



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

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)-456-7700 TO SCHEDULE YOUR PRE SUBMITTAL MEETING.
(For details, see attached checklist)

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 # _____



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 _____
_____	All required materials submitted:
City Staff Member	<input type="checkbox"/> YES <input type="checkbox"/> NO