



City of Dickinson
PLANNED UNIT DEVELOPMENT ZONING
MAP AMENDMENT APPLICATION

99 2nd Street E, Dickinson, ND 58601
Phone: 701-456-7000, 701-456-7815

www.dickinsongov.com

Application _____

Planned Unit Development Application Fee: \$1250.00

NOTE: A PRE SUBMITTAL MEETING WITH PLANNING DEPARTMENT STAFF AND COMPLETION OF THE PLANNING DEPARTMENT DEVELOPMENT CHECKLIST ARE REQUIRED PRIOR TO APPLYING. PLEASE CALL (701)-456-7700 TO SCHEDULE YOUR PRE SUBMITTAL MEETING.
(For details, see attached checklist)

THE FOLLOWING ITEMS SHALL BE COMPLETED AND SIGNED AT THE TIME OF SUBMITTAL
(For details, see attached checklist)

Property Owner Name _____

Phone Number _____ Email _____

Address _____
Street City State Zip

Property Owner Signature _____ Date _____

(All Applications must be signed by the property owner or the application will not be processed)

Applicant/Permittee Name _____

Contact Name _____

Name of Firm _____
(If Applicable)

Phone Number _____ Email _____

Address _____
Street City State Zip

Applicant/Permittee Signature _____ Date _____

**Note: If applicant is not the owner of the premises, the owner's signature or separate written permission authorizing Applicant/Permittee to sign on behalf of the owner, must be affixed to this application. The signature of the applicant and owner (or written permission of the owner) certifies that permission is granted by the owner to all authorized City personnel to enter the premises for the purpose of review of this application.*

APPLICATION FOR PLANNED UNIT DEVELOPMENT (PUD) ZONING MAP AMENDMENT

Pursuant to Chapter 39 of the Dickinson Municipal Code, the undersigned hereby applies for a: * Map - Change of Zone From: _____ To: PUD

(All rezoning petitions for unplatted (metes and bounds legal description) must be accompanied by a preliminary plat application – See Dickinson Municipal Code, Section 39.06.011)*

Total Square Footage or Acreage of Subject Property: _____ Property is located within the following Overlay District as described in

Zoning Code Ordinance Article 39.05 (Use N/A if not applicable) _____

Will this application require any other action to complete the development? Yes No

If YES, please identify the type of application:

- Future Land Use Map Change to Comprehensive Plan Comprehensive Plan Text Change Urban Service Area Boundary Change Sign Permit
 Variance Zoning Ordinance Text Amendment Annexation Development Agreement Other



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Legal Description: Final Platted Lots; Lots(s) _____, Blocks(s) _____;

_____ Addition _____ 1/4 Section _____ T _____ N R _____ E

Project Address/General Location _____

PUD SUBMITTAL REQUIREMENTS

NOTE: INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED AFTER THE POSTED SUBMITTAL DATE WILL DELAY PLACING THE REQUEST ON THE PLANNING AND ZONING COMMISSION AGENDA

ALL OF THE FOLLOWING ITEMS SHALL BE SUBMITTED WITH THE APPLICATION

The following will be discussed at preapplication meeting with staff

- Completed Planning Department Development Checklist with all required agency responses
- 25 copies of all materials for staff and Planning and Zoning Commission review
- Purpose statement including an explanation and justification for approving the map change
- Legal Description of property
- Attach metes and bounds description if property has not been final platted.
- Concept Master Plan
- Copy of the recorded deed of the subject property
- Scaled map of the property showing boundaries, current and proposed zoning, and adjacent zoning
- Proposed site plans
- Applicable Fees

ADDITIONAL PUD SUBMITTAL REQUIREMENTS AS REQUIRED BY ARTICLE 39.05 OF THE ZONING CODE

A site plan showing:

- Contours at intervals of two feet
- General location, size and use of all proposed structures in conformance with the yard requirements
- All points of ingress and egress, driveways, circulation aisles, parking lots, parking spaces and service areas
- All streets adjoining subject property and the width of the existing right-of-way
- Areas set aside for common open space with the type of recreational facilities planned for each area indicated
- Designation of individual parcels if the proposed development is to be set up on separate construction phases
- Location of required screening
- Location of natural features such as ponds, tree clusters and rock outcropping

A written description of the following items when said items are applicable:

- Net area in square feet or acres. Net area does not include land dedicated or necessary to be dedicated for public streets right-of-way. If more than one parcel is proposed, designate net area parcel as well as total net area
- Density in dwelling units per acre or a total number of dwelling units for the entire plan
- Percentage of building coverage
- The percentage of the development that will provide common open space
- A statement that recreational facilities shall be constructed pursuant to the required timeline
- If more than one phase is proposed, a statement relating to the sequence and planned timeline of development
- Required and provided number of off-street parking spaces
- Gross floor area proposed in square feet
- Adequate drawings describing the manner for the disposition of sanitary waste and stormwater
- The full legal description of the boundaries of the property or properties to be included in the PUD
- A vicinity map showing the general arrangement of streets within an area of 1,000 feet from the boundaries of the proposed PUD



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- A description, rendering or drawing of the general characteristics of the proposed buildings
- Evidence that the applicant has sufficient control over the project boundaries to effectuate the proposed plan, including a statement of all the ownership and beneficial interests in the tract of land and the proposed development
- A statement describing provisions to be made for the care and maintenance for open space or recreational facilities. If it is proposed that such open space be owned and or maintained by any entity other than a governmental authority, copies of the proposed Articles of Incorporation and bylaws of such entity shall be submitted
- Copies of any restrictive covenants that are to be recorded with respect to property included in the PUD
- Traffic study, if requested by City Engineer
- Drainage study, if requested by City Engineer
- Sanitary sewer impact statement, if requested by City Engineer
- Water service demand statement, if requested by City Engineer
- Grading plan, if requested by City Engineer
- Landscape plan/street tree/lighting plan
- Written statement by the applicant shall be submitted setting forth the reasons why the PUD would be in the public interest and would be consistent with the Comprehensive Plan and this Code
 - Does the plan propose any new streets or roadways to access any lot? Yes No
 - Does each lot abut a public or private street? Yes No
 - Is all of the land in the application located within the corporate limits of the City of Dickinson? Yes No
 - Does the Applicant own or intend to purchase surrounding land? Yes No

If YES, please attach description of the property.

Office Use Only	
Date of preapplication Meeting: _____	<input type="checkbox"/> Application Complete: <input type="checkbox"/> YES <input type="checkbox"/> NO _____
P&Z Hearing: _____	Required Fee: \$ _____ Receipt # _____ Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check# _____ <input type="checkbox"/> Card
Project Name: _____	PRO # _____



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

Public Safety Center: 2475 State Ave. North

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

Public Works: 3411 Public Works Blvd

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

County Court House: 51 3rd Street E

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

Other Agencies:

- Montana Dakota Utilities** – GAS, Danny Hood (701) 456-7103 danny.hood@mdu.com - ELECTRIC, Chad Heidt (701) 456-7112 chad.heidt@mdu.com, Casey Roshau (701) 456-7121 casey.roshau@mdu.com
- Roughrider Electric**, Gerald Krebs (701) 483-5111 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
- Contact Jolyn Bliss (E911 Data Specialist - Stark County) (701) 456-7607 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
- ND Industrial Commission - John Axtman (701) 774-4380
- ND Department of Health, Storm Water - Duane Sandvick 701-328-5260 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, Larry Gangl (701) 227-6510 lgangl@nd.gov
- Dickinson Public Schools Assistant Superintendent - Vince Reep (701) 456-0002 vreep@dpsnd.org
- Dickinson Parks and Recreation - Amber Mathieson 701-456-2074 amathieson@dickinsonparks.org
- USPS - Wendy Polensky 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
- Southwest Water Authority - Misti Conzemius, (701) 225-0241, 1-888-425-0241 mconzemius@swwater.com
- County Building Permitting - Forsgren & Associates (701)-842-2120
- County Road Superintendent - Al Heiser (701) 456-7662 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
- Dickinson Theodore Roosevelt Airport - Kelly Braun (701) 483-1042 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
- 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