

# CITY OF CONWAY, ARKANSAS

## SIGN VARIANCE GUIDELINES AND PROCEDURES

This handout is available as a PDF document at the Conway Planning & Development Department's website: [www.conwayplanning.org](http://www.conwayplanning.org) and the City of Conway's website: [www.cityofconway.org](http://www.cityofconway.org).

### GUIDELINES FOR DECISION MAKING BY THE CITY COUNCIL

1. The City Council may grant a variance for a sign where the literal application of this code would create a particular hardship.
2. No variance for a sign shall be reviewed by the City Council without a report from the Planning & Development Department.
3. In granting a variance, the City Council may attach additional requirements necessary to carry out the spirit and purpose of this Ordinance in the public interest.

### PROCEDURE

1. Notify the Planning & Development Department of your intent to seek a sign variance.
2. The Petitioner must pay a filing fee of \$100.
3. The Application for Sign Variance must be submitted to the Planning & Development Department **no less than eleven (11) days** prior to the meeting.
4. The Application must include the actual sign application and a diagram showing the location and what variance is being sought.
5. The petitioner must prove the hardship caused the sign user under the literal interpretation of the code is due to conditions unique to that property and does not apply generally to the City.
6. The petitioner must prove the granting of the variance would not be contrary to the general objections of the code and the land use plan.
7. The petitioner must place a notice of public hearing in the Log Cabin Democrat appearing, **no fewer than 7 days** prior to the date of the City Council meeting. Please place add 9 days prior to meeting as the Log Cabin Democrat requires 2 days to process the notice.
8. The notice must include:
  - (a) The variance being sought,
  - (b) The location of the property (including an address and/or description of the property easily understood by the layperson),
  - (c) The time, date, and place of the public hearing.
9. The petitioner must post a public hearing sign plainly visible and readable from an abutting public road **no less than seven 7 days** prior to the City Council meeting. The disposable public hearing sign is obtained from the Conway Planning & Development Department. The cost for the sign is \$7.50.
10. The petitioner for variance must notify by certified mail, return receipt requested or by petition, **no less than 7 days** prior to the City Council meeting, all abutting property owners, of the variance being sought, the day, time, date, and location of the property (including an address and/or description of the property easily understood by the lay person). Evidence of this notification must be presented to the Planning & Development Department **no less than 7 days** prior to the public hearing. A sketch of the surrounding property owners must be submitted **no less than 7 days** prior to the City Council meeting.

11. At the date and time of the City Council meeting, all parties in favor and in opposition of the variance request will be given an opportunity to provide input for the City Council's consideration. It is imperative that the applicant has someone at the public hearing to answer any questions that the Council or public may have regarding the variance request.
12. Following the formal public hearing, the City Council will consider the variance request and take whatever actions) the Council deems appropriate. In granting a variance, the City Council may attach additional requirements necessary to carry out the spirit and purpose of this Ordinance in the public interest.

It should be noted that this is not an exhaustive guideline regarding a sign variance and applications for sign variance.

## **Checklist of Items for Sign Variance**

- ❑ **Application for Sign Variance** – Filed with the Planning & Development Department **no less than 11 days** prior to the City Council meeting.
- ❑ **Statement and Diagram Showing the Location and what Variance is being Sought** – Filed with the Planning & Development Department no less than 7 days prior to the City Council meeting.
- ❑ **Filing fee of \$100** – Paid at the Planning & Development Department when application is filed.
- ❑ **Sign** – The disposable public hearing sign is obtained from the Planning & Development Department. The cost for the sign is \$7.50. The sign must be posted no later than 7 days prior to the City Council meeting.
- ❑ **Proof of Publication** – Obtained from the Log Cabin Democrat after the placement of the public notice. The ad must appear at least once no later than 7 days prior to the City Council meeting. Filed with the Planning & Development Department.
- ❑ **Certified Letters and / or Petitions to All Abutting Property Owners** – After notification, the postmarked certified receipts and / or return receipts and / or petition are filed with the Planning & Development Department. Notification must be made no later than 7 days prior to the City Council meeting.
- ❑ **Map showing Abutting Property Owners** – A map including the names of property owners. Filed at the Planning & Development Department along with the certified receipts-returns and / or petitions no later than 7 days prior to the City Council meeting.
- ❑ **It is imperative that the applicant or a representative be present at the City Council meeting to answer any questions that the Council or public may have regarding the variance.**

**City Council  
Sign Variance Application  
City of Conway, AR**

Date \_\_\_\_\_

Applicant's name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Sign information:**

Location of sign variance sought \_\_\_\_\_

Variance requested \_\_\_\_\_

Reason variance requested \_\_\_\_\_

Justification for variance \_\_\_\_\_

Type of sign \_\_\_\_\_

Sign dimensions \_\_\_\_\_

Sign height \_\_\_\_\_

Setback of sign from property line \_\_\_\_\_

Linear street frontage of property \_\_\_\_\_

Area of building elevation on which sign is to be placed (If applicable) \_\_\_\_\_

Height of building (for roof signs) \_\_\_\_\_

For Billboards: Distance to the nearest other billboard on the same side of the road \_\_\_\_\_

Opposite side of the road \_\_\_\_\_

Distance to the nearest other sign \_\_\_\_\_

Zoning classification \_\_\_\_\_

Applicant's signature \_\_\_\_\_

**Attach a site plan that fulfills all requirements for a sign permit application form**

## Notice of Public Hearing and Certified Letter Format

The information below is to be included in the newspaper notification and certified letters.

Notice is hereby given that **(name)** \_\_\_\_\_ has filed an application with the Conway City Council requesting a sign variance of **(describe the variance being sought)** \_\_\_\_\_ on the following described property:

**The Address (Number & Street)**

**(If no address is available, provide a description that is clear to the average person)**

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A public hearing on said request will be held at 6:30 p.m. **(date)** \_\_\_\_\_, in the District Court Building, 810 Parkway.

**Tab Townsell, Mayor**  
City of Conway  
Conway, Arkansas

**This notice is to be run in the legal notices section of the Log Cabin Democrat no later than 7 days prior to the City Council meeting.**

### *Deadline for Legal Notices*

The deadline for the legal notices is 2 pm two business days before publication (*see note below if you are in doubt about the deadline for a particular edition*). Legals that are longer than two typewritten pages of 8 1/2" x 14" double-spaced material will require an extra day for preparation. Legals may be e-mailed to [legals@thecabin.net](mailto:legals@thecabin.net), faxed to 501-327-6787, or dropped off at the office at 1111 Main Street, Suite 102. Questions concerning the Log Cabin Democrat's procedures should be directed to:

Legals  
Log Cabin Democrat  
1111 Main Street, Suite 102  
PO Box 969  
Conway, AR 72032  
501-327-2727

#### *Log Cabin Democrat Deadlines*

<u>Edition</u> .....	<u>Deadline</u>
Sunday.....	2 p.m. Thursday
Monday.....	2 p.m. Thursday
Tuesday.....	2 p.m. Friday
Wednesday.....	2 p.m. Monday
Thursday.....	2 p.m. Tuesday
Friday.....	2 p.m. Wednesday
Saturday.....	2 p.m. Thursday



## City of Conway – Mayor’s Office 2015 City Council Meeting & Deadline Dates

All requests for placement on the Conway City Council Agenda, **along with all written backup materials, must be in the Mayor’s Office no later than 12:00pm** (noon) seven (7) days prior to the meeting.

All information should be submitted electronically, including ordinances, resolutions, letters, etc. to Felicia Rogers @ [felicia.rogers@cityofconway.org](mailto:felicia.rogers@cityofconway.org).

<b>Meeting Date</b>	<b>Deadline</b>	<b>Meeting Date</b>	<b>Deadline</b>
January 13	Noon, January 6	July 14	Noon, July 7
January 27	Noon, January 20	July 28	Noon, July 21
February 10	Noon, February 3	August 11	Noon, August 4
February 24	Noon, February 17	August 25	Noon, August 18
March 10	Noon, March 3	September 8	Noon, September 1
March 24	Noon, March 17	September 22	Noon, September 15
April 14	Noon, April 7	October 13	Noon, October 6
April 28	Noon, April 21	October 27	Noon, October 20
May 12	Noon, May 5	November 10	Noon, November 3
May 26	Noon, May 19	November 24	Noon, November 17
June 9	Noon, June 2	December 8	Noon, December 1
June 24	Noon, June 16	<b>December 22*</b>	<b>Noon, December 15</b>

*\*Date is subject to changed due to the holidays*

*City Council Committee meetings start at 5:30pm / City Council Meetings start at 6:30pm  
District Court, 810 Parkway Street, Conway, AR 72032  
All dates are subject to change*

If you have any questions, please contact Felicia Rogers @ 450-6110

[www.cityofconway.org](http://www.cityofconway.org)