

CITY OF HOPE APPLICATION PACKET FOR A VARIANCE REQUEST FROM THE CITY OF HOPE PLANNING COMMISSION

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Important items to remember when applying for a variance on your property.

1. The Applicant Information sheet signed by the owner, or owner's representative must be returned by the deadline date along with the **\$5.00** application fee. Supportive information must be submitted as well (site plans, drawings of signs, etc.)
2. A public hearing case will be scheduled with the Planning Commission.
3. 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.
4. The applicant, or applicant's representative, must attend and present the case to the Planning Commission.
5. The Planning Commission will hear requests for variances from the literal interpretation of the zoning ordinance where strict compliance would cause an undue hardship due to circumstances unique to the individual property under consideration.
6. It is very important to clearly and completely describe the unique circumstances that cause the undue hardship making the variance necessary.

**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 the proposed variance for a tract of land. 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 the reason the variance is being requested and a statement describing the unique circumstance causing the hardship:

Use additional space if needed. Be sure to include any necessary support information.