



CONDITIONAL USE PERMIT GUIDELINES & PROCEDURES

City of Conway, Arkansas - Planning & Development

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

Effective on and after November 26, 1994

Guidelines for decision making by the City Council

1. The proposed land use will be designated, located and operated so that the public health, safety, and welfare are protected.
2. The proposed land use must be compatible with the surrounding area.
3. The proposed land use will conform to all applicable provisions for the district as stated in the Conway Zoning Code.
4. The use will facilitate public convenience at the location.
5. The proposed conditional use will conform to the all off-street parking and loading requirements. Egress and pedestrian ways shall be adequate.
6. Safeguards limiting noxious or offensive emissions, including lighting, noise, glare, dust, and odor will be addressed in the proposed use application.
7. Landscaping and screening of the proposed use will conform to the Conway Zoning Code.
8. Proposed sign usage will conform to the provisions of the Conway Zoning Code.
9. Open space located on the proposed use will be maintained by the owner/developer.
10. The site size and shape, along with the proposed structure(s) size, shape and arrangement, will conform to the intent of the Conway Zoning Code.

Procedure

1. The petitioner must pay a non-refundable, filing fee of \$325 for any conditional use permit request.
2. The Application for Conditional Use Permit must be submitted to the Planning & Development department in accordance with the Planning Commission schedule (attached).
3. The application must show the location of the intended use of the site. A general graphic representation should be submitted as well.
4. The petitioner must place a notice of public hearing in the *Log Cabin Democrat* or *Arkansas Democrat-Gazette* appearing **at least one time, 15 days prior to the public hearing** (Please confirm copy deadlines directly with the paper). The notice must include:
 - a. The conditional use permit being sought,
 - b. The location (including legal description and physical address. If no physical address is available, a description that is clear to the average person will suffice),
 - c. The time, date, and location of the public hearing (see attached Planning Commission schedule. Meetings are held at 5:30 pm in the City of Conway Municipal Building, 1111 Main Street,
 - d. Contact information (City of Conway website address, Planning & Development telephone number, etc.) where the average person can find further information regarding the rezoning item,
 - e. The public notice must be headed "Public Notice" and include the name of the current chairperson of the Planning Commission.
5. The petitioner must post one or more public hearing signs at or near the front property line of the property to be rezoned **no less than 15 days prior to the public hearing**. The sign should be clearly visible/unobstructed to the passing general public and must remain on the property until the public hearing before the Planning Commission. The disposable public hearing sign may be obtained from the Planning & Development department for \$10.00.
6. The petitioner must notify all property owners within 200 feet of the petitioner's property of the intention to rezone, via USPS First Class mail and provide completed **Certificates of Mailing** (issued by the USPS) as evidence to the Planning & Development department **no less than 10 days prior to the public hearing**. A map showing the location of the property and a letter from the petitioner certifying that the map shows a complete list of property owners within 200 feet should be submitted OR a list of property owners within 200 feet may be obtained from the Planning & Development department. The map/list is used to verify that all required parties have been notified.

7. Following the public hearing, the request may be approved as presented, or in modified form, by a majority vote of the Planning Commission. If approved, the recommendation is forwarded to the City Council for action within seventy (70) days. The recommendation will report on the effect of the proposed conditional use and/or proposed buildings upon the character of the surrounding neighborhood, traffic conditions, public utilities, and other matters pertaining to the general public welfare. **Planning Commission bylaws require a representative for each request to be present at the public hearing. If no representative is present the request will be held in committee.**
8. The City Council then acts on the Planning Commission's recommendation. A petitioner may withdraw a request until noon on the Thursday preceding the City Council meeting at which the request will be heard. After this time, the petitioner must appear in person at the City Council meeting to request a withdrawal of the request.
9. The City Council may impose conditions and restrictions to the Conditional Use Permit as may be necessary to reduce or minimize any detrimental effects of the conditional use permit. Such conditions may be necessary to ensure that the conditional use is compatible with the surrounding property.
10. The Planning Commission and the City Council shall in no case authorize less than the minimum requirements of the Conway Zoning Ordinance relating to height, area, setbacks, parking, or landscaping.

Note: This is not an exhaustive guideline regarding conditional use permits/application. Additional information is available in the City of Conway Zoning Ordinance, Article 801.

Checklist of Items for Conditional Use Permit Application

- ☐ **Application for conditional use permit**- filed with the Planning & Development Department in accordance with the Planning Commission calendar.
- ☐ **Statement and diagram explaining intended use** - 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.
- ☐ **Sign** - the disposable sign can be obtained at the Planning & Development department for \$10.00 and must be posted no later than 15 days prior to the public hearing.
- ☐ **Proof of Publication** - The notice must appear at least once no later than 15 days prior to the public hearing. The proof of publication, obtained from the *Log Cabin Democrat* or *Arkansas Democrat-Gazette* after publication of public notice, is filed with the Planning & Development department no later than 10 days prior to the public hearing.
- ☐ **Certificates of Mailing [PS Form 3817] and/or petitions to all property owners within 200 feet** - notifications to all property owners within 200 feet must be postmarked no later than 15 days prior to the public hearing. Completed certificates of mailings (issued by the USPS) and/or petition are filed with the Planning & Development department no later than 10 days prior to the public hearing.
- ☐ **Map/List showing all property owners within 200 feet** - a map/list (may be obtained from the Planning & Development department) including all names of property owners within 200 feet must be filed with the Planning & Development department in accordance with the Planning Commission calendar.

APPLICATION FOR CONDITIONAL USE PERMIT

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

Proposed Location

Address: _____

Subdivision Name: _____

Block Number: _____ Lot Number: _____

Legal description, if not in a subdivision: _____

Present zoning classification: _____

Description of Conditional Use Permit being sought: _____

Name of Applicant: _____

Signature of Owner/Applicant: _____

Mailing Address: _____

Email Address: _____ Daytime Telephone: _____

Date: _____

(Attach all necessary maps and drawings)

NOTICE OF PUBLIC HEARING AND NOTIFICATION LETTER FORMAT

The following information is to be included in the newspaper publication and notification letters.

Notice is hereby given that _____ has filed an application with the Conway
name of petitioner

Planning Commission requesting that _____ be allowed at a site
conditional use being sought
[insert physical address or a description clear to the average person if no physical address is available]

more particularly described as [insert legal description]

A public hearing on said request will be held at 5:30 pm on _____ in the
meeting date
City of Conway Municipal Building, 1111 Main Street. All persons are called upon to show cause for or against the granting of said permit.

For further information regarding this item please visit www.conwayarkansas.gov or contact the Planning & Development department at 501-450-6105.

Lori Quinn
Chairman, 2025
Conway Planning Commission

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, no less than 15 days prior to the public hearing.

There is no timeline on how early your legal notice must be published.

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].

LETTER OF AUTHORIZATION

I/We, the undersigned property owner(s), do hereby name and authorize _____
authorized representative
to act as agent of owner in my/our behalf in the matter of the application filed for conditional use permit before the
Planning Commission and City Council of Conway, Arkansas.

Executed this _____ of _____, 2025.
day of the month month

Owner Name (please print)

Owner Name (please print)

Owner Signature

Owner Signature



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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