

# 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.

#### TABLE OF CONTENTS FOR SPECIAL USE APPLICATION PACKET

1. 2022 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 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 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:

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