



Board of Adjustment Variance Application Procedure

The Board of Adjustment meets March 28, 2024. as needed.

If you have any questions, please give Melissa Woodard 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 and/or building elevations-as required for the request
 - c) Narrative of the reason for the request
 - d) An explanation of why the variance should be approved using the standards for approval. (Sec 54-1006).
 - 1) The strict application of the zoning regulations would produce undue hardship.
 - 2) Such hardship is not shared generally by other properties in the same zoning district and the same vicinity.
 - 3) The authorization of such variance will not be of substantial detriment to adjacent property and the character of the district will not be changed by the granting of the variance.
 - 4) The granting of such variance is based upon reason of demonstrable and exceptional hardship as distinguished from variations for purposes of convenience, profit or caprice. In no instance, shall a variance be granted which would allow the use of land or a building which is not permitted within the zoning use district in which the property is located. No variance shall be authorized unless the Board finds that the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of

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a general regulation to be adopted as an amendment to the zoning regulations.

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

5. Make the check payable to the City of Hastings.

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