



ZONING CHANGE APPLICATION

PROPERTY INFORMATION	
Address:	
Legal Description:	
Present Zoning:	
Requested Zoning and 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		
Zoning Change 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:

- Map from Central Appraisal District with 200' radius
- List of owners within 200' (from Central Appraisal District)
- Site Plan
- \$525.00 Fee

Submit Immediately *AFTER* Notices Have Been postmarked:

- Sign & Address Affidavit

Bring these items to the Board of Adjustment Meeting:

- Return receipts of mailed notice, including envelopes that are returned

Who may request a Zoning Change request?

A Zoning Change 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.

How long does a Zoning Change request take?

Many factors influence the amount of time required to complete a Zoning Change request. A good estimate is 45-60 days from the date of application submittal. The Planning & Zoning Commission meets once a month on the Third Tuesday of the month. City Council meets twice a month on the Second and Fourth Tuesday's of the month. Please ask staff to present you with a calendar of the upcoming meetings.

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 the signatory and applicant.

What is the filing deadline?

Proposals should be filed as soon as completed. They must be filed, no later than 12:00 noon, thirty (30) days prior to the Planning & Zoning Commission meeting date. If required information is missing or in error, the proposal will be returned for completion and must be resubmitted in accordance with the filing deadline.

What is the cost of a Zoning Change request?

A non-refundable fee of \$525.00 must accompany a completed Zoning Change 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. The breakdown of the \$525.00 is as follows:

- \$250.00 Application Fee
- \$250.00 Newspaper Notice Fee
- 25.00/Variance Sign, to be placed every 200' of public street frontage



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What is the purpose of the public hearings?

Zoning regulations are established to protect the public health, safety and general welfare of all citizens. The public hearing process gives all residents to express how they feel the proposed variance could affect them positively or negatively.

What key information should be presented?

- Present and proposed zoning or use
- Compatibility of proposed zoning with the surrounding area
- Important physical features of the property (roads, topography, etc.)
- Need for re-zoning the location
- Support for the request by neighboring property owners
- Other facts that may affect a decision

Who should present the proposal at the public hearings?

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

Process for Zoning Change:

