



SPECIFIC USE PERMIT APPLICATION

REQUIRED FIELDS PROPERTY INFORMATION	
*PROPERTY <u>Physical Address</u> :	
*Complete LEGAL Description:	
*Present or <u>Current Zoning District</u> :	
*Specific Use Permit Request with; Complete Description :	

PROPERTY (OWNER) INFORMATION		
*Owner (FULL) <u>Name</u> :	*Owner <u>Phone#</u> :	
*Owner (COMPLETE) <u>Address</u> :		
*City:	State:	*Zip Code:

APPLICANT/AGENT INFORMATION		
*Applicant (FULL) <u>Name</u> :	*Applicant <u>Phone#</u> :	
*Applicant (COMPLETE) <u>Address</u> :		
*City:	State:	*Zip Code:
* If applicant is different than Property Owner a Notarized Letter of Authorization must be <u>attached</u> 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, <u>my signature</u> below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the <u>City's Fee Schedule</u>. 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	*APPLICATION DATE

(FOR CITY OF DICKINSON OFFICE USE ONLY)	
<i>Specific Use Permit Number#</i> : _____	Fees (now) DUE: \$ _____
Date Submitted: _____	Payment RCVD: _____
P&Z Meeting Date : _____	<input type="checkbox"/> Approved <input type="checkbox"/> DENIED
Council Meeting Date : _____	<input type="checkbox"/> Approved <input type="checkbox"/> DENIED



SPECIFIC USE PERMIT **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 Planning & Zoning Meeting:

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

What is a Specific Use Permit?

Certain uses have been prescribed as needing an additional approval before being placed within certain Zoning Districts. A **Specific Use Permit** can have additional conditions applied to the business being proposed to protect surrounding zoning districts from undue harm.

Who may request a Specific Use Permit?

A **Specific Use 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 Specific Use Permit Request take?

Many factors influence the amount of time required to complete a **Specific Use Permit 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 Specific Use Permit Request?

A **non-refundable** (FEE) of **\$650.00** must accompany a completed Specific Use Permit 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** Specific Use Permit Request Fee
- **\$25.00** Variance/SUP Sign, to be placed every **200'** of public street frontage



SPECIFIC USE 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 **Board of Adjustments**.

PROCESS for SPECIFIC USE PERMITS these are (all) **Required Fields:

