



City of Dickinson Community Development

Zoning Map Amendment Application

Property Information

Address: _____

County Appraisal District No.: _____

Legal Description: _____

Acres: _____ Floodplain: _____

Property Owner Information

Owner: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Applicant / Agent Information

Applicant: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

****If applicant is different than property owner, a *Notarized Agent Authorization* is required. ****

Details of Request

Current Zoning: _____

Requested Zoning: _____

Current Use: _____

Proposed Use: _____

Describe why the amendment is being requested (attach additional pages to support your request):

Additional Contact Information

Contact Type: _____

Contact: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Additional Contact Information

Contact Type: _____

Contact: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. 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.*

Signature: _____ Date: _____

Printed Name: _____

Zoning Map Amendment Requirements Checklist

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete application. Applications that do not have these items will be rejected and returned to the applicant. Additional information regarding zoning is found in Chapter 18 - Zoning of the Dickinson Code of Ordinances.

- Application – complete with signature.
- Fees – The following fees have been adopted by City Council and are periodically changed. All fees are non-refundable. The zoning official, commission, or city council may require technical studies (engineering, noise, traffic, impact, etc.). The cost for these studies is borne by the applicant. Before submitting payment, please contact Community Development to confirm appropriate payment amount.
 - \$100.00 Application, PLUS
 - \$525.00 Zoning Map Amendment, PLUS
 - \$25.00 Property Signs, to be placed every 200' of public street frontage*, PLUS
 - \$TBD Required public notices sent by certified mail**
- Authorization:
 - Ownership – submit county appraisal information verifying ownership. If county appraisal information is not correct, submit deed.
 - Agent Authorization – if you are an agent and not the property owner, submit a notarized statement from the owner naming you as agent for this application.
 - Signatory Authorization – if the property is owned by any entity or corporation and not an individual, submit Articles of Incorporation or other official documentation verifying signatory authorization.
- Existing Site Plan
- Proposed Site Plan (recommended)
- Applicant Statement – Carefully review the following information before submitting a Zoning Map Amendment request. It is the applicant's responsibility to defend their case before the Planning & Zoning Commission and City Council. In determining whether to approve or disapprove the proposed amendment, City Council shall review a statement prepared by the applicant that summarizes the request; and explains in detail how the request addresses the following factors:
 1. Conformance of the proposed zoning classification with the city's land use policies,
 2. The character of the neighborhood,
 3. The zoning and use of nearby properties, and the extent to which the proposed zoning and use would be compatible,
 4. The suitability of the property for the uses permitted by right in the proposed zoning district,
 5. The extent to which approval of the application would detrimentally affect nearby properties,
 6. The extent to which the proposed use would affect the capacity or safety of that portion of the street network, other public facilities or utilities, or present parking problems in the vicinity of the property,
 7. The extent to which approval of the application would harm the value of nearby properties, and
 8. Other factors may be considered which may be relevant to the application.
- Technical Studies – The zoning official, commission, or city council may require additional technical studies.

* City code requires the applicant to post and maintain sign(s) on the land that is the subject of the application at least ten (10) days before the date of the public hearing. The applicant must file an affidavit verifying sign(s) were posted as required.

** City code requires the applicant to send public notice of hearings and file with the city the returned receipts from the certified mailings and an affidavit stating the names and addresses of the persons to who notice was sent. City staff has determined the need to complete this action to ensure compliance with Texas Local Government Code.