

# 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.

## TABLE OF CONTENTS FOR APPEAL OF AN ADMINISTRATIVE DECISION APPLICATION

1. 2022 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 2022**

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 24, 2022	December 24, 2021
February 28, 2022	January 21, 2022
March 21, 2022	February 11, 2022
April 18, 2022	March 18, 2022
May 16, 2022	April 15, 2022
June 20, 2022	May 20, 2022
July 18, 2022	June 17, 2022
August 15, 2022	July 15, 2022
September 19, 2022	August 19, 2022
October 17, 2022	September 16, 2022
November 21, 2022	October 14, 2022

**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 Jeffrey Griffin at (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.