

PLAN COMMISSION PROCEDURAL OUTLINE

1. **Prior** to appearing before the Town of Watertown Plan Commission and Town Board, the request should be reviewed with the City of Watertown **or** the Village of Johnson Creek to determine “extra territorial rights” they may have. This may be done at the Jefferson County Zoning Department.
2. Meet with the Jefferson County Zoning Department.
 - A. Explain the request and obtain verbal recommendations
 - B. For Land Splits, verify the number of land splits that are available for the property
 - C. Verify “clustering” requirement of driveways to public roads
 - D. Verify lot size available through County Zoning
(Town of Watertown Land Division Code (5.B. Lots) may differ from County Zoning.
3. Submit to the Town Clerk 10 or more days prior to the meeting date, a “preliminary” CSM (Certified Survey Map) or Plat Map or drawing of what the request is and location of a structure, etc. is being placed.
 - a. Submit the proper fee’s with the application and info documents.
 - i. Information required for a preliminary review may include but is not limited to the following: existing buildings, existing foundations. Watercourses, watersheds, drainage ditches, 100-year flood plain. Also, contour lines at 2” intervals, easements, right-a-ways, soil type, property lines, access locations, map scale, and any other pertinent information to understand the proposed land division. Multiple exhibits are acceptable and Internet downloads are encouraged.
(Conceptual plans will not be acted on as a preliminary submittal.)
4. Schedule a meeting with the Plan Commission through the Town Clerk and obtain preliminary recommendation.
5. Appear before the Town Board following the meeting with the Plan Commission to obtain approval for the request.
6. Submit paperwork to Jefferson County to obtain approval/recommendations.
7. For a land division, documents submitted must comply with Section 236. Wis. Stats.
8. Obtain a final recommendation from the Plan Commission and from the Town Board.
9. Obtain necessary signatures of Town Board and submit to Jefferson County Zoning Department for approval.
10. Record Documents at Jefferson County Register of Deeds after all approvals and all signatures are received.
11. Approved and recorded documents will be sent to the Town Clerk by Jefferson County

**Town of Watertown
Application for Plan Commission Review**

Applicant Name: _____

Address: _____

Phone number: _____ FAX/Cell Phone: _____

Request for review of:

_____ Conditional Use _____ Subdivision Review

_____ Land Division/CSM _____ Rezoning

Other _____

Property location of request/Address: _____

Parcel number: _____

Legal description: _____

If applicant is not current owner of parcel – name of parcel owner:

Reason for request:

Applicant signature: _____

Date to have paperwork and fee's to Plan Commission Recorder _____

Date received Application: _____ Amount paid: _____

Plan Commission **(6:00pm.)**-Town Board **(7:00pm.)** review date: _____

TOWN of WATERTOWN

Land Division Fees

*Including: Subdivisions, CSM's,
Conditional Use Permits, and Variances*

An **application fee** of \$150.00 (non-refundable) will be charged to anyone wanting to appear before the Plan Commission and the Town Board for any of the following, but not limited to the following items:

Rezoning
Variance

Conditional Use Permit
Land Division Fee

Subdivision:

A \$750.00 fee will be charged for a land division, regardless of zoning, to appear before the Plan Commission and Town Board. If the application is denied, all monies will be refunded with the exception of \$150.00.

A **preliminary CSM** must be submitted with the application before it will be considered by the Plan Commission and/or Town Board.

Note: The lot or lots requested for approval may be adjacent to properties that are presently being used for agricultural purposes. Some individuals believe activities associated with agricultural use constitute a nuisance or conflict with their personal enjoyment or use of their property. This is not intended to provide parties with notice that these agricultural activities may exist on the adjacent properties.