



# GUIDE TO SUBDIVISION REVIEW

## City of Conway, Arkansas - Planning & Development

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

Refer to this form for subdivision review application requirements. Applications are only accepted via the ONLINE APPLICATION PORTAL text. Please contact Planning & Development Staff for assistance.

### Types of Applications:

PRELIMINARY MAJOR PLAT APPROVAL (5 or more lots, minor subdivision incl. new streets/drainage, etc.)

MINOR SUBDIVISION (4 or fewer lots incl. NO new streets/drainage, lot merger, etc.)

MAJOR FINAL PLAT APPROVAL

POST-APPROVAL WAIVER/VARIANCE REQUEST (additional requests following Planning Commission approval)

PRELIMINARY PLAT APPROVAL EXTENSION (One 12-month extension allowed)

### For an application to be considered complete, the following information is required:

- All relevant contact information must be provided, including applicant, authorized agent, property owner(s), etc.
- A letter of applicant requesting review and approval of the submitted major subdivision (Upload as **Cover Letter**)
- Legal description (metes and bounds if no lot and block description exists)
- All relevant drawings (incl. plat, street and drainage plans, drainage report, etc.) must be complete and included.
- All applicable plat and engineering review fees must be paid in full. Refer to Fee Schedule.
- A letter requesting any desired waivers to the requirements of the Subdivision Ordinance, including justification for each waiver request *citing regulation article and section*. (Upload as **Additional Supporting Documentation** and label *Request for Waiver*). Waivers requested following approval will incur the additional \$100 post approval review fee.

### Additional information:

- Recording fees are set by and paid by the applicant directly to the Faulkner County Circuit Clerk.
- If paying by check, plat review and engineering review fees must be paid separately.



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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 <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