



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 by noon 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) 328-2372
- South West District Health, 2869 3rd Ave. W - (701) 483-0171 swdhu.net
- 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



PLANNING DEPARTMENT CHECKLIST

- Stark County Sheriff's Office (701) 456-7610
- 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 – Jeremy Jepsen (701)-456-7636

APPLICATION REQUIREMENTS:

Completed applications shall be required to include the following items as well as comments from all agencies checked at pre-submittal meeting.

- 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 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

NOTE: Updated or missing documents required to complete your submittal can be emailed to: brandy.goetz@dickindongov.com
We will not accept submittals via email, submittals can be mailed or dropped off at the Planning Department at City Hall.
If you have any questions or need further assistance feel free to contact the Planning Department.

Thank you,

Brandy Goetz
Administrative Assistant
Planning Department
701-456-7815