



City of Dickinson  
**SPECIAL USE PERMIT APPLICATION**

99 2nd Street E, Dickinson, ND 58601  
Phone: 701-456-7815 Fax: 701-456-7723

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

Application \_\_\_\_\_

Special Use Permit Application Fee: \$350.00

**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)-456-7812 TO SCHEDULE YOUR PRE SUBMITTAL MEETING. THE PLANNING DEPARTMENT CHECKLIST IS AVAILABLE ONLINE AT [WWW.DICKINSONGOV.COM](http://WWW.DICKINSONGOV.COM).**

**APPLICATION FOR SPECIAL USE PERMIT**

THE FOLLOWING ITEMS SHALL BE COMPLETED AND SIGNED AT THE TIME OF SUBMITTAL

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.*

**Pursuant to Chapter 39 of the Dickinson Municipal Code, the undersigned hereby applies for a:**

Special Use Permit for the following use: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_ Future Land Use Map Category: \_\_\_\_\_

Total Square Footage or Acreage of Subject Property: \_\_\_\_\_

Property is located within the following Overlay District(s) 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:



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- Rezoning
- 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

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

\_\_\_\_\_ Addition \_\_\_\_\_ 1/4 Section \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_ E

Project Address/General Location \_\_\_\_\_

**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 BY ONE MONTH**

**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
- A description of the proposal that specifically describes the function, operation and duration of the proposed use.
- A description of how the project address the criteria listed in Table 12-1, Section 39.12.003 of the Zoning Ordinance. Those criteria are found on pages 3 and 4 of this application form.
- Legal Description of property
- Copy of the recorded deed of the subject property
- Scaled map of the property showing boundaries, current and proposed zoning, adjacent zoning; and all existing and proposed buildings and land uses on the property
- Proposed site plan/master plan
- Additional information deemed by staff as necessary to conduct a thorough analysis of the application, which may include, but may not be limited to, a stormwater analysis, a traffic study, or an environmental impact study
- Applicable Fees

**PLEASE PROVIDE A WRITTEN DESCRIPTION OF HOW THE PROJECT IS CONSISTENT WITH EACH OF THE FOLLOWING CRITERIA IN TABLE 12-1, SECTION 39.12.003 OF THE ZONING ORDINANCE**

Land Use Compatibility

- Site area per unit or floor area ratio should be similar to surrounding uses if not separated by natural or artificial features
- Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations
- Development should respect pre-existing setbacks in surrounding area. Variations should be justified by site or operating characteristics.
- Building coverage should be similar to that of surrounding development of possible. Higher coverage should be mitigated by landscaping or site amenities.

Site Development

- Project frontage along a street should be similar to lot width.
- Parking should serve all structures with minimal conflicts. Circulation between pedestrians and vehicles as well as lighting.
- All structures must be accessible to public safety vehicles.
- Development must have access to adjacent public streets and ways. Internal circulation should minimize conflicts and congestion at public access points.
- Lighting plan

Landscaping/Street Trees

- Landscaping should be integral to the development, providing street landscaping, breaks in uninterrupted paved areas, and buffering where required by surrounding land uses. Parts of site with sensitive environmental features or natural drainage ways should be preserved.



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**Operating Characteristics**

- Project should not reduce the existing level of traffic service on adjacent streets. Compensating improvements will be required to mitigate impact on street system operations.
- Project design should direct non-residential traffic away from residential areas.
- Projects with long operating hours must minimize effects on surrounding residential areas.
- Outside storage areas must be screened from surrounding streets and less intensive land uses.
- Developments within 200 feet of a public sanitary sewer must connect to sewer system. Individual disposal systems, if permitted, shall not adversely affect public health, safety, or welfare.
- Sanitary sewer must have adequate capacity to serve development.
- Development should handle storm water adequately to prevent overloading of storm water management system.
- Development should not inhibit development of other properties.
- Development should not increase probability of erosion, flooding, landslides, or other run-off related effects
- Project must be served by utilities
- Rural estate subdivisions should be located in designated areas which can accommodate utility and infrastructure installation consistent with the need to protect the environment and public health.
- Projects should be consistent with the City of Dickinson's Comprehensive Plan.

**Office Use Only**

Date of preapplication Meeting: \_\_\_\_\_  Application Complete:  YES  NO \_\_\_\_\_

P&Z Hearing: \_\_\_\_\_ Required Fee: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Paid by:  Cash  Check# \_\_\_\_\_  Card

Project Name: \_\_\_\_\_ PRO # \_\_\_\_\_