



# REZONING GUIDELINES & PROCEDURES

## City of Conway, Arkansas - Planning & Development

1111 Main Street • Conway, AR • 72032 • 501-450-6105 • [www.conwayarkansas.gov](http://www.conwayarkansas.gov)

*Effective on and after March 28, 1995*

**NOTE:** This document does not include all requirements for Planned Unit Development (PUD). Please refer to the Conway Zoning Code.

---

### Guidelines for decision making by the City Council

1. The City Council may consider various recommendations and planning documents from several sources, such as the Planning Commission, Planning & Development department staff, and the Comprehensive Plan in determining if a rezoning is appropriate.
2. Any denial of a rezoning request by the City Council shall be final for one year. The same application may not be reinitiated until the expiration of that deadline.
3. No petition for rezoning shall be reviewed by the City Council without a report from the Planning Commission.

---

### Procedure

1. The petitioner must pay a non-refundable filing fee of \$325 for any rezoning request other than a PUD. If the requested rezoning is a PUD, Petitioner must pay \$1,125 for non-residential; for residential, up to 10 units the fee is \$525, up to 25 units the fee is \$725, or for 26 units or more the fee is \$1,125.
2. The Application for Rezoning must be submitted to the Planning & Development department in accordance with the Planning Commission calendar (attached).
3. The Application must include a statement and diagram explaining why the proposed rezoning will not conflict with surrounding land use.
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 current zoning and the rezoning 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),
  - a. 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,
  - c. Contact information (City of Conway website address, Planning & Development telephone number, etc.) where the average person can find further information regarding the rezoning item,
  - d. 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 15 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 at the next available meeting. If the Planning Commission does not approve the request, the reasons for denial will be provided, in writing, to the petitioner within 30 days from the date of the public hearing. **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 Tuesday 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. If the request is approved by the City Council, the City Clerk is required to publish the ordinance in the *Log Cabin Democrat*. The City Clerk will bill the petitioner for the publication fee.

*Note: This is not an exhaustive guideline regarding rezoning/application for rezoning. Additional information is available in the City of Conway Zoning Code.*

---

## **Checklist of Items for Rezoning Application**

- ☐ **Application for rezoning** - filed with the Planning & Development Department in accordance with the Planning Commission calendar.
- ☐ **Statement and diagram explaining why changes will not conflict with surrounding uses** - filed with the Planning & Development department in accordance with the Planning Commission calendar.
- ☐ **Filing fee of \$325** or as applicable for PUD (see Procedure Item no. 1) - 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. If a property is on a corner or has multiple street frontages, more than one sign may be required.
- ☐ **Proof of Publication** - the notice of public hearing must appear at least one time no less than 15 days prior to the public hearing. The notarized proof of publication, obtained from the *Log Cabin Democrat* or *Arkansas Democrat-Gazette* after publication, 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** - first class mail 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) filed with the Planning & Development Department no later than 10 days prior to the public hearing. If all property owners within 200 feet cannot be notified by first class mail, the applicant may provide a completed petition (pg. 6) signed by all property owners in lieu of letter notifications, also due no later than 15 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 no later than 15 days prior to the public hearing.

# APPLICATION FOR ZONING CHANGE

Conway Planning Commission

City of Conway, Arkansas

Present Zoning Classification: \_\_\_\_\_ Desired Zoning Classification: \_\_\_\_\_

Location of property to be rezoned (**legal description**):

Physical address of property: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Signature of Owner/Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

## 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 Planning  
Commission requesting to rezone from \_\_\_\_\_ to \_\_\_\_\_ the following  
described property:

name of petitioner

present zoning

desired zoning

**[legal description]**

**[physical address/if no address is available, provide a description that is clear to the average person]**

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

meeting date

For further information regarding this item please visit [www.conwayarkansas.gov](http://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](mailto:legals@thecabin.net) or by phone at (501) 327-6621 (or)  
the Arkansas Democrat-Gazette at [classifieds@arkansasonline.com](mailto: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 \_\_\_\_\_  
to act as agent of owner in my/our behalf in the matter of the application filed for rezoning 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

**PETITION OF WRITTEN CONSENT FOR THE REZONING OF PROPERTY**

*(only required if in lieu of notification letters)*

Name of party requesting rezoning: \_\_\_\_\_

Present zoning: \_\_\_\_\_ Desired zoning: \_\_\_\_\_

Physical address of property to be rezoned: \_\_\_\_\_

Legal description of property to be rezoned: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A public hearing on said request will be held at 5:30 pm on \_\_\_\_\_ in the City of Conway  
Municipal Building, 1111 Main Street.

Signatures of ALL property owners within 200' of subject property:

Name

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





1111 Main Street • Conway, AR 72032  
T 501.450.6105 • [www.conwayarkansas.gov](http://www.conwayarkansas.gov)

## 2025 Conway Planning Commission Schedule

Application Deadline	Review Comments Available to Applicant	Revisions Deadline	Staff Report Published	Planning Commission Meeting
December 19, 2024 <sup>1</sup>	January 2, 2025	January 9, 2025	January 16, 2025	January 21, 2025 <sup>2</sup>
January 17, 2025	January 29, 2025	February 6, 2025	February 13, 2025	February 18, 2025 <sup>3</sup>
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 3<sup>rd</sup> 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](mailto:planning@conwayarkansas.gov) or by phone at (501) 450-6105.

<sup>1</sup> Submission deadline moved due to City Employee Appreciation Event

<sup>2</sup> Meeting moved due to Martin Luther King Jr. Day observance

<sup>3</sup> Meeting moved due to Presidents' Day observance