



Board of Adjustment Procedure

The Board of Adjustment meets as needed. According to Rule of Procedure, *“The hearing of an appeal or request shall be held not less than ten (10) nor more than sixty (60) days after notice of appeal or request is filed with the City of Hastings.”*

Any questions, please give Emilia Kienbaum a call at 461-2331.

The following is the order of procedure that must be followed for applying for a variance:

1. Apply for a building permit. Permit must be denied.
2. Complete application for variance.
3. Submit:
 - a) application for variance
 - b) site plan
 - c) narrative of your variance
 - d) denied permit
 - e) a typed list of adjacent property owner(s) and address along with property owner(s) across the street

4. Filing fees must accompany submittals -

Appeal	\$300.00
Appeal - construction without building permit	\$350.00
Appeal - construction with building permit, but not in conformance	\$350.00

7. Make check payable to the City of Hastings.

220 North Hastings Avenue
Inspection: (402) 461-2302
Health: (402) 461-2305

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