



# City of Dickinson Community Development

## Specific Use Permit 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: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Describe the Specific Use being requested (attach additional pages to support your request):

\_\_\_\_\_

\_\_\_\_\_

**\*\*The zoning official, commission, or city council may require additional *technical studies* \*\***

**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: \_\_\_\_\_

## Specific Use Permit 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 Specific Use Permit, 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
- Applicant Statement – Carefully review the following information before submitting a Specific Use Permit 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.
- 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.