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CITY OF WATERTOWN SITE PLAN WAIVER ELIGIBILITY FLOWCHART AND APPLICATION PROCESS

The applicant is responsible for submitting a fully complete application and including all the required information.

****INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED****

In order to expedite the Site Plan review process, all applicants are strongly encouraged to schedule a pre-application meeting with Planning & Engineering staff. Staff can be reached at (315) 785-7740.

In the interest of expediting site plan approvals, the City of Watertown wishes to advise you of the following procedures in applying for these referrals:

A. Fill out the Site Plan / Site Plan Waiver - Determination Flow Chart 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 parking lot construction or expansion less than or equal to 400 sq. ft.?
 YES (Site Plan Review is not required. You may apply directly for Building Permit.)
 NO (Go to question 3)

3. Does your building or parking lot construction or expansion exceed 2500 sq. ft.?
 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 Site Plan Review at its sole discretion.

B. WAIVER OF SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS**

1. **3 complete, collated sets of the site plan waiver application package** that includes the following documents:
 - a. Cover letter that explains the proposal and includes a project description.
 - b. Completed Site Plan Waiver Application Form.
 - c. Full size copies of all required plans (24"x36"), including 1 signed original.
2. **8 complete, collated sets of the site plan waiver application package** that includes the following documents:
 - a. Cover letter that explains the proposal and includes a project description.
 - b. Completed Site Plan Waiver Application Form.
 - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)
3. **An electronic (pdf) copy** of the entire site plan waiver application package to include the following:
 - a. A single, combined **pdf** containing the cover letter and the site plan waiver application form.
 - b. A single, combined **pdf** containing all of the plan sheets and drawings.
 - c. The **pdf** may be submitted via email to planning@watertown-ny.gov or on a CD.

** Site Plan Approval of City Council may be waived by the City Planning Board at its sole discretion.

C. Address submittals to:

Justin Wood, P.E.
City Engineer
Room 305, City Hall
245 Washington Street
Watertown, NY 13601

- D. A **\$50.00** application fee must accompany the submittal.
A **\$50.00** application fee must accompany each resubmittal. You will be notified by the Engineering Department if an application requires a resubmittal. Make checks payable to the City of Watertown.
- E. All Site Plan Waiver submittals must be received by the City Engineer at least 14 calendar days prior to the next Planning Board Meeting. Failure to meet the submittal deadline will result in **not** making the agenda for the upcoming Planning Board Meeting. **THERE ARE NO EXCEPTIONS.** The City Planning Board meets on the first Tuesday of each month at 3:00 P.M. in the City Council Chambers on the 3rd Floor of City Hall.

F. 2017 Meeting Schedules:

CITY OF WATERTOWN PLANNING BOARD 2017 (1ST TUES. MONTH @ 3:00 PM)		CITY OF WATERTOWN CITY COUNCIL 2017 (1ST & 3RD MONDAY @ 7 PM)	JEFFERSON COUNTY PLANNING BOARD 2017 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE	MEETING DATE	DEADLINE
Jan. 3	Dec. 20	Jan. 3*, 17*	Jan. 31	Jan. 17
Feb. 7	Jan. 24	Feb. 6, 21*	Feb. 28	Feb. 14
March 7	Feb. 21	March 6, 20	March 28	March 14
April 4	March 21	Apr. 3, 17	April 25	April 11
May 2	April 18	May 1, 15	May 30	May 16
June 6	May 23	Jun. 5, 19	June 27	June 13
July 5*	June 20	July 3, 17	July 25	July 11
Aug. 1	July 18	Aug. 7, 21	Aug. 29	Aug. 15
Sept. 5	Aug. 22	Sept. 5*, 18	Sept. 26	Sept. 12
Oct. 3	Sept. 19	Oct. 2, 16	Oct. 31	Oct. 17
Nov. 7	Oct. 24	Nov. 6, 20	Nov. 28	Nov. 14
Dec. 5	Nov. 21	Dec. 4, 18	Dec. 26	Dec. 12

* = Meeting Date changed due to Holiday