

APPLICATION NO. _____

Single Family: \$100. All Other : 250.00

APPLICATION FOR:

Conditional Use _____ Variance _____ (check one)
(Submit 10 Copies)

Name of Property Owner _____

Mailing Address _____

Property Address _____

Telephone Number. _____ Alternate Phone # _____

E-Mail Address _____

Legal Description of Property (Attach additional sheets as needed) _____

Present Land Use Map Designation _____

Requested Change _____

Reason for Request _____

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

Signature of Applicant / (Date)

Filing Fee: _____ Paid _____ Pd By: Cash _____ Check _____ Clk# _____ Receipt # _____
Amount Date

If application is filed and signed by someone other than the property owner an "Agent Authorization Form" must be provided. (Forms available; must be notarized)

Agent Name _____

Mailing Address _____ City _____ State _____ Zip _____

Tel. No. _____ Alternate # _____ E-Mail _____

Request heard by Town Commission/Public Hearing _____
Date

Hearing Advertised _____
Date

Approved _____ Denied _____

Other (Explain) _____

Advertising Fee: _____ Billing Date _____
Date Paid _____ Cash _____ Check _____ # _____

Town of Hastings

Required Attachments

1. Survey of Property
2. Legal Description
3. Site Plan of the proposed project, drawn to scale, indicating existing and proposed improvements to the site, including landscaping, parking and driveways, setbacks indicated and the name, address and phone number of the person preparing the site plan.
4. Warranty Deed, verifying property ownership
5. Agent Authorization, if applicant is not property owner.

**PROCEDURES FOR
CONDITIONAL USE OR VARIANCE APPLICATION**

Single Family \$100.00
All Other \$250.00

Conditional Uses.....must be specifically listed in the Land Development Regulations.

Variances..... may be requested, if the Applicant can not meet the minimum requirements of the Land Development Regulations.
Please submit the following:

1. Ten (10) copies of application with required attachments (10 separate packets), plus fee.
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 incomplete.
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. The bill for this publication 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.
11. The Town Council will approve or deny the application.
12. A Variance or Conditional Use is heard once by the Town Council at a Public Hearing.

**CHECK LIST FOR
CONDITIONAL USE OR VARIANCE**

IMPORTANT.....Application is to be submitted in ten (10) separate packets. Each packet must include the following:

- _____ One completed application
- _____ Survey of property
- _____ Complete legal description
- _____ Copy of Warranty Deed
- _____ Agent Authorization, if application is not signed by owner.
- _____ Site Plan of proposed project, drawn to scale on survey; indicating existing and proposed improvements to site, including landscaping, parking and driveways, setbacks and the name, address and phone number of the person preparing the site plan.
- _____ List of adjacent property owners within 300 feet of the subject property
- _____ Stamped and addressed legal size envelopes for each property owner.

**IMPORTANT REMINDER..... Applications are to be submitted in ten (10) separate packets.
Each packet to contain one application form and all attachments**

**IF ALL OF THE ABOVE ARE NOT PROVIDED
APPLICATION WILL NOT BE ACCEPTED.
APPLICATION SUBMITTAL DEADLINE DATE IS ABSOLUTE**

THANK YOU