



PETITION TO RENAME A PUBLIC STREET

Any person(s) or organization desiring to change the name of a public street within the city limit of Conway, Arkansas, shall submit a written petition, signed by no less than 51% of the property owners on said street, to the Planning & Development Department. The proposed name shall not duplicate or be deceptively similar to the name of any other public street within the city limits or surrounding area of Conway, Arkansas. The name of the street shall be the same for its entire length. Renaming of portions of streets is not permitted.

Two City Council meetings are required to change the name of a public street. A resolution, setting the public hearing date, occurs at the first City Council, followed by the public hearing, typically at the next regularly scheduled City Council meeting. Following the public hearing, the City Council will vote to adopt the ordinance. If approved, the ordinance must be published for public comment for 30 days after which time the ordinance is in full effect.

Procedure + Submission Requirements

1. **Application Fee:** \$325.00, no part of which shall be refundable, due upon filing of petition with the Planning & Development Department **no less than 15 days prior to the next, regularly scheduled, City Council meeting.** (refer to the attached City Council meeting schedule)
2. **Petition:** A petition stating the name(s) of the person(s) or organization initiating the petition, including the current name of the street, the proposed name, the reason for the proposed change, and signatures of no less than 51% of the *property owners* on said street, must be submitted to the Planning & Development Department **no less than 15 days prior to the next, regularly scheduled, City Council meeting.**
3. **Drawing/Map:** A description of the street to be renamed must be submitted to the Planning & Development Department **no less than 15 days prior to the next, regularly scheduled, City Council meeting.**
4. **Notification:** Notification letters to all property owners on said street, must be postmarked no later than 15 days prior to the public hearing. Completed Certificates of Mailings (issued by USPS, PS Form 3817) are to be filed with the Planning & Development Department no later than 8 days prior to the public hearing. (*refer to notification letter template on p. 3*)
5. **Resolution:** A resolution setting the public hearing (date set by City Council) and directing the City Clerk to give notice of the meeting by publication in the *Log Cabin Democrat* once per week for two consecutive weeks. **Petitioner will be billed for this charge.** Planning & Development Department Staff will prepare and submit the resolution to be placed on the next available City Council meeting agenda.
6. **Ordinance:** An ordinance, adopting the renaming of the street. Planning & Development Department Staff will prepare and submit the ordinance to be placed on the City Council meeting agenda on the date set for the public hearing and direct the City Clerk to publish the ordinance in the *Log Cabin Democrat* once adopted by the City Council. Once published, the ordinance will be filed with the Faulkner County Circuit Clerk. **Petitioner will be billed for both of these charges.** It can take up to two-weeks for the filed copy to be returned to the City. To request a copy of the filed ordinance, please contact the City Clerk's office at 501-450-6100.

For further information please contact the City of Conway Planning & Development Department at 501-450-6105.



PETITION FOR THE RENAMING OF A PUBLIC STREET

Name of party requesting name change: _____

Current Name: _____

Proposed New Name: _____

Reason for requested name change: _____

Signature of petitioner: _____

Address: _____

Daytime Telephone: _____ Email address: _____

Signatures of at least 51% of the property owners along street to be renamed *(attached additional pages as necessary)*:

Name

Address

NOTIFICATION LETTER FORMAT

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

Notice is hereby given that _____ has filed an application with the Conway
City Council requesting that the name of _____ located
[insert subdivision/location] be changed to _____. A public hearing
on said petition will be held at 6:30 pm, _____ in the Conway Municipal
Building, 1111 Main Street. All persons are called upon to show cause for or against the granting of said petition. For
further information regarding this item please visit www.conwayarkansas.gov or contact the Planning & Development
department at 501-450-6105.

City of Conway
Planning & Development Department



City of Conway, Arkansas – Office of the Mayor
2024 City Council Meetings
&

Deadline Dates

www.conwayarkansas.gov

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

All documents & information should be submitted electronically, including ordinances, resolutions, letters, etc. to councilagenda@conwayarkansas.gov

Meeting Date	Deadline	Meeting Date	Deadline
January 9	Noon, January 2	July 9	Noon, July 2
January 23	Noon, January 16	July 23	Noon, July 16
February 13	Noon, February 6	August 13	Noon, August 6
February 27	Noon, February 20	August 27	Noon, August 20
March 12	Noon, March 5	September 10	Noon, September 2
March 26	Noon, March 19	September 24	Noon, September 16
April 9	Noon, April 2	October 8	Noon, October 1
April 23	Noon, April 16	October 22	Noon, October 15
May 14	Noon, May 7	November 12	Noon, November 5
May 28	Noon, May 21	November 26	Noon, November 19
June 11	Noon, June 4	December 10	Noon, December 3
June 25	Noon, June 18	December 24*	Noon, December 17

** Date may change due to a holiday.*

City Council Committee meetings start at 5:30pm

City Council Meetings start at 6:00pm

**If there is no committee meeting, City Council starts at 6 pm*

City Council Chambers, 1111 Main Street, Conway, AR 72032

All meeting dates are subject to change

www.conwayarkansas.gov