



City of Dickinson Community Development

Pre-Development Meeting 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: _____

****Provide contact information for all parties; including but not limited to: architect, engineer, planners, surveyor, or other person involved in the preparation of the plan. ****

**** Only contacts listed on the application will receive a meeting invite. Additional contact sheet provided. ****

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: _____

Additional Contact Information

Contact Type: _____

Contact: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Request Details

Type of Development: New Redevelopment

Current Zoning: _____

Current or Previous Use: _____

Development Category: Commercial Industrial Residential: Proposed Units: _____

Proposed Zoning: _____

Proposed Use: _____

Name of Proposed Development: _____

Description of Development: _____

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: _____

Pre-Development Requirements Checklist

The purpose of the Pre-application is to provide an applicant with the opportunity to undertake a preliminary due diligence related to a proposed project. The pre-application process and the results of the pre-application meeting do not constitute a permit, or the first permit in a series of permits. The applicant is not requesting vesting at pre-application and the City is not granting it.

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. Staff comments may be limited based on the information provided in the application.

- Proposed Site Plan – submit 2 paper copies and 1 digital copy of the site plan showing the location of the space outside to be occupied with calculations and dimensions, including:
 - Fire lane
 - Parking - If multi-tenet use, parking plan must include all uses.
 - Lighting (Emergency and site lighting)

- Proposed Floor Plan – submit 2 paper copies and 1 digital copy of the floor plan showing the location of the space inside to be occupied, including:
 - Total building square footage
 - Square footage of each area
 - Use of each area
 - Location of windows and doors
 - Occupant load

- In addition to a scaled site plan and completed application, a detailed submittal may include an aerial of the location, description of utility needs, driveway locations, detention, landscaping, parking, etc.

Pre-applications are accepted online at permits@dickinsontexas.gov or at the Permit Center for review by the Development Review Committee (DRC) on the next available Wednesday.* Please note that, due to time constraints, discussions will be limited to approximately 45 minutes. Please be prepared with specific questions concerning your proposed development.

**** Your Pre-Development meeting is not scheduled until you have been contacted by the zoning official and assigned a date and time. Confirmation is sent Friday prior to the meeting date. ****

**** Please note that, due to time constraints, discussions will be limited to approximately 45 minutes. ****

**** Please be prepared with specific questions concerning your proposed development. ****

**** Staff comments may be limited based on the information provided in the application. ****

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 #*

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