



Application for Certificate of Approval

101 4th Street East, Hastings, MN 55033
p. 651-480-2381 f. 651-437-7082
www.ci.hastingsmn.gov

Property Address _____

Contact

Applicant _____ Address _____

Phone _____ Fax _____ Email _____

Property Owner _____ Address _____

Phone _____ Fax _____ Email _____

Contractor _____ Address _____

Phone _____ Fax _____ Email _____

Proposed Changes

Type of work to be done _____

Detailed Description of the proposed work _____

Attachments Required for this Application:

Most applications will require some or all of the following attachments:

- Site plan
- Diagram\ illustration of proposed changes
- Photograph of proposed item
- * Scaled drawings showing the proposed design for new construction *
- Catalog picture and description of proposed material or product ** ***
- Sample of proposed product

* Depending on the nature and scope of work, professionally drawn plans may be required.

** It is recommended that materials not be purchased/ ordered until after HPC approval is granted due to difficulties in returning them.

*** Attachments including links to manufacture's websites may be emailed to jfortney@ci.hastings.mn.us

I am the owner/ legal agent of the property and request that the HPC considers this application.

Owner/ Legal Agent Signature _____ Date _____

This Page to be Completed by Staff

Certificate of Approval

Date Application Received _____ - _____ - _____

Date first Reviewed _____ - _____ - _____

Date of Final Action _____ - _____ - _____

Approved Yes or No

Action by

Staff

Commission

Committee of _____

Approved work

Conditions

Attachments of approved proposals\ materials: