

CITY OF HOPE APPLICATION PACKET FOR AN APPEAL OF AN ADMINISTRATIVE DECISION

Please review all information contained herein and follow all instructions for application procedures. This will help reduce any unanticipated delays in scheduling a case.

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1. 2021 Schedule for the Planning Commission.
2. Information sheet to be filled out.
3. Example of a newspaper announcement. (to be prepared by City Staff)

Important items to remember when APPEALING AN ADMINISTRATIVE DECISION.

1. All application materials must be turned in by the deadline date, including a \$5.00 application fee.
2. The Applicant Information sheet signed by the owner, or owner's representative must accompany the application materials.
3. A public hearing will be scheduled with the Planning Commission.
4. This public hearing will be advertised in a newspaper at least 7 days prior to the meeting. The cost of the advertisement will be billed to the applicant.
5. The applicant, or applicant's representative, must attend and present the case to the Planning Commission.
6. The Planning Commission will hear Appeals of an Administrative Decision concerning interpretation of the zoning ordinance and shall decide whether such interpretation was in error or not.

**CITY OF HOPE
PLANNING COMMISSION
SCHEDULE OF MEETINGS FOR THE YEAR 2021**

All meetings will be held at **12:00 PM** on the dates noted below in the
City Hall Board Room unless otherwise advertised.

Meeting Date	Deadline for completed applications for all cases
January 25, 2021	December 25, 2020
February 22, 2021	January 22, 2021
March 15, 2021	February 12, 2021
April 19, 2021	March 19, 2021
May 17, 2021	April 16, 2021
June 21, 2021	May 21, 2021
July 19, 2021	June 18, 2021
August 16, 2021	July 16, 2021
September 20, 2021	August 20, 2021
October 18, 2021	September 17, 2021
November 15, 2021	October 15, 2021

NO meeting is scheduled for December unless set by the Planning Commission at the November meeting.

The deadline for all application materials is necessary due to advertising and notice requirements. Application deadlines cannot be extended.

APPLICANT INFORMATION

This is only an application for an appeal of an administrative decision. All information requested in this application must be completed and returned to the Building Official for processing. This packet includes instructions and suggestions to assist in this process. If you have any questions concerning any portion of this application packet please call 870-722-2505.

Applicant: _____ Date: _____

Address: _____ Telephone: _____

_____ Fax Number: _____

Address of Subject Property: _____

Legal Description of Property: _____

Property Owner: _____ Telephone: _____

Address: _____ Fax Number: _____

Please provide a description of the circumstances of your case:

Use additional space on back if needed.