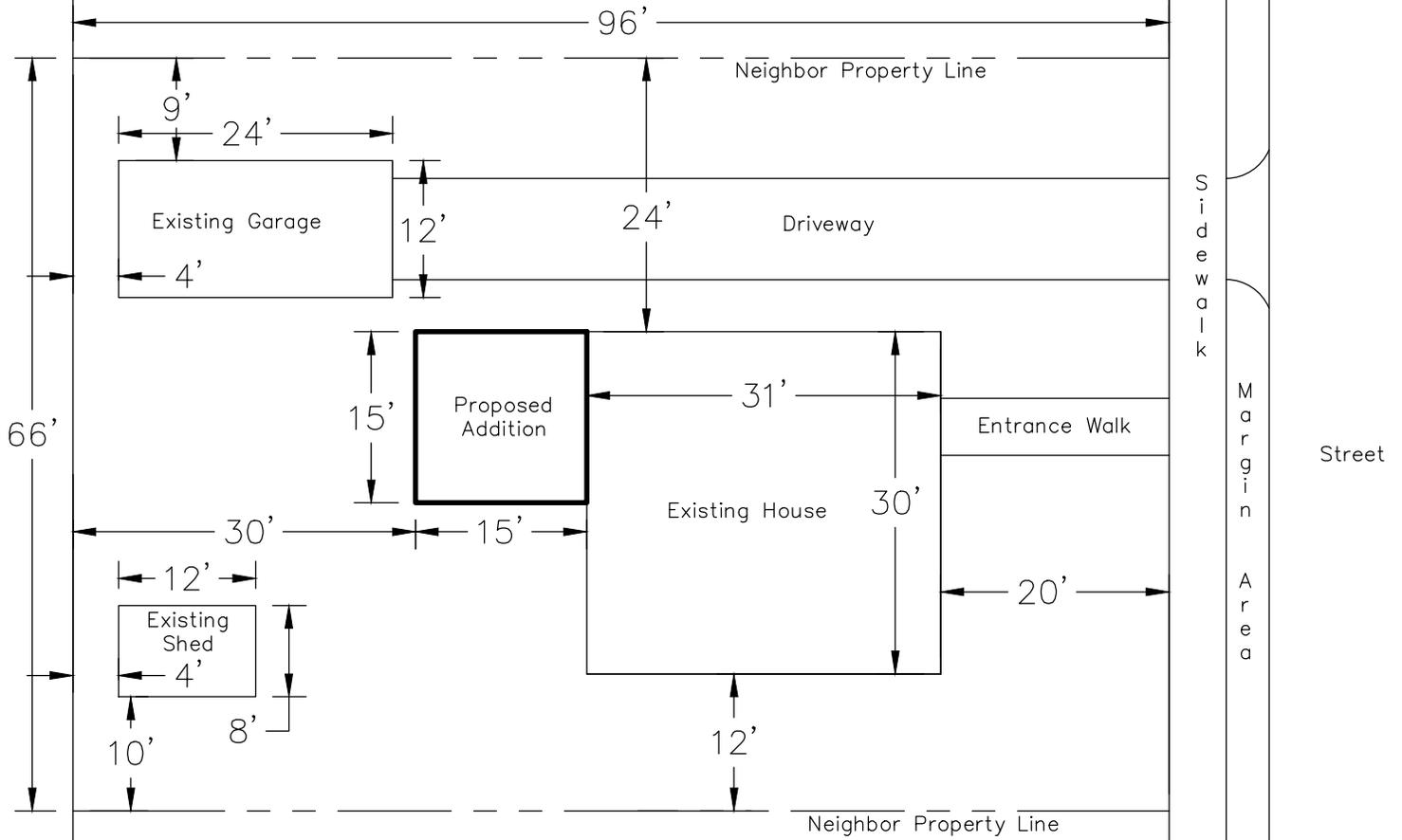
Application must include a proposed site diagram (to scale) that includes measurements (in feet) for all building edges and all setbacks. Surveys and site plans are acceptable as well. Please attach them to this form or use the space below to provide a plan view (aerial view) sketch that includes all measurements and dimensions. Please see attached example for guidance.

Applicant Signature: _____ ***Date:*** _____

Property Owner Signature (if different) _____ ***Date:*** _____

Example Sheet

House Addition Example



Accessory Structure (Garage, Shed) Example

