



ANNEXATION GUIDELINES & PROCEDURES

City of Conway, Arkansas - Planning & Development

1111 Main Street • Conway, AR • 72032 • 501-450-6105 • conwayarkansas.gov

Established through state statute A.C.A. § 14-38-101—108 and 14-38-114—116 and City of Conway Ordinance #O-22-77.

All areas to be annexed must be contiguous to and adjoin lands which are included within the City of Conway, Arkansas.

Procedure [1] - Voluntary Annexation (including non-voluntary owners)

A.C.A. § 14-40-601 (a) *“When a majority of the real estate owners of any part of a county contiguous to and joining any city or incorporated town desires to be annexed to the city or town, they may apply by attested petition in writing to the county court of the county in which the city or town is situated...”*

A.C.A. § 14-40-601 (b) *“The “majority of real estate owners” referred to in this section means a majority of the total number of real estate owners in the area affected if the majority of the total numbers of owners own more than one-half (1/2) of the acreage affected.”*

1. The applicant shall file an attested petition with the County Court.
2. Upon filing, the Clerk shall set a public hearing date for the petition which shall not be less than thirty (30) days after the filing of the petition.
3. Following the filing of the petition, the applicant must place a notice of public hearing in the *Log Cabin Democrat* or *Arkansas Democrat-Gazette* appearing one (1) time per week for three (3) consecutive weeks.
4. Once approved at the hearing, the County Court issues an order granting the petition and releasing the property to be considered for annexation by the City.

OR

Procedure [2] - 100% Petition Annexation

A.C.A. § 14-40-609 (b)(1) *“Individuals who own property in a county that is contiguous to a city or town may petition the governing body of the city or town to annex the property that is contiguous to the city or town.”*

1. The applicant must submit a petition, in writing, to the County and it shall include:
 - a. A notarized statement by the property owner(s) confirming the desire to be annexed;
 - b. An accurate legal description of the subject property;
 - c. A letter/title opinion from a certified abstractor/title company verifying the petitioners are all owners of record of the subject property;
 - d. A letter/verification from a certified surveyor or engineering verifying that the subject property is contiguous with the City of Conway boundary and that no enclaves/islands will be created if the subject property is accepted;
 - e. A schedule of services of the City of Conway which will be extended to the area within three (3) years after the date the annexation becomes final.
2. The complete petition shall be filed with County Assessor and the County Clerk.
 - a. Within fifteen (15) days of filing, the Faulkner County Assessor and Faulkner County Clerk shall verify that the petition meets the requirements and submit the petition to the County Judge for review;
 - b. Within petition (15) days of receipt, the County Judge shall review the petition and if all requirements are met, issue an order and forward the petition and order to the City of Conway.

For the convenience of the applicant, the City has followed the custom of allowing the applicant to submit the request for annexation to the City prior to completing the process with the County.

1. At the time the applicant submits the petition to the County, they may also submit the application requesting annexation to the Planning & Development Department in accordance with the Planning Commission calendar (attached).
2. The following items must be submitted:
 - A. A copy of the application requesting annexation
 - B. A non-refundable filing fee of \$325.00
 - C. A copy of the plat of the proposed annexation
 - 1) No property will be annexed before all current configurations of parcels within the area have been identified. Upon annexation, only those parcels that are in compliance with the Subdivision Ordinance of the City of Conway shall be eligible for the issuance of building permits
 - 2) In order to ascertain the configuration of existing parcels of property, all applications for annexation will include a map of the area, drawn to scale showing the parcels and their ownership. The map will include:
 - a. All subdivisions that have been approved by the Conway Planning Commission
 - b. All subdivisions that were properly filed prior to the creation of the Planning Commission
 - c. Any subdivisions that were created before the area was under the jurisdiction of the Conway Planning Commission
 - D. For parcels that are not part of a legal subdivision, copies of deeds dated prior to July 1, 1986 showing the parcel in its current configuration must be submitted. If no deeds are available, parcels must be created through a legal subdivision or it must be established through deeds that the parcel was created at a time when it was not within the territorial jurisdiction of the City of Conway or those parcels will not be eligible for the issuance of building permits
 - E. The legal description of the property proposed for annexation
3. The Planning Commission reviews the request for annexation and, if approved, makes a recommendation to the City Council that the property be accepted for annexation.
4. The City Council, if appropriate, adopts the ordinance annexing the property. If the order, by the County Court, granting the petition, is not available by the time the request for annexation is heard by the City Council, the City Council will, if appropriate, pass a resolution indicating the intent of the City to accept and annex the property when it is released by the County.
5. The ordinance accepting and annexing the property must be published one (1) time in the *Log Cabin Democrat*. The applicant will be billed by the City Clerk for the cost of the publication.
6. **STREETS** - No property will be annexed to the City of Conway before it has been established in the annexing ordinance which portions of which streets within the property will be accepted as public streets for maintenance and which streets will be recognized as public streets for the sole purpose of allowing the issuance of building permits. No section of a street will be accepted for public maintenance unless the appropriate right-of-way, based on the Master Street Plan, has been dedicated by the abutting property owners.

All annexed areas will be assigned an address that is in accordance with the City of Conway addressing system. 2-digit County addresses will be changed to 4-digit City addresses.

Note: This is not an exhaustive guideline regarding annexations. Appropriate state statutes, county, and city ordinances, and resolutions will provide additional information.

Checklist of Items for Annexation Application

- ☐ **Application for Annexation** - filed with the Planning & Development Department in accordance with the Planning Commission calendar.
- ☐ **Filing fee of \$325** - paid at the Planning & Development department in accordance with the Planning Commission calendar. Make checks payable to City of Conway.
- ☐ **Plat of property annexation** - filed with the Planning & Development Department in accordance with the Planning Commission calendar.
- ☐ **Legal description of the property to be annexed** - filed with the Planning & Development Department in accordance with the Planning Commission calendar.
- ☐ **Identification of parcels** - filed with the Planning & Development Department in accordance with the Planning Commission calendar. Refer to 'Procedure' items 5.3 and 5.4.
- ☐ **Copy of the Order [from the County Court] granting the petition** - Must be filed with the Planning and Development by eight (8) days prior to the date of City Council Meeting at which the ordinance will be considered.

APPLICATION REQUESTING ANNEXATION

Conway Planning Commission • City of Conway, Arkansas

Note: Applications must be submitted via the Civic Access Portal, which can be accessed via:
www.conwayarkansas.gov/planning

_____ hereby petitions the City of Conway, Arkansas for annexation
name of applicant
of the following lands into the City of Conway.

[enter legal description]

and requests the property to be zoned _____ upon annexation.
desired zoning classification

All petitioners must sign

Name _____

Address _____

City, State, Zip _____

Signature _____

Sample Petition for Annexation to be submitted, typewritten, to the County Court of Faulkner County, Arkansas with all required supporting documents outlined in Procedure [1] or Procedure [2] as applicable.

(Printed name of Petitioner) _____

No. _____

PETITION OF ANNEXATION

_____ for its petition for annexation of certain lands into the City
printed name of petitioner
of Conway, Arkansas, states:

1. Petitioner is the owner of all following described lands in Faulkner County, Arkansas:
[enter legal description for all property to be annexed]
2. Said lands are contiguous to and adjoin lands which are included within the city limits of the City of Conway, Arkansas; said lands are adaptable for residential purposes; an accurate map of said lands is attached to this petition; the limits of the territory to be annexed have been accurately described herein; all other requirements of the law for the annexation of said lands into the City of Conway, Arkansas, have been met; and said lands should be annexed unto the City of Conway, Arkansas, and become part thereof.

WHEREFORE, Petitioner prays that this Court enter its order abandoning unto the City of Conway, Arkansas, for annexation, the aforesaid lands.

All petitioners must sign

Petitioner _____

Address _____

City, State, Zip _____

Signature: _____

State of Arkansas, County of _____

Subscribed and sworn to before me on this- _____ day of _____, 20 _____ by

_____ (petitioner).

Signature of Notary Public _____

My commission expires: _____

[Seal of Office]

For additional petitioners, as needed

Petitioner #2 _____

Address _____

City, State, Zip _____

Signature: _____

State of Arkansas, County of _____

Subscribed and sworn to before me on this-_____ day of _____, 20 _____ by

_____ (petitioner #2).

Signature of Notary Public _____

My commission expires: _____

[Seal of Office]

Petitioner #3 _____

Address _____

City, State, Zip _____

Signature: _____

State of Arkansas, County of _____

Subscribed and sworn to before me on this-_____ day of _____, 20 _____ by

_____ (petitioner #3).

Signature of Notary Public _____

My commission expires: _____

[Seal of Office]

NOTICE OF PUBLIC HEARING (required by Faulkner County for Procedure [1] - Voluntary Annexation)

The following information is to be included in the newspaper publications.

All owners of real property within the following described territory in Faulkner County, Arkansas are hereby notified that a petition has been filed with the County Judge of Faulkner County, Arkansas purporting to be signed by

_____. As owner(s) of real estate within said territory, which petition
printed name of petitioner

states that the territory is contiguous to the City of Conway and prays that the territory to be annexed to the City of Conway:

[insert property legal description]

All owners of real property within said territory are advised that a hearing will be held on said petition by the County Judge, 801 Locust Street, at the hour of _____ on _____, and that at said meeting, said
time date
County Judge will determine whether those signing the same constitute a majority of the real estate owners within said territory and, at said meeting, all owners of real property within said territory who desire will be heard upon the questions.

Margaret Darter
Faulkner County Clerk

This notice must appear in the legal notices section of a publication of general circulation within the City of Conway, such as the Log Cabin Democrat or Arkansas Democrat-Gazette one (1) time per week for three (3) consecutive weeks prior to the County public hearing.

Please contact the Log Cabin Democrat at legals@thecabin.net or by phone at (501) 327-6621 (or) the Arkansas Democrat-Gazette at classifieds@arkansasonline.com or by phone at (501) 372-3733 to:

1. confirm submission deadline [usually 24-48 hours prior to publication] and
2. confirm format requirements [typically a copy and paste format such as Microsoft Word or RTF file].



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2025 Conway Planning Commission Schedule

Application Deadline	Review Comments Available to Applicant	Revisions Deadline	Staff Report Published	Planning Commission Meeting
December 19, 2024 ¹	January 2, 2025	January 9, 2025	January 16, 2025	January 21, 2025 ²
January 17, 2025	January 29, 2025	February 6, 2025	February 13, 2025	February 18, 2025 ³
February 14, 2025	February 26, 2025	March 6, 2025	March 13, 2025	March 17, 2025
March 21, 2025	April 2, 2025	April 10, 2025	April 17, 2025	April 21, 2025
April 17, 2025	April 30, 2025	May 8, 2025	May 15, 2025	May 19, 2025
May 16, 2025	May 28, 2025	June 5, 2025	June 12, 2025	June 16, 2025
June 20, 2025	July 2, 2025	July 10, 2025	July 17, 2025	July 21, 2025
July 18, 2025	July 30, 2025	August 7, 2025	August 14, 2025	August 18, 2025
August 15, 2025	August 27, 2025	September 4, 2025	September 11, 2025	September 15, 2025
September 19, 2025	October 1, 2025	October 9, 2025	October 16, 2025	October 20, 2025
October 17, 2025	October 29, 2025	November 6, 2025	November 13, 2025	November 17, 2025
November 14, 2025	November 26, 2025	December 4, 2025	December 11, 2025	December 15, 2025

- Conway Planning Commission meetings are held the 3rd Monday of each month at 5:30pm.
- All meetings are held in the City Council Chambers of Conway City Hall, 1111 Main Street.
- All applications/submissions are due by 3:00pm on the submission deadline date. The Planning & Development Department receives submissions for planning and subdivision review via the Civic Access Portal at the following link. [APPLY ONLINE](#).
- Incomplete applications will be deferred to another month's agenda. (*refer to applications checklists*)
- The Planning Commission Meeting date associated with the Application Deadline is the earliest an item can be considered by the Planning Commission if Staff determines that all comments have been addressed.
- All comments on public hearing items, received by 4:30pm on the day of the meeting, will be forwarded to the Planning Commission via email. To submit a comment or if you have questions please contact Planning Staff by email at planning@conwayarkansas.gov or by phone at (501) 450-6105.

¹ Submission deadline moved due to City Employee Appreciation Event

² Meeting moved due to Martin Luther King Jr. Day observance

³ Meeting moved due to Presidents' Day observance