



NORTH DAKOTA

Annexation Application Fee: \$5,000

City of Dickinson

ANNEXATION APPLICATION

99 2nd Street E, Dickinson, ND 58601

Phone: 701-456-7000 Fax: 701-456-7723

[www.dickinsongov.com](http://www.dickinsongov.com)

PROPERTY INFORMATION:		
Name of plat (if applicable):		
Legal description of property (lot, block, addition):		
Street address of property:		
Existing zoning: _____ Existing Comprehensive Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed zoning: _____ Proposed Comprehensive Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Acreage:	Number of lots:	
Brief description of annexation proposal, including reason(s) for the request, attach proposal if needed:		
APPLICANT/DEVELOPER		
Name:	Phone:	
Mailing Address:	Email:	
PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):		
Name:	Mailing Address:	Percentage of Ownership:
Name:	Mailing Address:	Percentage of Ownership:
Name:	Mailing Address:	Percentage of Ownership:
CONTACT PERSON/AGENT:		
Name/Firm:	Email Address:	

**NOTE: SURVEY AND VICINITY MAP REQUIRED FOR SUBMITAL**

This application is filled with the required information. I certify that all property owners have signed or ratified this application.

I hereby request consideration of the above described annexation application.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Owner's Signature, if different)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Additional Owner's Signature, if applicable)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Additional Owner's Signature, if applicable)

\_\_\_\_\_  
(Date)



## Planning Department Development Checklist

Application \_\_\_\_\_

Name of Project/Applicant \_\_\_\_\_

Please schedule a meeting with Dickinson City planning staff prior to beginning the application process to determine which departments you are required to contact to discuss your proposed project with. Completed applications and required materials are due at City Hall the first Friday of each month. Only complete applications will be on the next agenda for the Planning and Zoning meeting.

### City of Dickinson Departments: 99 2ND Street E

- City Engineer - Craig Kubas (701) 456-7715 [craig.kubas@dickinsongov.com](mailto:craig.kubas@dickinsongov.com)
- Assistant City Engineer - Loretta Marshik (701) 456-7768 [loretta.marshik@dickinsongov.com](mailto:loretta.marshik@dickinsongov.com)
- Planning Director - Walter Hadley (701) 456-7812 [walter.hadley@dickinsongov.com](mailto:walter.hadley@dickinsongov.com)
- City Attorney - Haylee Cripe (701) 456-7028 [haylee.cripe@dickinsongov.com](mailto:haylee.cripe@dickinsongov.com)
- Building Official - Leonard Schwindt (701) 456-7803 [leonard.schwindt@dickinsongov.com](mailto:leonard.schwindt@dickinsongov.com)
- City Assessor - Joe Hirschfeld (701) 456-7735 [joe.hirschfeld@dickinsongov.com](mailto:joe.hirschfeld@dickinsongov.com)

### Public Safety Center: 2475 State Ave. North

- Chief of Police - Dustin Dassinger (701) 456-7759 [dustin.dassinger@dickinsongov.com](mailto:dustin.dassinger@dickinsongov.com)
- Assistant Fire Chief - Deb Barros (701) 456-7819 [deb.barros@dickinsongov.com](mailto:deb.barros@dickinsongov.com)
- Fire Marshal - Mark Selle (701) 456-7820 [mark.selle@dickinsongov.com](mailto:mark.selle@dickinsongov.com)

### Public Works: 3411 Public Works Blvd

- Director of Public Works - Gary Zuroff, 701-456-7979 [gary.zuroff@dickinsongov.com](mailto:gary.zuroff@dickinsongov.com)
- Water Utility Manager – Adam Ballesteros 701-456-7779 [adam.ballesteros@dickinsongov.com](mailto:adam.ballesteros@dickinsongov.com)
- Solid Waste Manager - Aaron Praus (701) 456-7840 [aaron.praus@dickinsongov.com](mailto:aaron.praus@dickinsongov.com)

### County Court House: 51 3<sup>rd</sup> Street E

- Stark County Planning and Zoning Director - Steven Josephson 701-456-7672 [SJosephson@starkcountynd.gov](mailto:SJosephson@starkcountynd.gov)
- Stark County Recorder - Kathy Schwab (701)-456-7645 [kschwab@starkcountynd.gov](mailto:kschwab@starkcountynd.gov) (for subdivision platting)
- Stark County Auditor/Treasurer - Kay Haag (701)-456-7630 [khaag@starkcountynd.gov](mailto:khaag@starkcountynd.gov)

### Other Agencies:

- Montana Dakota Utilities** – GAS, Danny Hood (701) 456-7103 [danny.hood@mdu.com](mailto:danny.hood@mdu.com) - ELECTRIC, Chad Heidt (701) 456-7112 [chad.heidt@mdu.com](mailto:chad.heidt@mdu.com), Casey Roshau (701) 456-7121 [casey.roshau@mdu.com](mailto:casey.roshau@mdu.com)
- Roughrider Electric**, Gerald Krebs (701) 483-5111 [gkrebs@roughriderelectric.com](mailto:gkrebs@roughriderelectric.com), (701) 483-5111
- Stark County Emergency Services** - Bill Fahlsing (Director of Emergency Services) 66 W Museum Drive Dickinson, ND 58601 (701) 456-7605 [bfahlsing@starkcountynd.gov](mailto:bfahlsing@starkcountynd.gov)
- Contact Jolyn Bliss (E911 Data Specialist - Stark County) (701) 456-7607 [jbliss@starkcountynd.gov](mailto:jbliss@starkcountynd.gov)  
Physical address must be verified, a 911 letter must be submitted with the application.
- Dickinson Ambulance Service (701) 225-1500 [dxamb@ndsupernet.com](mailto:dxamb@ndsupernet.com)
- ND Industrial Commission - John Axtman (701) 774-4380
- ND Department of Health, Storm Water - Duane Sandvick 701-328-5260 [dsandvick@nd.gov](mailto:dsandvick@nd.gov)
- ND Department of Health, 918 East Divide Avenue Bismarck, ND 58501-1947 (701) 328-2368
- ND DOT - Belinda Urlacher (701) 227-6520 [burlacher@nd.gov](mailto:burlacher@nd.gov), Larry Gangl (701) 227-6510 [lgangl@nd.gov](mailto:lgangl@nd.gov)
- Dickinson Public Schools Assistant Superintendent - Vince Reep (701) 456-0002 [vreep@dpsnd.org](mailto:vreep@dpsnd.org)
- Dickinson Parks and Recreation - Amber Mathieson 701-456-2074 [amathieson@dickinsonparks.org](mailto:amathieson@dickinsonparks.org)
- USPS - Wendy Polensky [wendy.a.polensky@usps.gov](mailto:wendy.a.polensky@usps.gov)
- Dickinson State University - Dr. Tom Mitzel (President) (701) 483-2326
- State Food & Lodging - Julie Wagendorf (701)-328-2523
- If applying under a business entity, please provide your ND-state approved license (LLC. LLP. Inc.)

### Contacts in the Extra Territorial Zone (ETZ):

- Stark County Planning & Zoning Director - Steven Josephson 701-456-7672 [SJosephson@starkcountynd.gov](mailto:SJosephson@starkcountynd.gov)
- Southwest Water Authority - Misti Conzemius, (701) 225-0241, 1-888-425-0241 [mconzemius@swwater.com](mailto:mconzemius@swwater.com)
- County Building Permitting - Forsgren & Associates (701)-842-2120
- County Road Superintendent - Al Heiser (701) 456-7662 [aheiser@starkcountynd.gov](mailto:aheiser@starkcountynd.gov)
- Stark County Sheriff's Office (701) 456-7610



PLANNING DEPARTMENT CHECKLIST

- Rural Fire Department - Todd Ehresmann (701) 290-6030 (notification only)
- Stark County EMS (Dickinson Ambulance Service), (701) 225-1500 [dxamb@ndsupernet.com](mailto:dxamb@ndsupernet.com)
- Dickinson Theodore Roosevelt Airport - Kelly Braun (701) 483-1042 [kbraun@dickinsonairport.com](mailto:kbraun@dickinsonairport.com)
- Weed Control Officer - Diane Allmendinger (701)-456-7665

APPLICATION REQUIREMENTS:

*Completed applications shall be required to include the following items as well as comments from all checked agencies.*

- 25 copies of materials to be presented to Commissioners and staff
- One digital copy of all materials on a flash drive or disc
- Legal description of project/property in Microsoft word** included with digital copy of materials
- A list of all adjacent property owners and their addresses within a 300ft radius printed on address labels for legal notification
- Applicable fee(s), Fee schedule available online at [www.dickinsongov.com](http://www.dickinsongov.com)
- Development Agreement  **If applicable**
- Annexation into the City  **If applicable**
- Plat Map/Certificate of Survey
- Detailed Site Plan (to include landscaping, fencing, security lighting, hydrants, and oil well locations)
- Project vicinity map with 2 mile radius (on plats)
- Project description
- Building Plans/Floor Plans
- Warranty deed/Ownership Acknowledgment/lease agreement
- Written comments if any from adjacent property owners is optional but suggested
- Recent photos of the site, as well as driving instructions to location

Check the City webpage for all digital agendas and staff reports; they will be posted as they become available.

*Please note: if ANY of the required materials are missing at the time of submittal, the application will not be accepted. Digital applications and/or agency comments will not be accepted. All written hard copy comments from each department must be submitted along with your application. All incomplete applications shall be returned to applicant.*

Office use only	
Date of pre-submittal meeting: _____	Date received _____
_____ City Staff Member	All required materials submitted: <input type="checkbox"/> YES <input type="checkbox"/> NO