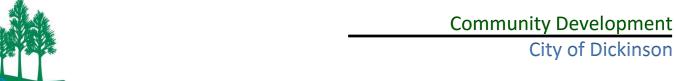


Community Development City of Dickinson

ZONING CHANGE APPLICATION

PROPERTY INFORMATION				
Address:				
Legal Description:				
Present Zoning:				
Requested Zoning and Description:				
OWNER INFORMATION				
Owner Name:		Phone #:		
Address:				
City:	State:		Zip:	
APPLICANT/AGENT INFORMATION				
Applicant Name:		Phone	e #:	
Address:				
City:	State:		Zip:	
* If applicant is different than property owner a Notarized Letter of Authorization must be attached to the application				
PROPERTY OWNER/AGENT AUTHORIZATION				
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, 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 of Contractor/Authorized Agent	Printed Nar	ne	Date	
FOR OFFICE USE ONLY				
Zoning Change Number:	Fees Due:			
Date Submitted:	Payment:			
Plan Reviewer: Date: _	ate: 🗆 Approved 🗆 Denied			

Revised: 02/23/2017



ZONING CHANGE APPLICATION

DICKINSON	
Attach These Items With Co	ompleted Application:
•	entral Appraisal District with 200' radius
□ List of owner	rs within 200' (from Central Appraisal District)
☐ Site Plan	
☐ \$525.00 Fee	
Submit Immediately AFTER	Notices Have Been postmarked:
☐ Sign & Addre	ess Affidavit
Bring these items to the Bo	ard of Adjustment Meeting:
☐ Return recei	pts of mailed notice, including envelopes that are returned
Who may request a Zoning A Zoning Change may be red	Change request? Quested by the owner of the property or another person having written, notarized

How long does a Zoning Change request take?

authorization to act as the agent of the property owner.

Many factors influence the amount of time required to complete a Zoning Change 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 Zoning Change request?

A non-refundable fee of \$525.00 must accompany a completed Zoning Change 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 \$525.00 is as follows:

- \$250.00 Application Fee
- \$250.00 Newspaper Notice Fee
- 25.00/Variance Sign, to be placed every 200' of public street frontage

Revised: 02/23/2017



ZONING CHANGE APPLICATION

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.

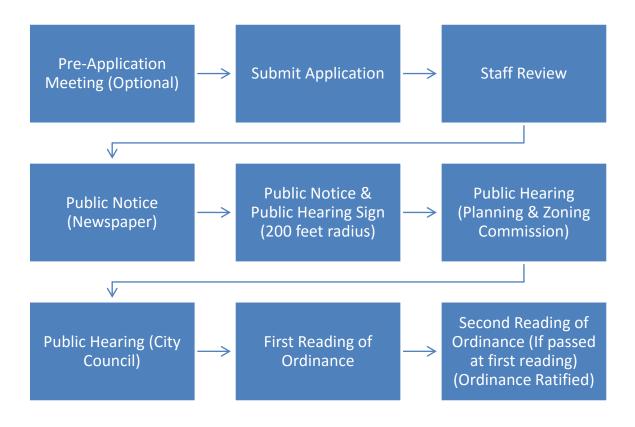
What key information should be presented?

- 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 Planning & Zoning Commission.

Process for Zoning Change:



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