

APPLICATION NO. \_\_\_\_\_ Fee: \$250.00

Paid By: Check \_\_\_ Cash \_\_\_ Ck# \_\_\_\_\_ Receipt # \_\_\_\_\_

**APPLICATION FOR SMALL SCALE LAND USE CHANGE  
(Under Ten (10) Acres)  
(Submit Ten (10) Packets, To Include Application w/ All Attachments)**

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ CELL/OTHER \_\_\_\_\_

Legal Description of Property (Attach additional sheets as needed) \_\_\_\_\_

PIN/Real Estate Number \_\_\_\_\_ Property Address \_\_\_\_\_

Number of Acres (each lot) \_\_\_\_\_ Total Acres \_\_\_\_\_

Present Land Use Map Designation \_\_\_\_\_

Requested Change \_\_\_\_\_

Reason for Request to Change \_\_\_\_\_

Filing Fee Paid (Date) \_\_\_\_\_

The above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant (Date)

LPA Hearing Advertised \_\_\_\_\_  
(Date)

LPA Hearing Held \_\_\_\_\_ Recommended: Approval \_\_\_\_\_ Denial \_\_\_\_\_  
(Date)

Other: Explain \_\_\_\_\_

1<sup>st</sup> Ordinance Reading Held \_\_\_\_\_ Adopted: Yes \_\_\_\_\_ No \_\_\_\_\_

Final Public Hearing Held \_\_\_\_\_ Final: Adopted: Yes \_\_\_\_\_ No \_\_\_\_\_  
(Date)

Required Attachments: \_\_\_\_\_  
Town of Hastings

1. Survey of Property
2. Legal Description
3. Warranty Deed, verifying property ownership
4. Agent Authorization: If application signed by someone other than property owner.

**CHEST LIST FOR  
LAND USE CHANGE APPLICATION**

\_\_\_\_\_ Ten (10) Copies of Application (Application must be completed in full)

Required Attachments:

\_\_\_\_\_ Survey of Property  
\_\_\_\_\_ Legal Description  
\_\_\_\_\_ Warranty Deed  
\_\_\_\_\_ Agent Authorization, if required

**((To be submitted in ten (10) separate packets. Each packet must include a copy of the application along with all required attachments as listed above.))**

\_\_\_\_\_ 1 List of Adjacent property owners within 300 feet of the subject property.

\_\_\_\_\_ Stamped and addressed legal size envelope for each property owner.

**IF ALL OF THE ABOVE ARE NOT PROVIDED  
APPLICATION WILL NOT BE ACCEPTED.**

**THANK YOU.**

## SMALL SCALE LAND USE AMENDMENT APPLICATION PROCEDURES

**FEE: \$250.00**

1. Ten (10) copies of application and required attachments plus fees. ( Ten (10) separate packets.)
2. List of adjacent property owners within 300 feet of the subject property.  
The list must include the names and addresses of property owners as they appear on the St. Johns County Tax Roll.  
The required list is the responsibility of the applicant and is not a service provided by Town Staff. The list may be obtained through private sources, such as Abstract Companies, Title Companies or Legal Offices.  
It is the **APPLICANT'S** responsibility for the list being correct. **If any name is omitted and that person files a complaint, the application may be deemed null and void and a new hearing will be required.**
3. Provide ONE stamped and addressed legal size envelope to each name that appears on the Adjacent Property Owner's list. Please do not place the return address and if a postage meter is used please omit the date.
4. Each application must have attached: **PROOF OF OWNERSHIP**, which may be a copy of a deed, or statement from legal office or abstract office of the ownership and **CLEARLY TYPED LEGAL DESCRIPTION**. All parties listed as an owner must sign application.
5. After submitting the above information, the application is forwarded to our Land Planner for review and comments. After receipt of comments the applicant is notified of any needed changes and/or concerns, or that the application is complete.
6. After notification the applicant will resubmit, addressing all comments. If there is an issue you disagree with please advise in writing, requesting that the application proceed with outstanding issues.
7. When the application is complete, the application is processed for the required public hearings.
8. A Notice of Public Hearing sign will be placed on your property. Please notify us if it appears to be placed in error. The sign will remain until the final outcome of your hearing at which time you may destroy the sign.
9. A Notice of Public Hearing will be placed in the Legal Notices Section of the St. Augustine Record. All advertising costs pertaining to Land Use Change will be paid by the Town; **to be reimbursed by the applicant.**
10. The Land Planner will prepare a report with a recommendation for approval or denial to the Town.

Upon completion of application process, the application will go before the Local Planning Agency for review. Upon their approval it will then go before the Town Commission for the reading of two ordinances.

Approximate time frame: Ninety (90) days.

A Small Scale Amendment can only be requested for property of less than 10 acres.