

PRESUBMITTAL MEETING
PLANNING DEPARTMENT
DEVELOPMENT CHECKLIST ITEMS

APPLICATION REQUIREMENTS: Checked square's indicate items that ARE required

This checklist will be given at your pre-submittal meeting with the Planning Department before beginning the application process. Staff will go over the checklist(s) to determine which agencies you are required to contact to discuss your proposed project. Completed applications must be submitted at www.dickinsongov.com by noon the first Friday of each month. Only complete submittals will be on the agenda for the next month's Planning and Zoning meeting. This checklist will be a required document in order to apply. If you have any questions or need further assistance feel free to contact the Planning Department. 701-456-7812

Name of Project/Applicant _____

Type of Application: _____

Complete applications must include the following checked items along with comments from checked agencies.

- Legal description of project/property in Microsoft word included with digital copy of materials
- All property owners within a 300ft radius printed on address labels for legal notification
- 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

PLEASE PROVIDE RESPONSES FROM THE AGENCIES THAT ARE CHECKED

City of Dickinson Departments: 99 2nd Street East

Floodplain Coordinator & Interim City Engineer - Loretta Marshik, (701) 456-7768 loretta.marshik@dickinsongov.com

Scott Schneider, Apex Engineering - Scott.Schneider@apexenggroup.com

City Attorney - Christina Wenko, (701) 456-3210 cwenko@mackoff.com

Planning Director - Walter Hadley, (701) 456-7812 walter.hadley@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

Fire Marshal – Mark Selle, (701) 456-7759 mark.selle@dickinsongov.com

Public Works: 3411 Public Works Blvd

Director of Public Works - Gary Zuroff, (701)-456-7979 gary.zuroff@dickinsongov.com

Solid Waste Manager - Aaron Praus, (701) 456-7840 aaron.praus@dickinsongov.com

Water Utility Manager(701)-456-7036

County Court House 51 3rd Street East

Stark County Recorder – Kim Kasian (Subdivision Platting), (701)-456-7645 kkasian@starkcountynynd.gov

Stark County Auditor/Treasurer - Karen Richard (701)-456-7630 krichard@starkcountynynd.gov

Contacts for the Extra Territorial Zone (ETZ):

Stark County Planning and Zoning Director - Steven Josephson, (701)-456-7672 SJosephson@starkcountynynd.gov

Southwest Water Authority - Misti Conzemius, (701) 225-0241, 1-888-425-0241 mconzemius@swwater.com

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|--|--|--|--|
| | | | County Road Superintendent - Al Heiser, (701) 456-7662 aheiser@starkcountynnd.gov |
| | | | Stark County Sheriff's Office – Corey Lee, (701) 456-7610 clee@starkcountynnd.gov |
| | | | Rural Fire Department - Jeff Thompson, (701) 290-6030 (notification only) |
| | | | State Fire Marshall - Douglas Nelson, (701)-328-5555 ddnelson@nd.gov |
| | | | 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 – Travis Jepson & Jeremy Jepson, (701)-456-7636 scweedcontrol1@me.com |
| | | | Other Agencies: |
| | | | <u>Stark County Emergency Services</u> Shawna Davenport, Director - Emergency Services 66 W Museum Drive Dickinson, ND 58601 (701) 456-7605 sdavenport@starkcounty.gov |
| | | | <u>Stark County Emergency Services</u> Contact Jolyn Bliss (E911 Data Specialist - Stark County) (701) 456-7607 jbliss@starkcountynnd.gov , ***Physical address must be verified, a 911 letter must be submitted with the application if applicable*** |
| | | | Dickinson Public Schools, Superintendent – Marcus Lewton (701) 456-0002 |
| | | | Dickinson Parks & Rec, James Kramer 701-456-2074 jkramer@dickinsonparks.org |
| | | | Dickinson State University, Stephen Easton (president) (701) 483-2326 steve.eason@dickinsonstate.edu |
| | | | <u>Montana Dakota Utilities: Gas</u> - Kevin Busser (701) 260-1469 kevin.busser@mdu.com Electric - Chad Heidt (701) 456-7112 chad.heidt@mdu.com , Casey Roshau (701) 456-7121 casey.roshau@mdu.com |
| | | | <u>Roughrider Electric:</u> Gerald Krebs (701) 483-5111 gkrebs@roughriderelectric.com , (701) 483-5111 |
| | | | ND Industrial Commission, Rick Hitchens/Gunther Harms (701) 774-4380,, |
| | | | ND Department of Health, Storm Water -Dallas Grossman 701-328-5260 |
| | | | ND Department of Health, 918 East Divide Avenue Bismarck, ND 58501-1947 (701) 328-2372 |
| | | | South West District Health, 227 16th Street West - (701) 483-0171 http://www.ndhealth.gov |
| | | | ND DOT – Rob Rayhorn, (701) 227-6520 rrohorn@nd.gov |
| | | | USPS, Post Master for Dickinson 701-225-6702 |
| | | | State Food & Lodging: Businesses, Julie Wagendorf (701)-328-2523 - If applying under a business entity, please provide ND-state approved license (LLC. LLP. Inc.) |

When contacting an agency to discuss your project please include in your email request a short narrative of your proposed project and the statement:

If no response is received within 30 days from the date of this request, it will be assumed your agency has NO COMMENT. Please include all required agency correspondence even those without a response.

Additional Notes:

Office use only

Date of pre-submittal meeting: _____

Date received _____

City Staff Member

All required materials submitted: YES NO