

# CITY OF HOPE

## REZONING APPLICATION PACKET

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

### TABLE OF CONTENTS AND INSTRUCTIONS

1. **2021 Schedule for the Planning Commission**  
The meeting date is in the first column and the deadline for ALL application materials is in the second column. There can be no extensions granted for the deadline as cases must be advertised 15 days prior to the meeting date.
2. **Information sheet to be filled out.**  
This information sheet must be completed in order to prepare your case. All information must be provided. Incomplete information will result in delays.
3. **The application fee of \$20.00 is to be paid** at the time application materials are turned in.
4. **Example of a petition to be prepared, signed and returned with application.**  
This document must be prepared as exemplified and signed by the property owner named on the deed or the property owner's attorney.
5. **You must notify by certified mail, all property owners within 400' of the subject property.**  
The research to determine the owners, as well as the cost of the mailing, is the responsibility of the applicant. The return receipts must be presented at the Planning Commission meeting and entered into the record. **City Staff will prepare this letter and provided to the applicant to make copies.** The letters must be received no less than 7 days prior to the scheduled meeting. It is the applicant's responsibility to see that enough time is given for this process to be completed.
6. **Example of an Affidavit of Services to be prepared and notarized.**  
This document must be completed and returned at the Planning Commission Meeting. Should this not be completed the case will be delayed.
7. **Example of an ordinance to be prepared by the applicant.**  
The ordinance must be turned in with the application materials. Review by the City Attorney is needed.
7. **A copy of the deed for the property must be included with the application.**
8. **A copy of the survey must be included in the application materials.**
9. The City may post an advertisement sign on the subject property for a period of at least 7 days prior to the public meetings.
10. The applicant, or applicant's representative, must attend and present the case to the Planning Commission.
11. If recommended for approval by the Planning Commission, the case will be presented to the City of Hope Board of Directors.
12. The applicant, or applicant's representative, must attend and present the case before the Board of Directors meeting.
13. If approved, the ordinance will be read and adopted by the Board of Directors.

**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.

<b>Meeting Date</b>	<b>Deadline for completed applications for all cases</b>
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 the proposed reclassification of a tract of land with regard to zoning. All information requested in this application must be completed and returned to the Building Official for processing. In order to change the zoning classification of a tract of land within the City Limits of Hope, landowners should understand this action requires an Ordinance to be adopted by the City Board of Directors. 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: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Desired Zoning Classification: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

(A Copy of A Deed and Survey is Required) \_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_

Please provide the reason a reclassification is being sought and a statement as to why the proposed changes will not conflict with surrounding land uses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EXAMPLE OF A PETITION**

### PETITION TO REZONE CERTAIN PROPERTY IN HOPE, HEMPSTEAD COUNTY, ARKANSAS

1. Application is hereby made to the City of Hope, Arkansas Planning and Zoning Commission, pursuant to Arkansas Law on City Planning, Act 186 of 1957, Acts of Arkansas, as amended, and the Hope Zoning Ordinance No. 790, as amended, petitioning for rezoning of the following described area:

Lot 3 of Block 4 of the Magnolia Addition to the City of Hope, Arkansas.

2. Title of this property is vested in: Jessica Frazier
3. It is desired that the zoning district shown on the official zoning map of the City of Hope, Arkansas be amended and that the above described property be classified from the present R-2 Medium Density Residential to R-5 Residential.
4. Present use of the property: undeveloped land.
5. Desired use of the property: Single Family mobile home residence.
6. There are no deed restrictions pertaining to the use of this property.
7. A copy of the applicable survey and a deed is attached.
8. The application filing fee has been paid to the enforcement officer.
9. It is understood that notice of the public hearing before the Hope Planning and Zoning Commission will be published at least 15 days prior to the meeting in a newspaper of general circulation in the City and that notice of said meeting must be delivered by certified mail to all owners of property within 400 feet of the subject property and that the applicant is responsible for all costs associated with the advertisement and the certified mailings.

Respectfully Submitted,

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West Financial Group, Jack North, President

**EXAMPLE OF AN AFFIDAVIT OF SERVICE**

Comes the undersigned, \_\_\_\_\_, being duly sworn, deposes and says:

1. I am the owner of record of Lots 10 & 11, Block 2, West Addition to the City of Hope, Arkansas and am applying to rezone said property.
2. I have notified, by certified letter, all property owners within 400 feet of the subject property of the intent to rezone the subject property and of the date, time and place of the public hearing.
3. I have attached to this affidavit, the return receipts showing receipt of notice to all property owners within 400 feet of the subject property.

\_\_\_\_\_  
West Financial Group, Jack North, President

State of Arkansas,

County of Hempstead

SUBSCRIBED and sworn to before me on the \_\_\_\_ day of January, 2021

(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires \_\_\_\_\_

# **EXAMPLE OF AN ORDINANCE**

**ORDINANCE NO. \_\_\_\_\_**

## **AN ORDINANCE TO REZONE A PORTION OF THE WEST ADDITION TO THE CITY OF HOPE, ARKANSAS, AND FOR OTHER PURPOSES**

**WHEREAS**, after due notice as required by law, the Planning and Zoning Commission of the City of Hope, Arkansas, at the time and place mentioned in the notice, and in a public hearing, heard all persons desiring to be heard on the question; and

**WHEREAS**, after said hearing, the Planning and Zoning Commission of the City of Hope, Arkansas, voted to recommend that the said rezoning be granted; and

**WHEREAS**, the Board of Directors of the City of Hope, Arkansas, has determined that a rezoning of said property from the current classification of R-2 to the new classification of R-5 would be appropriate.

**NOW, THEREFORE**, be it ordained by the Board of Directors of the City of Hope, Arkansas:

**SECTION 1:** The following described real property in the City of Hope, Arkansas, to-wit:

Lots 10 and 11, Block 2 of the West Addition to the City of Hope, Arkansas.

Is hereby rezoned from its current zoning classification of R-2 to the new zoning classification of R-5, and the zoning map of the City of Hope, Arkansas, shall be amended to reflect said changes.

**SECTION 2:** All ordinances in conflict herewith be, and the same are hereby, repealed.

**SECTION 3:** It being determined by the Board of Directors of the City of Hope, Arkansas, that this ordinance is necessary for the public convenience, health, safety and welfare, an emergency is hereby declared to exist, and this ordinance shall take effect and be in full force from and after its passage and approval.

**ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021**

\_\_\_\_\_  
DON STILL, MAYOR

\_\_\_\_\_  
CITY CLERK