



City of Dickinson Community Development

Joint Parking Facility Application

1st Property Information

Address: _____

County Appraisal District No.: _____

Legal Description: _____

Acres: _____ Floodplain: _____

Current Zoning: _____

Current Use _____

Square footage of use _____

Time of Use _____

Parking Requirement _____

1st Property Owner Information

Owner: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

2nd Property Information

Address: _____

County Appraisal District No.: _____

Legal Description: _____

Acres: _____ Floodplain: _____

Current Zoning: _____

Current Use _____

Square footage of use _____

Time of Use _____

Parking Requirement _____

2nd 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

Maximum parking distance from use: _____

Parking percentage being shared: _____

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

**** The zoning official may require additional information necessary to undertake a complete analysis and evaluation, and to determine whether the circumstances prescribed for granting the variance exists ****

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: _____

Joint Parking Facility 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
- 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.
- Joint parking facility site plan – must indicate required parking spaces with dimensions, and include all calculations and distances needed to verify request meets all parking requirements.
- Official Documentation - guarantee the permanency of the joint use through an appropriate legal instrument, approved by the city attorney, and filed of record evidence of a permanent, legal instrument, approved by the city attorney, which guarantees such owner's rights to the use of the parking facility. Official documentation is required for each property.