# Information for Appealing to the Planning Commission

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| Step 1 | Request an application from the Planning Commission |
| Step 2 | Fill out all application and file it with the City Clerk, determine if you are needing a special use permit or a variance, and the zoning of the property and neighboring properties. The office of Code Enforcement can help you determine this (870) 817-7400 |
| Step 3 | Schedule public hearing with the Planning Commission |
| Step 4 | Post public hearing in local newspaper twice, the first time at least fifteen days prior to the public hearing. Public hearing notice shall contain the particular location of the property and the type of use for which the permit is requested, as well as the date of the public hearing |
| Step 5 | Come prepared to the public hearing to answer questions concerning your property and the surrounding area |
| Step 6 | The Planning Commission will either approve or deny your application |
| Step 7 | If you are approved, the Planning Commission will recommend approval of the special use permit or variance to the City Council |
| Step 8 | The City Council will approve or deny your application, if your application is denied you will not be able to re-file again for a period of 12 months |
| Note | A special use permit shall run with the land: however, any expansion of the original development authorized by special use permit that exceeds 100 square feet or an estimated construction cost of $10,000 shall require a new special use permit |
| Note | The appealer is responsible for the cost of the newspaper ad to publicize the public hearing |
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