



REQUEST FOR SPECIAL SESSION

Applicants who are unable to delay their COA application review by the Hammond Historic District Commission's (HHDC) until the next scheduled monthly meeting, may request that the HHDC hold a "Special Session." This is session treated like a regular monthly meeting and must be announced in the newspaper 7 days prior to the meeting date. **A Special Session can be scheduled no less than 8 days from HHDC office receipt of this request.**

Requests for Special Session will be considered on a case-by-case basis for applicants who have extenuating circumstances and unable to delay their review until the next regularly scheduled monthly meeting. If a Special Session date is agreed upon, **all application materials must be submitted at least 3 business days prior to that date** to allow for sufficient review by the Commission.

If these criteria are not met the Special Session will be canceled and the submitted application will be placed on the agenda for the next regularly scheduled meeting.

Please fill out the information below, detailing the reason for requesting a Special Session, and attach the COA application to this form. Decision are made within 2 business days.

Name: _____
Phone #: _____
Email: _____
Location: _____

SPECIAL SESSION DATE:

___ / ___ / ___

EARLIEST POSSIBLE

REASON FOR REQUEST:

Applicant: _____ (print) _____ (sign) Date: ___ / ___ / ___

[OFFICE CONFIRMATION DATE RECEIVED: ___ / ___ / ___ INITIALS: _____]