

APPLICATION # _____

**TOWN OF HASTINGS
INTENT APPLICATION**

(This form must be completed for development projects and must be approved by the Town of Hastings prior to obtaining building permit from the City of St. Augustine.)

Application Fee: \$25.00. *PLEASE SUBMIT () COPIES*
Paid By: Check _____ Cash _____ Ck # _____ Receipt # _____

AGENT AND OWNER INFORMATION:

1. Agent/Developer/Contractor _____

Mailing Address _____ City _____ State _____ Zip _____

Tel. No. _____ Alt.# _____ E-Mail Address _____

2. Property Owner Name (As on Deed) _____

Tel. No. _____ Alt.# _____ E-Mail Address _____

Mailing Address _____ City _____ State _____ Zip _____

Property ID(PIN)/Strap# _____ Address Property _____

Located at _____ Street, between _____ Street and _____ Street
(Physical Address)

Legal Description (Attach additional sheets as necessary) _____

Contact Person For This Project: Agent/Developer _____ Property Owner _____

Description of Proposed Use/Improvements: If Commercial Use please note any special needs in regard to water such as sprinkler systems, etc.,)
(Attach additional sheets as necessary)

Applicant Signature _____ Date _____
(Attach Notarized Agent Authorization letter, if not signed by the property owner)

TO BE COMPLETED BY TOWN REPRESENTATIVE

Date Submitted _____ Time Submitted _____ am _____ pm _____ Future Land Use Map Designation _____

(Commercial Only): New Use: ___ Yes ___ No Assembly: ___ Yes ___ No Received by _____

Based on the above legal description and the proposed use of this property, the property can be developed as proposed.

Final Development Order is hereby approved and a building permit may be requested.

Signed _____ Town of Hastings Representative Date _____

**FINAL BUILDING PERMIT TO BE OBTAINED FROM THE CITY OF ST. AUGUSTINE BUILDING DEPARTMENT
((((Copy of Building Permit To Be Delivered To The Town of Hastings Before Commencing Work))))**

This Final Development Order Shall Expire _____ ***
The Applicant Must Procure A Building Permit By This Date.
If Applicant Does Not Procure A Building Permit By This Date, Application
Becomes Null And Void , Concurrency Reservation is Lost And New Applications Will Be Required.
No Further Notice of Expiration Will Be Given.

NOTICE: Issuance of this Final Development Order does not preclude that there may be additional restrictions applicable to this property that may be found in the public records of St. Johns County, and that there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

ADDITIONAL INFORMATION AND/OR CONDITIONS: Yes _____ (See attached) No _____

PLEASE READ BEFORE COMPLETING APPLICATION

INTENT APPLICATION PROCEDURES

TOWN OF HASTINGS
PHONE – 904-692-1420, FAX – 904-692-2844
HOURS – 8AM-4:30PM, MONDAY THRU FRIDAY – EXCEPT HOLIDAYS

**APPLICATION MUST BE COMPLETED IN THIS FORMAT AND CAN NOT BE
ACCEPTED IF RE-FORMATTED OR ON TWO PAGES.**

Complete the application and submit three (3) copies along with fee (\$25.00) to the Town of Hastings. More copies may be required depending on project.

The property owner of record or an authorized (by notarized statement) agent for the property owner must sign application. (If not signed by owner of record; a notarized agent authorization form must be provided; form available upon request.)

Application cannot be accepted if incomplete (all blanks must be filled in) and form must be formatted as stated above. Town of Hastings staff must sign Final Development Order Section (at bottom) prior to obtaining a building permit from the City of St. Augustine's Building Department. **** See notation in red below.

Final Development Order Expires as stated on order.

The Town of Hastings has an Inter-Local agreement with the City of St. Augustine to issue final building permits and to perform all building inspections.

**The Building Department is located in the City Building located at
75 King Street, St. Augustine, across from Flagler College.
(Parking: Turn right off of King Street on to Cordova Street.
Metered parking is available behind the City Building.)**

**IMPORTANT
PLEASE NOTE THE FOLLOWING**

All documentation provided to the Town of Hastings when filing an application is retained by the Town.

The Town of Hastings is not responsible for providing site plan drawings or any other documentation that the City of St. Augustine may require in order to obtain a final permit.

In most cases, depending on the project, the City of St. Augustine requires additional information that the Town of Hastings does not.

We therefore suggest that you contact the City of St. Augustine Building Department (904-825-1065), or visit their website, staugustinegovernment.com/ for determining their application submittal requirements.

THANK YOU.