



COMMUNITY DEVELOPMENT
SPECIFIC USE PERMIT APPLICATION

PROPERTY

Address

Legal Description (as stated on Recorded Deed)
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- *A basic diagram of the property, surrounding property and public roadways on 8 ½ x 11 or 8 ½ x 14 paper including basic dimensions and a copy of the recorded deed must be attached.*

OWNER

Name(s)	Phone#/Fax/Email
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Mailing Address (Street, City, State, Zip)
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APPLICANT/AGENT

Name(s)	Phone#/Fax/Email
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Mailing Address (Street, City, State, Zip)
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- *A notarized letter of authorization from the property owner(s) must be attached.*

PURPOSE

State why the specific use permit is being requested.

I hereby certify that the above information is true to the best of my knowledge. _____
SIGNATURE (Applicant/Owner)

RECEIVED (Date, Time, Staff Signature)	PLANNING & ZONING HEARING DATE
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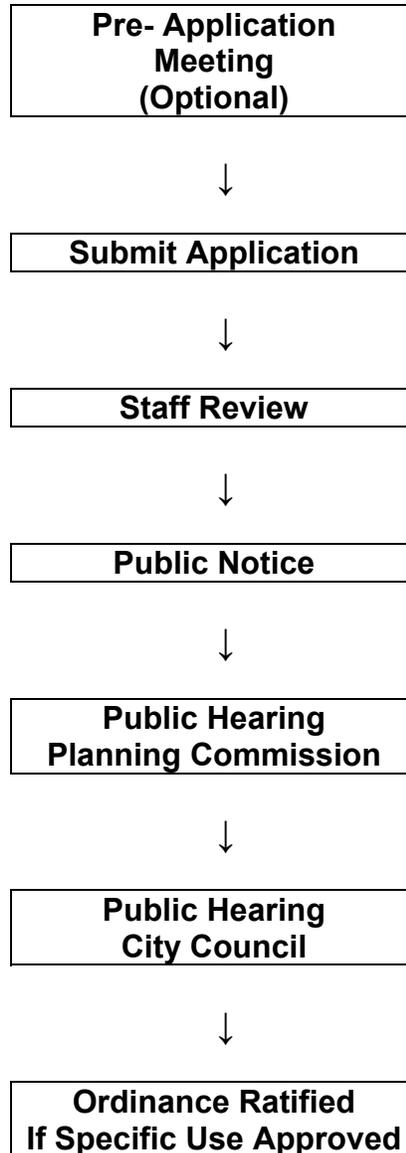
1. Schedule a pre-application conference with Community Development staff
2. Complete the Specific Use Permit Application including:
 - Name, address and telephone numbers of applicant(s), owner(s), and agent(s)
 - A notarized letter of authorization from the owner (if filed by an agent)
 - Legal property description
 - A statement of the reasons why the amendment is being requested
 - A basic diagram of the property, surrounding property and public roadways on 8 ½ x 11 or 8 ½ x 14 paper including basic dimensions
 - Filing fee and any additional fees required
 - Any technical studies identified during the pre-application conference
3. The application and all required material must be supplied to the City no later than 12:00 noon thirty (30) days prior to the Planning & Zoning Commission meeting date.
4. Before the 10th day before the date of the public hearing, written notice must be sent by certified mail, return receipt requested, to all property owners located within 200 feet of the property on which the change is proposed (Contact the Central Appraisal District at 409/935-1980 for a list of property owners). The written notice must include:
 - Time, date and location of the public hearing
 - A general description of the proposal
 - The legal description and address or general street location of the property
 - A statement that the public may be heard at the public hearing.
5. Prior to the public hearing, copies of the returned receipts and an affidavit stating the names and addresses of the persons to whom notice was sent must be submitted to the City.
6. At least 10 days prior to the date of the public hearing, signs (provided and installed by the City) will be posted on the property for which the change is proposed. One sign must be posted for each 200 feet of frontage on a public street at a location where lettering is visible from the street. If the property does not have public street frontage, the sign must be posted on the nearest public street with a notation indicating the location of the property.
7. The Planning & Zoning Commission will hold a public hearing to consider the request and will issue a report to the City Council recommending approval or denial of the request.
8. The City Council will publish notice of a public hearing no less than 15 days prior to the hearing. Council will hold a public hearing, following which they will approve or deny the request or return it to the Planning & Zoning Commission for further consideration. The public hearing before Council will generally be conducted at the second regular meeting (forth Tuesday) of the Month immediately following the Planning & Zoning Commission meeting.

SPECIFIC USE PERMIT STEPS



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Approximate Processing Time: 45-60 Days



Who may request a specific use permit?



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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.

What is the filing deadline?

Proposals should be filed as soon as completed. They must be filed, reviewed by staff and accepted by Dickinson Community Development 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.***

How does the process work?

Please see the Specific use Steps worksheet provided by the City.

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 day of the application submittal.

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 signatory and applicant.

What is the cost of a specific use permit request?

A non-refundable fee of \$250.00 must accompany a specific use permit request. Additionally, one specific use sign must be posted every 200' of public street frontage. Specific use signs must be purchased from the City for \$25.00 each. Signs may be re-used for future projects. In some instances, staff, the Planning & Zoning Commission or City Council may require technical studies or reviews (engineering, noise, traffic, impact, etc.). The cost for these studies is borne by the applicant.

When are the Planning & Zoning Commission Meetings?

Regular meetings are scheduled for the third (3rd) Tuesday of each month.

When are the City Council Meetings?

Regular meetings are scheduled for the second (2nd) and fourth (4th) Tuesday of each month.

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 the opportunity to express benefits or damages of the proposal.

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.



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Application Checklist

These items must be submitted no later than 12:00 p.m. 30 days prior to the meeting:

- Signed application
- \$250.00 fee
- Map from Central Appraisal District with 200' radius
- List of owners within 200' (from Central Appraisal District)
- Address Affidavit
- Certified Mail Receipts (White with Dark Green)
- Site Plan
- Recorded Deed

Bring these items to the Planning & Zoning Commission meeting on the third Tuesday of the month:

- Return receipts, including envelopes that are returned
- Sign affidavit

