

CITY OF HOPE

SPECIAL USE PERMIT

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.

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1. 2021 Schedule for the Planning and Zoning Commission
2. Information sheet to be filled out.
3. Example of a Plat with the required information to be returned with application.
Plat information to include:
 - a. Location and size of lot(s).
 - b. Location and size of any structures.
 - c. Proposed parking.
 - d. Methods of ingress and egress.
 - e. Drainage plan.
 - f. Location of proposed utilities.

Important items to remember when requesting a special use of your property.

1. All application materials must be turned in by the deadline date.
2. A public hearing will be scheduled with the Planning and Zoning Commission.
3. The applicant, or applicant's representative, must attend and present the case to the Planning and Zoning Commission.
4. At least 7 days prior to the Planning and Zoning Commission meeting 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 and Zoning Commission meeting and entered into the record.

**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 a Special Use Permit. 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 Special Use being sought and a statement as to why the proposed changes will not conflict with surrounding land uses:

