



## Instructions and Information for Application for Variance

The Zoning Board of Appeals (ZBA) may grant variances to the City of Hastings' Ordinance (Ordinance No. 616). Types of variances that may be considered by the ZBA are for relief from dimensional requirements such as lot area and width, building height, square foot regulations, yard width and depth, off-street parking, loading space, and sign regulations. All others are the work of the Planning Commission.

To obtain a variance, the applicant must show that a "practical difficulty" exists. In determining if a practical difficulty exists, the ZBA shall consider whether the following conditions exist:

1. That the variance will not permit the establishment within a zoning district of any use which is not allowed as a permitted or special land use within the district
2. That compliance with the strict letter of the Zoning Ordinance would unreasonably prevent the owner or occupant of the property from using the property for a permitted purpose or would render conformity with the Zoning Ordinance unnecessarily burdensome.
3. That a grant of the variance applied for would do substantial justice to the applicant as well as to other property owners in the surrounding area or, in the alternative, that a lesser relaxation than that applied for would give substantial relief to the owner or occupant of the property involved and be more consistent with justice to other property owners.
4. That the hardship asserted by the applicant by way of justification for a variance is due to unique circumstances of the property.
5. That the hardship asserted by way of justification for the variance is not self-created.
6. That, in granting a variance, the Zoning Board of Appeals is ensuring that the spirit of the Zoning Ordinance is observed, public safety secured, and substantial justice done.

These are the only legal reasons the ZBA can grant a variance. When completing your application, please keep these in mind. Questions number 2 and 3 specifically address these items.

To request a variance, complete the attached application and submit with the application fee. The application fee is non-refundable. A public hearing is required. This involves public notice in the newspaper as well as letters sent to each property owner within 300 feet of the property for which the variance is being requested.

## **Sec 90-87 Variance Standards and Conditions**

**The Zoning Board of Appeals shall have the authority to grant nonuse variances related to dimensional requirements of the Zoning Ordinance or to any other nonuse-related standard in the Ordinance where there are practical difficulties in the way of carrying out the strict letter of this Ordinance so that the spirit of the Ordinance shall be observed, public health and safety secured, and substantial justice done.**

**(a) Standards: In determining whether practical difficulties exist, the Zoning Board of Appeals shall consider the following factors:**

- 1) That the variance will not permit the establishment within a zoning district of any use which is not allowed as a permitted or special land use within the district.**
- 2) That compliance with the strict letter of the Zoning Ordinance would unreasonably prevent the owner or occupant of the property from using the property for a permitted purpose or would render conformity with the Zoning Ordinance unnecessarily burdensome.**
- 3) That a grant of the variance applied for would do substantial justice to the applicant as well as to other property owners in the surrounding area or, in the alternative, that a lesser relaxation than that applied for would give substantial relief to the owner or occupant of the property involved and be more consistent with justice to other property owners.**
- 4) That the hardship asserted by the applicant by way of justification for a variance is due to unique circumstances of the property.**
- 5) That the hardship asserted by way of justification for the variance is not self-created.**
- 6) That, in granting a variance, the Zoning Board of Appeals is ensuring that the spirit of the Zoning Ordinance is observed, public safety secured, and substantial justice done.**

**(b) Conditions: The Zoning Board of Appeals may attach conditions or limitations upon a variance, where such are necessary to insure that public services and facilities affected by a requested variance and the associated land use or activity will be capable of accommodating increased service and facility loads caused by the variance and associated land use or activity, and to protect the natural environment and conserve natural resources and energy, and to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Prior to attaching a**

**condition or limitation to a variance, the Zoning Board of Appeals shall also specifically determine the following:**

- (1)That the condition or limitation is designed to protect natural resources, the health, safety and welfare and the social and economic well-being of those who will use the land use or activity associated with the variance under consideration, residents, and land owners immediately adjacent to the land use or activity, and the community as a whole; and,**
- (2)That the condition or limitation is related to the valid exercise of the police power, and purposes which are affected by the proposed variance; and,**
- (3)That the condition or limitation is necessary to meet the intent and purpose of the zoning ordinance, is related to the standards established in the ordinance for the variance under consideration and associated land use or activity and is necessary to ensure compliance with those standards.**

**Any such conditions and limitations may impose greater or more restrictions and requirements than are included in this Ordinance generally and may include the provision of reasonable financial security to guarantee performance. Violation of any such conditions or limitations shall be deemed a violation of this Ordinance.**



## **Zoning Board of Appeals Application**

Return form with fee to:

City Clerk  
City of Hastings  
201 E. State Street  
Hastings, Michigan 49058

**APPLICANT:** Name: \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Applicant's Interest in Property:** \_\_\_\_\_

**OWNER: (If Different from Above)** \_\_\_\_\_

### **PROPERTY INFORMATION**

**Legal Description: (Use attachment, if necessary)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Present Use of Property:** \_\_\_\_\_

**Zoning Classification:** \_\_\_\_\_

**Size of Property:** \_\_\_\_\_

**1. Nature of the Variance Requested**

**a. Section number(s) of Zoning Ordinance for which variance is being requested:**

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**c. Attach a detailed lot diagram which shows size, location, and present and/or proposed improvements. Include dimensions for lot and all buildings, setbacks, etc. Minimum 8 1/2" x 11"**

**2. Describe why you feel you cannot comply with the Ordinance as currently written. Be as specific as possible. (Use an attachment if necessary)**

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**3. Applicant must demonstrate practical difficulties or undue hardship that you feel justify the granting of the variance. Please review the instruction sheet for an explanation of practical difficulties or undue hardship. An inconvenience is not considered a practical difficulty. (Use an attachment, if necessary)**

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**SIGNATURES:**

*I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate.*

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*Applicant's Signature*

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*Date*

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*Owner's Signature (If different from Applicant)*

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*Date*

**Fee Amount:** \_\_\_\_\_  
**Fee Paid:** \_\_\_\_\_



City of Hastings  
201 E. State Street  
Hastings, MI 49058  
(269)945-2468  
[www.hastingsmi.gov](http://www.hastingsmi.gov)



The following is a list of the 2026 meeting dates for the Hastings Zoning Board of Appeals and the application deadline dates for variance requests. Deadline extensions possible with approval by staff.

**Zoning Board of Appeals Meeting Dates**

January 20, 2026

February 17, 2026

March 17, 2026

April 14, 2026

May 19, 2026

June 16, 2026

July 14, 2026

August 18, 2026

September 15, 2026

October 20, 2026

November 17, 2026

December 15, 2026

January 19, 2027

**Deadline Dates for Application Submittal**

December 23, 2025

January 20, 2026

February 17, 2026

March 17, 2026

April 21, 2026

May 19, 2026

June 16, 2026

July 21, 2026

August 18, 2026

September 22, 2026

October 20, 2026

November 17, 2026

December 22, 2026



City of *Hastings* Michigan

(269) 945-2468  
FAX (269) 948-9544

201 E. State Street 49058

## 2025/2026 Fee Schedule – Zoning Board of Appeals

### Variance Request

Application - \$350.00