



PLANNING DEPARTMENT

City of Conway

1201 OAK STREET

CONWAY, AR 72032

(501) 450-6105

development review scope

If the answer to Question 1 or 2 listed below is “YES,” the project is exempt from Development Review. Compliance with the requirements outlined in Article 1101 of the City of Conway Zoning Ordinance is *not* required in order to obtain a building permit.

YES NO

1. Is the project a single-family dwelling unit or associated accessory building, allowed by right in its zone and with a density of one dwelling unit per lot or parcel, whether stick built or pre-manufactured? _____
2. Is the project a duplex or associated accessory building, allowed by right in its zone and with a density of one duplex per lot or parcel? _____

If the answer to both questions above is “NO,” Development Review may be required. Please continue to questions 3, 4, 5, 6 and 7

YES NO

3. Is the project permitted through a Conditional Use Permit? _____
4. Does the project include a new structure or parking area? _____
5. Is the project an expansion of 2,000 ft² or 20% or more to gross floor area of any structure on the site? _____
6. Is the project an expansion to any lot coverage area? _____
7. Is the project the construction or expansion to any outdoor eating or drinking area? _____

If the answer to 3, 4, 5, 6, or 7 under scope above is “YES,” the project *must comply* with the requirements outlined in Article 1101 of the City of Conway Zoning Ordinance and those requirements must be met before a building permit may be issued. If the answer to all five questions (3, 4, 5, 6, and 7 above) is “NO,” the project is *not* required to comply with the requirements outlined in this form in order to obtain a building permit.



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development review procedure

REFERENCES: *City of Conway, Arkansas, Ordinances O-00-03 and O-94-54, to include all amendments.*

1. **Overview.** In most cases, the procedure for approval of a development plan will take approximately 2 to 4 weeks. The time frame required for approval will rely mainly on the size of the project, the quality of the plans submitted, and the time the City awaits re-submittal of plan amendments and revisions.
2. **Pattern Book.** The Planning Department strongly encourages all development representatives (owners, developers, architects, engineers, project managers, etc.) to read and become familiar with the pattern book drafted to accompany the regulatory text found in Article 1101 of the City of Conway Zoning Ordinance. This document, Design Standards: City-Wide Development Guidelines, is a valuable and easily-understood resource for assisting the efforts of developers by offering them a better understanding of the various requirements necessary for the successful approval all multi-family, office, commercial, and industrial projects within the City of Conway zoning jurisdiction.
3. **Preliminary Conference.** The applicant, or a representative thereof, is required to meet at least once prior to application submittal with a representative from the Planning Department to discuss basic plan requirements, existing site features, the proposed development, concurrency with other projects, comprehensive plan compliance, a preliminary plan, and site and/or architectural design. It is advised that the applicant bring drawings depicting both a proposed layout as well as any existing features of the property, to include all structures and vegetation. The applicant may desire more than one conference, whether prior to or after application submittal.
4. **Application Submittal.** Upon formal application, the applicant shall include all plans and other supporting documentation prepared according to specifications described within the Development Review Application Checklist (DR-04).
5. **Review Fee Calculation.** The Development Review Fee will be calculated for all projects as follows:

\$0.02 per ft² of Lot Coverage Area (LCA) The total square footage of all impermeable surfaces on the site
PLUS
\$0.04 per ft² of Gross Floor Area (GFA) The total square footage of all covered floor area on all levels of all buildings

The minimum fee for Development Review, regardless of project size, shall be \$325.
 The maximum fee for Development Review, regardless of project size, shall be \$3250.
6. **Staff Review.** Projects will be reviewed for both general and specific standards, along with all federal, state, county, and city regulations that can be reviewed at City level. Comments will then be consolidated and given to the applicant for correction/revision on the site development plans. Re-submittal and comment by the Planning Department staff will continue until such time as all plans are complete and all required items are received. At least one revision of the plans is typical.
7. **Outside Agencies/Departments.** After preliminary plan review has been completed and necessary revisions are noted by the Planning Department, the applicant shall submit all other required plans and documentation to all necessary parties for approval. This may include, but not be limited to, the City of Conway Street Department, City of Conway Sanitation Department, City of Conway Fire Department, City of Conway Tree Board, Old Conway Design Review Board, and all utility companies.
8. **Planning Director Approval.** Once all requirements have been met to the satisfaction of the Planning Department staff, the Director of Planning shall grant approval by signing and issuing a completed set of development plans to the City Permits and Inspections Department.
9. **Effect of Plan Approval.** Plan approval shall last for a period of two years from the date of Approval. If after two years all necessary permits for construction are not yet obtained, the Development Plan Approval shall be considered null and void. Upon plan expiration, plans are required to be re-submitted for review. Re-submittal of an expired plan shall require evaluation as if the project were new, to include current standards, regulations, and conditions in the area, as well as payment of all fees in accordance with current fee schedule.
10. **Inspections.** Periodic inspections by Planning Department staff will be conducted throughout the construction of the project in order to verify that all development continues in a manner compliant with the previously approved site plans. These inspections will be performed as needed, up until the final inspection by the Permits and Inspections Department required for a Certificate of Occupancy.



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development review application

PROJECT NAME: _____

PROJECT ADDRESS: _____

SUBDIVISION: _____

ZONING CLASS: _____ LOT/PARCEL #: _____

GEOLOCATOR (T/R,SECT,¼): _____

OFFICE USE ONLY

Name of Reviewer: _____

Docket/ID#: _____

Date Plans Received: _____

Date Plans Approved: _____

Fee Amount: \$_____ Paid:

APPLICANT (Primary Point-of-Contact)

Name: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

PROPERTY OWNER

Name: _____

Address: _____

Telephone: _____

Fax: Text _____

E-Mail: _____

ARCHITECT/ENGINEER/SURVEYOR

Name: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

BUILDER/CONTRACTOR

Name: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

I certify that the information submitted herein, as well as all foregoing Site Development Plans and their supporting documentation, are in all respects, to the best of my knowledge, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completion, determination, or approval. I understand that this City might not approve what I am applying for, or might set conditions on approval.

Signature of Applicant: _____ Date: _____



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development review checklist

THE FOLLOWING ITEMS ARE REQUIRED FOR DEVELOPMENT REVIEW

All applicants are strongly encouraged to read and become familiar with Article 1101 of the Conway Zoning Ordinance and Section 6 of the Conway Subdivision Ordinance prior to finalizing development plans and submitting them to the Planning Department for review.

- A completed plat of the lot(s) recorded and filed with the County Clerk
- A completed and signed Development Review Application
- A completed Development Review Checklist
- Verification of payment of Development Review Fee
- Two complete sets of the site's development plans. All plans must be on white paper. One complete set will be plotted no smaller than 18" x 24" and no larger than 36" x 42" (24" x 36" preferred). One complete set will be reduced dimension, no smaller than 8 1/2" x 11" and no larger than 11" x 17"

Each set of development plans will, at a minimum, consist of the following individual items:

- Dimensioned Site Plan
- Drainage Plan & Report
- Grid Photometric Plot
- Grading Plan
- Landscaping Plan
- Architectural Elevations

Submissions which do not fulfill all requirements of this checklist (as provided by Section 1101.8, City of Conway Zoning Ordinance) will not be accepted for review or approval, unless otherwise expressly directed by the Planning Dept.

- Digital files of all completed site development plans. The preferred format for these files is *Adobe .pdf*, and they must be scaled to the same dimensions as the largest of the paper copies. Submissions can be made via any typical medium (CD-ROM, diskette, e-mail, Flash Drive, etc.)
- Any required traffic engineering study, as determined by the City engineer
- General statement of character and intent of use of the project/development
- All supporting documentation. Examples may include, but not be limited to the following: variances, deeds, access agreements, conditional use permits, lighting cut sheets, etc.

PLEASE LIST ADDITIONAL DOCUMENTS: _____

PLEASE LIST REQUESTED EXCEPTIONS (VARIANCES): _____

BASIC INFORMATION REQUIRED ON EACH SHEET

- North arrow
- A graphic scale, drawn using an engineer's scale, to a scale not smaller than 1" = 50' (all other scales shall be approved by Planning Department staff)
- Name of person who prepared the plan.
- Date of preparation of the plan
- Property lines
- All existing and proposed buildings and structures
- All existing and proposed parking areas and curbing
- All freestanding signage
- All landscaped areas (details necessary only on Landscape Plan)
- Abutting streets, alleys, and private drives
- All water courses, manmade or natural, entering and/or leaving the site, and their direction of flow
- Display base flood elevation with floodplain and floodway limits according to maps prepared by FEMA or NFIP, and any floodplain or floodway modifications
- Pedestrian and vehicular access points, to include *all* curb cuts and cross access drives
- All existing and proposed sidewalks or paths

REQUIRED INFORMATION SPECIFIC TO SITE PLAN

The following items must be included on a schedule or chart displayed on the Site Plan:

- Acreage of site, accurate to the nearest one-tenth of an acre
- Square footage of site, accurate to the nearest square foot
- Square footage of all proposed and existing impervious surface areas, and their percentage of total site coverage (not to exceed 80%); otherwise referred to as Lot Coverage Area (LCA)
- Square footage of all proposed and existing pervious surface areas, and their percentage of total site coverage (minimum 20% required)
- Number of existing buildings to remain on site
- Number of proposed buildings
- Gross Floor Area (GFA); the total square footage of all covered floor area on all levels of all buildings
- If the site is a multiuse (mixed-use) building or facility, please include a "Total Floor Area By Use" chart detailing existing and proposed square footage for each of the following: *residential, office, retail, restaurant, medical, institutional, industrial*
- Maximum proposed height of each building
- Square footage of total building coverage ("footprint"), and its percentage of total site
- Number of total dwelling units (if residential), and the land use intensity (unit per acre)
- Min & max parking requirement (to include ADA/Handicapped accessible), and the number proposed
- Minimum number of parking lot islands required, and the number proposed
- General slope analysis representing one of the following categories:
0% to 5% 6% to 12% 13% and greater
- Minimum building setback requirements (front, rear, and sides) for the given Zoning Class
- Identify any overlay district which applies to any part of the site
- Identify any part of the site located within the Asa P. Robinson Historic District
- Identify any part of the site which is listed on the National Register of Historic Places

The following items must be displayed on the Dimensioned Site Plan:

- A vicinity map of the project, drawn to a scale of one inch equal one thousand feet (1" = 1,000') with a radius of no less than one-half (1/2) mile, and oriented in the same direction as the site plan. This map shall include all applicable: public and private streets, corporate (city) limit lines, location of project with boundaries identified, as well as all adjacent zoning. (Base maps are available from www.conwayplanning.org)
- Identification of any part of site as being within the 100-Year Floodplain or 100-Year Floodway. Identify base flood elevation with reference to the FIRM Panel number and effective date.
- Appropriate signature block for Director of Planning approval, in accordance with Article 1101 of the Conway Zoning Ordinance
- Necessary notes with a complete and accurate legend
- The boundary lines of the site, to include bearings and dimensions as indicated on the lot's recorded plat
- Sufficient dimensions to indicate relationship between buildings, property lines, parking areas, and other dominant elements of the plan
- Building lines (setbacks) shall be shown on all sides of the lot
- Parking lot layout to include striping plan and circulation pattern
- Abutting streets, alleys, and private drives (including name, centerline, total width, and R-O-W width)
- All existing and proposed easements (location, dimension, and purpose)
- All existing and proposed ditches, swales, gutters, and culverts
- Locations and sizes of any loading areas, service areas, docks, and ramps
- Proposed screening measures for all exterior mechanical equipment (ground, wall, and/or roof mounted)
- Proposed screening measures for all dumpsters, refuse and recycling pads, and trash storage areas
- All existing and proposed fire hydrants
- All proposed traffic calming measures
- Bicycle racks or storage facilities
- Open spaces and recreation areas
- Seal and signature of the landscape architect or civil engineer, registered/certified in the State of Arkansas
- All other applicable information pertinent to the plan and necessary to properly evaluate the plan in full context

REQUIRED INFORMATION SPECIFIC TO GRADING PLAN

- Existing and proposed topographic information with contour lines at vertical intervals of two feet or less
- Existing ground cover material (grass, forest cover, etc.)
- Existing drainage features (creeks, ditches, swales, storm drainage pipe, etc.) crossing or adjacent to the site
- Existing drainage areas contributing to any drainage way entering the site and watershed area of drainage areas leaving the site

REQUIRED INFORMATION SPECIFIC TO DRAINAGE PLAN

- The location storm water currently enters and exits the site
- Proposed storm drainage improvements required to accommodate the site drainage
- Downstream drainage structures and facilities that will receive the runoff from the site
- A statement that any land clearing, construction, or development involving the movement of earth shall be in accordance with the Stormwater Pollution Prevention Plan and that properly trained and certified

personnel will be on site on all days when construction or grading activity takes place to assure the plan is properly implemented and maintained

- A prepared and dedicated flowage path or floodway that will accommodate a 100 year frequency storm event across and through the development

REQUIRED INFORMATION SPECIFIC TO DRAINAGE REPORT

- Watershed map showing contours and delineation of drainage basins that contribute to drainage ways that enter or leave the project boundary
- The area of each watershed shown in acres
- The storm drainage system located downstream from the project along with the size and water carrying capacity of the existing downstream facilities
- Peak storm water runoff rate based on a 10 year frequency rainfall event
- Detention volume calculations based on a 25 year frequency rainfall event
- Detention outlet structure calculations based on a 10 year frequency rainfall event
- Detention spillway and overflow calculations based on a 100 year frequency rainfall event

If payment of a detention fee is requested in lieu of constructing detention facilities, the two items immediately above are not required but the items below shall be included:

- Calculation of the in lieu detention fee based on \$15,000 per acre foot
- Proof that one of the conditions exist outlined in Section 6 of the Conway Subdivision Ordinance which may not require detention facilities to be constructed

REQUIRED INFORMATION SPECIFIC TO LANDSCAPING PLAN

- All existing vegetation, to include that along adjacent property lines
- Species of all proposed plant materials and other ground covers
- Location of all proposed plant materials and other ground covers
- Size of plants at planting and maturity
- Method of irrigation
- Special features, such as berming and retaining walls
- Cross-sections through areas of special features
- Location, size, pylon height, color ,and material of sign structures, to include both stand-alone signs and those affixed to buildings facades
- All proposed fencing, walls, and other screening measures, to include material, design, and height
- All other applicable information pertinent to the plan and necessary to properly evaluate the plan in full context
- Plan must be, at a minimum, prepared by a person knowledgeable in the field. NOTE: a landscape architect certified by the State of Arkansas may be required to design, seal, and sign the landscape plan based upon Planning Department staff assessment of the size, scope, and impact of the project

REQUIRED INFORMATION SPECIFIC TO GRID PHOTOMETRIC PLOT

- Location of all exterior lighting fixtures
- Height and aiming of all exterior lighting fixtures

- Maximum luminance levels should be expressed in footcandle measurements on a grid of the site showing footcandle readings in every ten-foot square, and shall include light contributions from all sources, to include fixtures used for pedestrian and vehicle ways, security, signage, and decoration
- Manufacturer-supplied specifications “cut” sheets that include photographs or illustrations of the fixtures, indicating the certified “cut off” characteristics of each fixture
- ISO-footcandle templates are highly encouraged for each light source, plotted at the designated mounting heights for the proposed fixtures. NOTE: this *may be required* during development review based upon Planning Department staff assessment of the project’s potential impact on surrounding areas

REQUIRED INFORMATION SPECIFIC TO ARCHITECTURAL ELEVATIONS

- Complete and accurate scaled illustrations for each elevation of each structure on the site
 - Primary exterior dimensions of all proposed structures
 - All signage elevations, both structure-mounted and freestanding, to include dimensions
 - Style, color, and exterior construction materials of all proposed structures and signs
- Where several building types are proposed on the plan, such as apartments or commercial buildings, as separate sketch shall be prepared for each type
 - Must be to a scale not smaller than $\frac{1}{4}'' = 1'$ (all other shall be approved by Planning Department staff)
 - Proposed building and other material samples, in corresponding colors, must be included with submission NOTE: it is recommended that this requirement be fulfilled at the Preliminary Conference



PLANNING DEPARTMENT

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development review notice of appeal

Date: _____

Development Name: _____

Representing Party and Title: _____

Development Address: _____ Subdivision: _____

Zoning Class: _____ Lot/Parcel #: _____ Geocator (T/R,SECT,¼): _____

Appellate To (*check one*):

Conway Planning Commission

Conway City Council

Please be advised that an appeal is hereby taken to the City of Conway, Arkansas for the action of the Planning Director in refusing to issue a Development Review Approval in accordance with Article 1101 of the City of Conway Zoning Ordinance (O-94-54). The disputed Section, Paragraph, and/or Subparagraph (Article 1101) is indicated below:

By signing below, I understand that the appellate board which is to consider this appeal shall hear, review, and decide upon only the above listed grievances specifically.

Signature: _____