



# City of Dickinson Community Development

## Site Development 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. \*\***

**\*\*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. 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

Development Category:  Commercial  Industrial  Multi Family

Current Zoning: \_\_\_\_\_

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: \_\_\_\_\_

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

**Additional Contact Information**

Contact Type: \_\_\_\_\_

Contact: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Site Development 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.

No multiple family residential property zoned "HR", commercial property zoned "NC" or "GC", or industrial property zoned "GI" may be developed or redeveloped without a site development plan first having been submitted to and approved by the commission. For the purposes of this section, the term redeveloped refers to any site improvement that increases the value of the building or property by fifty (50) percent or more. If a permit for development, in accordance with the approved plan, is not issued within one (1) year after approval of such plan, such approval shall expire and be of no force or effect.

Application – complete with signature.

\$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.

Recorded Plat – copy of the recorded plat.

Boundary Survey – accurate boundary survey of the property, prepared by a registered public surveyor, with bearing and distances, referenced to section/original survey corners, and showing the lines of adjacent lands and streets and their names and widths.

Accompanying documentation – including an original copy of the current title commitment letter; an affidavit from the property owner of record stating no additional easements are required (as appropriate); letters of review/receipt by the water district, fire official, postal service; affidavit that all existing and proposed pipelines crossing the property have been satisfactorily provided for to the requirements of the pipeline operator and that such pipeline operator agrees to all pipelines crossing by proposed streets and other development features; utility companies' affidavits of review; statements by a registered engineer, upon request, shall be accompanied by drainage calculations of the impact of water runoff based upon acceptable design criteria; an engineered plan for mitigation of flooding issues approved by the governmental authority having jurisdiction; and, a statement by the property owner dedicating facilities intended for public use.

Master Development Plan – A master plan must be provided for all business and commercial developments to be developed in phases or sections. The master plan shall be submitted prior to or with the first section of development of the site and with all sections thereafter.

Site Development Plan – Site development plans are required for all developments within the "HR", "NC", "GC" and "GI" zoning districts, which requires submission and approval by the Commission. Seven (7) copies of the site development plan(s), accompanied by the master development plan, shall be submitted in support of the application to the zoning official for review and consideration by the commission.

Parking Site Development Plan – A site development plan shall be required for the construction of any off-street parking lot required by these regulations. In addition, a site plan shall be required for the surfacing of an existing, unpaved parking lot, or the expansion of an existing parking lot. No site plan is required for the resurfacing of an existing, paved parking lot, provided that the area of the parking lot is not being increased and no new driveways are being added.

Landscape Plan