



Planning Department Development Checklist

Application _____

Name of Project/Applicant _____

Please call 701-456-7000 to schedule a pre-submittal meeting with Dickinson City Planning staff prior to beginning the application process. Planning staff will go over the Development Checklist to determine which agencies you are required to contact to discuss your proposed project. Completed applications are due at City Hall by noon the first Friday of each month. Only complete submittals will be on the next agenda for the Planning and Zoning meeting.

City of Dickinson Departments: 99 2nd Street East

<input type="checkbox"/>	City Engineer - Craig Kubas	(701) 456-7715 craig.kubas@dickinsongov.com
<input type="checkbox"/>	Floodplain Coordinator & Asst. City Engineer - Loretta Marshik	(701) 456-7768 loretta.marshik@dickinsongov.com
<input type="checkbox"/>	City Attorney - Janilyn Murtha	(701) 456-7028 Janilyn.Murtha@dickinsongov.com
<input type="checkbox"/>	Planning Director - Walter Hadley	(701) 456-7812 walter.hadley@dickinsongov.com
<input type="checkbox"/>	Building Official - Leonard Schwindt	(701) 456-7803 leonard.schwindt@dickinsongov.com
<input type="checkbox"/>	City Assessor - Joe Hirschfeld	(701) 456-7735 joe.hirschfeld@dickinsongov.com

Public Safety Center: 2475 State Ave. North

<input type="checkbox"/>	Chief of Police - Dustin Dassinger	(701) 456-7759 dustin.dassinger@dickinsongov.com
<input type="checkbox"/>	Fire Marshal – Mark Selle	(701) 456-7759 mark.selle@dickinsongov.com

Public Works: 3411 Public Works Blvd

<input type="checkbox"/>	Director of Public Works - Gary Zuroff	(701)-456-7979 gary.zuroff@dickinsongov.com
<input type="checkbox"/>	Water Utility Manager – Adam Ballesteros	(701)-456-7779 adam.ballesteros@dickinsongov.com
<input type="checkbox"/>	Solid Waste Manager - Aaron Praus	(701) 456-7840 aaron.praus@dickinsongov.com

County Court House 51 3rd Street East

<input type="checkbox"/>	Stark County Planning and Zoning Director - Steven Josephson	(701)-456-7672 SJosephson@starkcountynynd.gov
<input type="checkbox"/>	Stark County Recorder – Kim Kasian (for subdivision platting)	(701)-456-7645 kkasian@starkcountynynd.gov
<input type="checkbox"/>	Stark County Auditor/Treasurer - Kay Haag	(701)-456-7630 khaag@starkcountynynd.gov

Contacts for the Extra Territorial Zone (ETZ):

<input type="checkbox"/>	Stark County Planning and Zoning Director - Steven Josephson	(701)-456-7672 SJosephson@starkcountynynd.gov
<input type="checkbox"/>	Southwest Water Authority - Misti Conzemius	(701) 225-0241, 1-888-425-0241 mconzemius@swwater.com
<input type="checkbox"/>	County Building Permitting - Forsgren & Associates	(701)-842-2120 www.forsgren.com /North Dakota
<input type="checkbox"/>	County Road Superintendent - Al Heiser	(701) 456-7662 aheiser@starkcountynynd.gov
<input type="checkbox"/>	Stark County Sheriff's Office – Major David Wallace	(701) 456-7610 dwallace@starkcountynynd.gov
<input type="checkbox"/>	Rural Fire Department - Todd Ehresmann	(701) 290-6030 (notification only)
<input type="checkbox"/>	State Fire Marshal - Douglas Nelson	(701)-328-5555 ddnelson@nd.gov
<input type="checkbox"/>	Stark County EMS (Dickinson Ambulance Service)	(701) 225-1500 dxamb@ndsupernet.com
<input type="checkbox"/>	Dickinson Theodore Roosevelt Airport - Kelly Braun	(701) 483-1042 kbraun@dickinsonairport.com
<input type="checkbox"/>	Weed Control Officer – Travis Jepson & Jeremy Jepsen	(701)-456-7636 scweedcontrol1@me.com

Other Agencies:

<input type="checkbox"/>	Montana Dakota Utilities:	Gas - Harley Jose (701) 456-7102 harley.jose@mdu.com , Kurt Zimmerman (701)-456-7148 Kurt.zimmerman@mdu.com , Electric - Chad Heidt (701) 456-7112 chad.heidt@mdu.com , Casey Roshau (701) 456-7121 casey.roshau@mdu.com
<input type="checkbox"/>	Roughrider Electric	Gerald Krebs (701) 483-5111 gkrebs@roughriderelectric.com , (701) 483-5111



Planning Department Development Checklist

<input type="checkbox"/>	Stark County Emergency Services	Bill Fahlsing, Director - Emergency Services 66 W Museum Drive Dickinson, ND 58601 (701) 456-7605 bfahlsing@starkcountynd.gov
<input type="checkbox"/>	Stark County Emergency Services	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 if applicable***
<input type="checkbox"/>	ND Industrial Commission	John Axtman (701) 774-4380
<input type="checkbox"/>	ND Department of Health	Storm Water - Duane Sandvick 701-328-5260 dsandvick@nd.gov
<input type="checkbox"/>	ND Department of Health	918 East Divide Avenue Bismarck, ND 58501-1947 (701) 328-2372
<input type="checkbox"/>	South West District Health	227 16th Street West - (701) 483-0171 http://www.ndhealth.gov
<input type="checkbox"/>	ND DOT – Rob Rayhorn	(701) 227-6520 rrayhorn@nd.gov
<input type="checkbox"/>	Dickinson Public Schools	Superintendent – Doug Sullivan (701) 456-0002 dsullivan@dpsnd.org
<input type="checkbox"/>	Dickinson Parks & Rec	James Kramer 701-456-2074 jkramer@dickinsonparks.org
<input type="checkbox"/>	USPS	Dan Adams Daniel.P.Adams@usps.gov
<input type="checkbox"/>	Dickinson State University	Dr. Tom Mitzel (president) (701) 483-2326
<input type="checkbox"/>	State Food & Lodging	Julie Wagendorf (701)-328-2523
<input type="checkbox"/>	Businesses	If applying under a business entity, please provide your ND-state approved license (LLC. LLP. Inc.)

APPLICATION REQUIREMENTS:

Completed applications must include the following checked items along with required comments from checked agencies at the pre-submittal meeting.

- Major/Minor Plat – Plat Checklist attached to application must be complete
- 25 copies of all 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 of Dickinson webpage for digital agendas and staff reports, they will be posted as they become available.

Submittals can be mailed or dropped off at the Planning Department in City Hall. Payment is due at the time of submittal, the fee schedule is available on our website. Application fees are listed on the development applications.

If you have any questions or need further assistance feel free to contact the Planning Department. 701-456-7812 or 701-456-7815. Applications can be mailed to 99 2nd Street East, Dickinson, ND 58601 Att: Brandy Goetz - Planning Department.

NOTE: Updated or missing documents required to complete your submittal can be emailed to: brandy.goetz@dickindongov.com

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