



ZONING CHANGE APPLICATION

***REQUIRED FILEDS* PROPERTY INFORMATION**

*PROPERTY Physical Address:

*Complete **LEGAL** Description:

**Present or Current Zoning District:

*Requested Zoning Change with; **Complete Description**:

PROPERTY (OWNER) INFORMATION

*Owner (FULL) Name:

*Owner Phone #:

*Owner (COMPLETE) Address:

*City:

State:

*Zip Code:

APPLICANT/AGENT INFORMATION

*Applicant (FULL) Name:

*Applicant Phone #:

*Applicant (COMPLETE) Address:

*City:

State:

*Zip Code:

* If applicant is different than property owner a **Notarized Letter of Authorization** must be attached to the application

PROPERTY OWNER/AGENT AUTHORIZATION

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.

***SIGNATURE** of Contractor/Authorized Agent

***PRINTED NAME**

***APPLICATION DATE**

(FOR CITY OF DICKINSON OFFICE USE ONLY)

Zoning Change Permit Number#: _____

Fees (**now**) DUE: \$ _____

Date Submitted: _____

Payment RCVD: _____

P&Z Meeting Date: _____

Approved **DENIED**

Council Meeting Date: _____

Approved **DENIED**



ZONING CHANGE REQUIREMENTS

Attach These Items With Completed Application:

- MAP (from: **Central Appraisal District**) with **200** feet radius
- LIST of Owners within **200'** radius (from: **Central Appraisal District**)
- EXISTING Site Plan
- \$650.00 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 Permit** 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 **\$650.00** must accompany a completed Zoning Change Request 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 **\$650.00** is as follows:

- **\$100.00** Application Fee
- **\$525.00** Zone Change Request Fee
- **\$25.00** Zoning Change Sign, to be placed every **200'** of public street frontage



ZONING CHANGE PERMIT EXPLANATION

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 REQUEST these are (all) **Required Fields:

