

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

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1. 2022 Schedule for the Planning Commission
2. Information sheet to be filled out.

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 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 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 Carl D. Conley or Dilesha Bradley 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 the reason the variance is being requested and a statement describing the unique circumstance causing the hardship:

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