



## SUBMITTAL REQUIREMENTS FOR A CONDITIONAL USE PERMIT

- City of Hastings Project Application Form submitted via online portal  
<https://cityofhastings.portal.iworq.net/HASTINGS/new-permit/601/1145>
- Owner's Authorization if applicable <https://s3.amazonaws.com/iworq-upload/HASTINGS/5/8172441-Owner%20Form.pdf>
- Written narrative describing the reason for the conditional use permit
- Site plan detailing the proposed use including, drainage, parking and landscaping
- Photos of the site in question
- Map depicting the site for the conditional use permit. (A snippet of said lot in GIS is acceptable. Link for GIS: <https://gis.adamscounty.org/map/landuse/>)

### Instructions

- Under *Map Contents* (stack of papers icon next to binoculars) open the land use drop down box, and make sure “*Zoning*” is checked.
  - Under *Search* (the Binoculars icon), click the “By Value” tab
    - In the Search Layer drop box, select Address and then enter the address below.
  - Take a snippet of the site or a screenshot off the computer.
- Exact legal description as stated on the Deed filed with the Adams County Registrar of Deeds for the property/properties included in the zoning change
- Other materials necessary to fully depict the proposed development.
- \$450.00 fee for a Conditional Use Permit + filing fees
  - Checks made out to the City of Hastings
  - Credit Card either online or in person