



# City of Dickinson Community Development

## Address Request Application

### Property Information

County Property ID: \_\_\_\_\_

County Appraisal District No.: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Acres: \_\_\_\_\_ Floodplain: \_\_\_\_\_

### Property Owner Information

Owner: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant / Agent Information

Applicant: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Current and Proposed Uses

Current Zoning: \_\_\_\_\_

Current Use Type:  Residential  Multi-family  Multi-Use\*  
 Commercial\*  Industrial\*  Telecommunication tower

Current Use: \_\_\_\_\_

\* Commercial uses must be specific \*

Proposed Use Type:  Residential  Multi-family  Multi-Use\*  
 Commercial\*  Industrial\*  Telecommunication tower

Proposed Use: \_\_\_\_\_

\* Commercial uses must be specific \*  
 \*\* if use is not in compliance with zoning code, registration is required \*\*

**Addressing Details**

What street does the front door face? \_\_\_\_\_

What is the property address across the street? \_\_\_\_\_

What is the property address to the right? \_\_\_\_\_

What is the property address to the left? \_\_\_\_\_

Reason for the request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. By my signature, I hereby affirm that I am the **property owner** of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is **complete and accurate**, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's Fee Schedule. This (FEE) is **non-refundable** even in the event of application withdrawal. I have the power to authorize and hereby grant permission for **City of Dickinson Officials** to enter the property on official business as part of the application process.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Applications can be emailed to [planning@dickinsontexas.gov](mailto:planning@dickinsontexas.gov) or submitted in person to the City Planner.

**Staff Use Only**

Date Received: \_\_\_\_\_ Number: \_\_\_\_\_

**Plan Review Use Only**

Zoning \_\_\_\_\_

APPROVED:  DENIED

Fire: \_\_\_\_\_

APPROVED  DENIED

Building: \_\_\_\_\_

APPROVED  DENIED

## Address Request Requirements Checklist

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete application. Applications that do not have these items will be rejected and returned to the applicant. Additional information regarding zoning is found in Chapter 18 - Zoning of the Dickinson Code of Ordinances.

- Application – complete with signature.
- Authorization:
  - Proof of Ownership – submit county appraisal information verifying ownership. If county appraisal information is not correct, submit deed.
  - Agent Authorization – if you are an agent and not the property owner, submit a notarized statement from the owner naming you as agent for this application (Template available upon request).
  - Signatory Authorization – if the property is owned by any entity or corporation and not an individual, submit Articles of Incorporation or other official documentation verifying signatory authorization.
- Plat – copy of the recorded plat.
- Existing Site Plan, if applicable – site plan showing the location with dimensions. If the request is for a multi-tenant building, submit a site plan showing each tenant space (must include current tenants and square feet). An existing site plan is not required if the property is currently vacant.
- Proposed Site Plan – site plan showing the location with dimensions, if applicable.
- Nonconforming Use / Structure Documentation, if applicable – if the current use or structure does not meet the current zoning code, submit copy of nonconforming use / structure documentation. In the event an owner does not register a nonconforming use or structure as provided above, thereafter the city shall require proof by the owner that a use or structure was lawfully existing at the time of adoption of this chapter, or any applicable amendment hereto, or said nonconforming use or structure shall be deemed unlawful and a violation of the City zoning codes.

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### Submission requirements for Site Plans:

Location of the space to be occupied  
with calculations and dimensions  
including:

- Fire lane
- Parking - If multi-tenet use, parking plan must include all uses.
- Lighting (Emergency and site lighting)

*\*\* Scaled, detailed plans may be required \*\**