



City of Hastings Community Development Department

Land Use Application

Address or PID of Property: _____

Applicant Name: _____

Property Owner: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

Description of Request: _____

If requesting site plan review of multi-family units (three or more attached), are the units intended to be for sale or rental units? _____

Check Applicable Line(s) Please Note: All Fees and Escrows are due at time of application.

___ Rezone	\$500	___ Minor Subdivision	\$500
___ Final Plat	\$600	___ Special Use Permit	\$500
___ Variance	\$300	___ Comp Plan Amend.	\$500
___ Vacation	\$500	___ Lot Split/Lot Line Adj.	\$75
___ House Move	\$500	___ Annexation	\$500 + \$5,000 escrow
___ Prelim Plat	\$500 + \$5,000 escrow	___ EAW	\$500 + \$5,000 escrow
___ Site Plan	\$500 + \$5,000 escrow	___ Interim Use Permit	\$500

Total Amount Due: \$ _____

Make checks payable to City of Hastings.

Most credit cards accepted, excluding escrow payments.

Please ensure that all copies of required documents are attached.

Applicant Signature Date

Owner Signature Date

Applicant Name and Title – Please Print

Owner Name – Please Print

OFFICIAL USE ONLY

File # _____

Rec'd By: _____

Date Rec'd: _____

Fee Paid: _____

Receipt # _____

App. Complete _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the city and that I am responsible for complying with all city requirements with regard to this request. This application should be processed in my name and I am the party whom the city should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by city staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the city upon demand, expenses, determined by the city, that the city incurs in reviewing this application and shall provide an escrow deposit to the city in an amount to be determined by the city. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by city personnel to the property for purposed of review of my application and to erect a temporary sign indicating the application proposed.

Signature of applicant _____ Date_____

Name of applicant _____ Phone_____

(Please Print)

Name and address of Contact (if other than applicant) _____

Phone Number

Date

**City of Hastings
Planning Commission\City Council
Action Deadlines
2023**

Application Submittal Deadline** Tuesday	Planning Commission 2 nd & 4 th Mon	City Council Approval** 1 st & 3 rd Mon	City Council 2nd Read (Rezone only) 1 st & 3 rd Mon
November 15, 2022	December 12, 2022	December 19, 2022	January 3*
November 19, 2022	December 27, 2022*	January 3*	January 20*
December 13, 2022	January 9	January 20*	February 6
December 27, 2022	January 23	February 6	February 21*
January 17	February 13	February 21*	March 6
January 31	February 27	March 6	March 20
February 14	March 13	March 20	April 3
February 28	March 27	April 3	April 17
March 14	April 10	April 17	May 1
March 28	April 24	May 1	May 15
April 11	May 8	May 15	June 5
April 25	May 22	June 5	June 19
May 16	June 12	June 19	July 3
May 30	June 26	July 3	July 17
June 13	July 10	July 17	August 7
June 27	July 24	August 7	August 21
July 17	August 14	August 21	September 5*
August 1	August 28	September 5*	September 18
August 15	September 11	September 18	October 2
August 29	September 25	October 2	October 16
September 12	October 9	October 16	November 6
September 26	October 23	November 6	November 20
October 17	November 13	November 20	December 4
October 31	November 27	December 4	December 18
November 14	December 11	December 18	January 2, 2024*
November 28	December 26*	January 2, 2024*	January 16, 2024*
December 12	January 8, 2024	January 16, 2024*	February 5, 2024
December 26	January 22, 2024	February 5, 2024	February 20, 2024*

* Holiday Schedule - Meetings on a Monday Holiday held on Tuesday. Please verify date with City Hall.

** The schedule of deadlines and meetings is based on a best case scenario and not guaranteed. Delays to the schedule may occur from incomplete or outstanding items requested and additional review time required.