



SITE DEVELOPMENT PLAN APPLICATION

Multi-Family Residential
 Commercial
 Industrial
 Redevelopment

PROPERTY INFORMATION	
Address:	
Legal Description:	
Present Zoning:	Proposed Business:
Project Description:	

OWNER INFORMATION		
Owner Name:	Phone #:	
Address:		
City:	State:	Zip:

APPLICANT/AGENT INFORMATION		
Applicant Name:	Phone #:	
Address:		
City:	State:	Zip:
* If applicant is different than property owner a Notarized Letter of Authorization must be attached to the application		

PROPERTY OWNER/AGENT AUTHORIZATION		
<p>Property Owner Consent/Agent Authorization: By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Dickinson officials to enter the property on official business as part of the application process</p>		
_____ Signature of Contractor/Authorized Agent	_____ Printed Name	_____ Date

FOR OFFICE USE ONLY		
Site Development Number: _____	Fees Due: _____	
Date Submitted: _____	Payment: _____	
Plan Reviewer: _____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied



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Attach These Items With Completed Application:

- 8 Site Development Plan Graphics (11x17)
- 8 Colored Proposed Building Elevation Graphics
- Existing Site Plan
- \$250.00 Fee

What is a Site Development Plan?

Site Development Plans are required for all new developments or re-developments (which increase the value of a building or property 50% or more) within all Non-Residential Zoning Districts. The Site Development Plan is a graphic representation of the overall build-out of a proposed development.

Who may request a Site Development Plan?

A Site Development Plan may be requested by the owner of the property or another person having written, notarized authorization to act as the agent of the property owner.

Who reviews a Site Development Plan?

The Site Development is first reviewed by the Director of Community Development, for completeness. After review from the Director of Community Development, the Planning & Zoning Commission will review and either approve or deny the Site Development Plan. The Planning & Zoning Commission meets once a month on the Third Tuesday of the month. Please ask staff to present you with a calendar of the upcoming meetings.

How long does a Site Development Plan request take?

Many factors influence the amount of time required to complete a Site Development Plan request. A good estimate is 30-45 days from the date the application and required documentation is submitted.

What happens after my Site Development Plan is approved?

After the Planning & Zoning Commission has approved the Site Development Plan, the owner, applicant, or developer may proceed with submitting construction plans to be reviewed by all applicable staff and departments.

How do I submit a request?

The City of Dickinson will supply the application form and staff will assist you in completing it. When several owners are involved, one person should be authorized (by notarized letter) to act as signatory and applicant.

What is the cost of a Site Development Plan request?

A non-refundable fee of \$250.00 must accompany a completed Site Development Plan application. In some instances, staff, the Planning & Zoning Commission or City Council may require technical studies (engineering, noise, traffic, impact, etc.). The cost for these studies is borne by the applicant.

Who should present the proposal at the public hearings?

The owner should be present at the Planning & Zoning Commission Meeting. The owner, applicant or an agent may make the presentation.



Site Development Plan Graphic Requirements

Each Site Development Plan shall contain the following information:

- a. North arrow, scale and date.
- b. Key map showing orientation of the area being developed in relation to adjacent areas and public streets.
- c. Proposed name of the development.
- d. Name and address of the landowner(s), architect, engineer, planners, surveyor, agent or other person involved in the preparation of the plan.
- e. An accurate boundary survey of the property, prepared by a registered public surveyor, with bearing and distances, referenced to section/original survey corners, and showing the lines of adjacent lands and streets and their names and widths.
- f. The location, right-of-way width, driving surface width of existing and proposed streets within the development and immediately adjacent to it, and the proposed method of street surfacing.
- g. The alignment of proposed streets within the existing street network. Dependent upon the location of the proposed development, the commission may require designation of arterial roadways and/or stub-outs for arterial or collector streets to be platted to provide for adequate ingress and egress to both present and future adjacent developments.
- h. The width, depth and location of all lots.
- i. The location of all building lines.
- j. The names, locations, widths and purposes of all existing and proposed easements.
- k. Existing and proposed utilities on and adjacent to the site, including the sizes of existing utilities and the location of proposed junctions with the existing system.
- l. Any land areas within the one hundred (100) year flood plain.
- m. Locations of fire hydrants, storm drainage system improvements, street lights, and other facilities or improvements.
- n. Location, massing and pattern of existing vegetation.
- o. A schedule including total floor area, dwelling units, land area, parking spaces, land use intensity and other quantities relative to the submitted plan.