



# DEVELOPMENT REVIEW APPLICATION

City of Conway, Arkansas - Planning & Development

1201 Oak Street • Conway, AR • 72032 • 501-450-6105 • www.cityofconway.org

## OFFICE USE ONLY

Development/Project Name: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

Project Address: \_\_\_\_\_

Docket/ID#: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Date Plans Rec'd: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_ Lot/Parcel #: \_\_\_\_\_

Date Plans Approved: \_\_\_\_\_

Geolocator (T/R/S/Qtr): \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Paid

### Applicant (Primary Point of Contact)

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

### Architect/Engineer/Surveyor

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

### Builder/Contractor

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

I certify that all information submitted herein, as well as all foregoing Site Development Plant and their supporting documentation, are in all respects, to the best of my knowledge, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completion, determination, or approval. I understand that this City might not approve what I am applying for, or might set conditions on approval.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# DEVELOPMENT REVIEW CHECKLIST

## City of Conway, Arkansas - Planning & Development

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### **THE FOLLOWING ITEMS ARE REQUIRED FOR DEVELOPMENT REVIEW**

*All applicants are strongly encouraged to read and become familiar with Article 1101 of the Conway Zoning Ordinance and Section 6 of the Conway Subdivision Ordinance prior to finalizing and submitting development plans to the Planning & Development Department for review*

- A completed plat of the lot(s) recorded and filed with the County Clerk.
- A completed and signed Development Review Application.
- A completed Development Review Checklist.
- Verification of payment of Development Review Fee.  Two (2) complete sets of the site's development plans. All plans must be on white paper. One (1) complete set shall be plotted no smaller than 18"x24" and no larger than 36"x42" (24"x36" preferred). One (1) complete set shall be reduced dimension, no smaller than 8 1/2"x11" and no larger than 11"x17".

***Each set of development plans will, at a minimum, consist of the following individual items:***

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Dimensioned Site Plan | <input type="checkbox"/> Drainage Plan & Report | <input type="checkbox"/> Grid Photometric Plot    |
| <input type="checkbox"/> Grading Plan          | <input type="checkbox"/> Landscaping Plan       | <input type="checkbox"/> Architectural Elevations |

***Submissions which do not fulfill all requirements of this checklist (as provided by Section 1101.8, City of Conway Zoning Ordinance) will not be accepted for review or approval, unless otherwise expressly directed by the Planning & Development Department***

- Digital files of all completed site development plans. The preferred format for these files is .pdf, and they must be scaled to the same dimensions as the largest of the paper copies. Submissions can be made via any typical medium including CD-R, email, flash drive, etc.)
- Any required traffic engineering study, as determined by the City Engineer.
- General statement of character and intent of use of the project/development
- All supporting documentation. Including, but not limited to, variances, deeds, access agreements, conditional use permits, lighting cut sheets, etc.

Please list additional documents: \_\_\_\_\_  
\_\_\_\_\_

Please list requested exceptions (variances): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **BASIC INFORMATION REQUIRED ON EACH SHEET**

- North arrow
- A graphic scale, drawing using an engineer's scale, to a scale not smaller than 1" = 50' (all other scales shall be approved by Planning Department staff)
- Name of person who prepared plan
- Property lines
- All existing and proposed buildings structure
- All existing and proposed parking areas and curbing
- All freestanding signage
- All landscaped areas (details necessary only on Landscape Plan)
- Abutting streets, alleys, and private drives.
- All water courses, manmade or natural, entering and/or leaving the site, and their direction of flow
- Display base flood elevation with the floodplain and floodway limits according to maps prepared by FEMA or NFIP, and any floodplain or floodway modifications.
- Pedestrian and vehicular access points, to include *all* curb cuts and cross access drives.
- All existing and proposed sidewalks or paths.

### **REQUIRED INFORMATION SPECIFIC TO SITE PLAN**

*The following items must be included on a schedule or chart displayed on the Site Plan:*

- Acreage of site, accurate to the nearest one-tenth of an acre
- Square footage of site, accurate to the nearest square foot.
- Square footage of all proposed and existing impervious surface areas, and their percentage of total site coverage (not to exceed 80%); otherwise referred to as Lot Coverage Area (LCA).
- Square footage of all proposed and existing pervious surface areas, and their percentage of total site coverage (minimum 20% required).
- Number of existing buildings to remain on site.
- Number of proposed buildings.
- Gross Floor Area (GFA), the total square footage of all covered areas on all levels of all buildings.
- If the site is a multi-use/mixed-use building or facility, please include a "Total Floor Area By Use" chart detailing existing and proposed square footage for each of the following: *residential, office, retail, restaurant, medical, institutional, and industrial.*
- Maximum proposed height of each building.
- Square footage of total building coverage ("footprint"), and it's percentage of total site.
- Number of total dwelling units, if residential, and the land use intensity (unit per acre).
- Minimum and maximum parking requirement, including ADA/handicap accessible, and the number proposed.
- Minimum number of parking lot islands required, and the number proposed.
- General slope analysis representing one of the following categories: 0% to 5%; 6% to 12 %; 13% and greater.
- Minimum building setback requirements (front, rear, and sides) for the given zoning classification.
- Identify any overlay district which applies to any part of the site.
- Identify any part of the site located within the Asa P. Robinson Historic District.
- Identify any part of the site which is listed on the National Historic Register of Places.

***The following items must be displayed on the Dimensioned Site Plan:***

- A vicinity map of the project, drawn to a scale of one inch equals one thousand feet (1" = 1,000') with a radius of no less than one-half (1/2") mile, oriented in the same direction as the site plan. This map shall include all applicable: public and private streets, corporate (city) limit lines, location of project with boundaries identified, as well as all adjacent zoning. (Base maps are available from <http://www.cityofconway.org/pages/gis/>)
- Identification of any part of site as being within the 100-Year Floodplain or 100-Year Floodway. Identify base flood elevation with reference to the FIRM Panel number and effective date.
- Appropriate signature block for Director of Planning approval, in accordance with Article 1101 of the Conway Zoning Ordinance.
- Necessary notes with a complete and accurate legend.
- The boundary lines of the site, including bearings and dimensions as indicated on the lot's recorded plat.
- Sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other dominant elements of the plan.
- Building lines (setbacks) shall be shown on all sides of the lot.
- Parking lot layout to include striping plan and circulation pattern.
- Abutting streets, alleys, and private drives, including name, centerline, total width, and R-O-W width)
- All existing and proposed easements (location, dimension, and purpose).
- All existing and proposed ditches, swales, gutters, and culverts.
- Locations and sizes of any loading areas, service areas, docks, and ramps. *Refer to included EXHIBIT A for minimum dumpster pen requirements.*
- Proposed screening measures for all exterior mechanical equipment (ground, wall, and/or roof mounted).
- Proposed screening measures for all dumpsters, refuse and recycling pads, and trash storage areas.
- All existing and proposed fire hydrants.
- All proposed traffic calming measures.
- Bicycle racks or storage facilities.
- Open spaces and recreation areas.
- Seal and signature of the landscape architect or civil engineer, registered/certified in the State of Arkansas.
- All other applicable information pertinent to the plan and necessary to properly evaluate the plan influx context.

**REQUIRED INFORMATION SPECIFIC TO GRADING PLAN**

- Existing and proposed topographic information with contour lines at vertical intervals of two feet or less.
- Existing ground cover material (grass, forest cover, etc.).
- Existing drainage features (creeks, ditches, swales, storm drainage pipe, etc.) crossing or adjacent to the site
- Existing drainage areas contributing to any drainage way entering the site and watershed area of drainage areas leaving the site.

### **REQUIRED INFORMATION SPECIFIC TO DRAINAGE PLAN**

- The location storm water currently enters and exits the site.
- Proposed storm drainage improvements required to accommodate the site drainage.
- Downstream drainage structures and facilities that will receive the runoff from the site.
- A statement that any land clearing, construction, or development involving the movement of earth shall be in accordance with the Stormwater Pollution Prevention Plan and that property trained and certified personnel will be on site on all days when construction or grading activity takes place to assure the plan is properly implemented and maintained.
- A prepared and dedicated foliage path or floodway that will accommodate a 100 year frequency storm event across and through the development.

### **REQUIRED INFORMATION SPECIFIC TO DRAINAGE REPORT**

- Watershed map showing contours and delineation of drainage basins that contribute to drainage ways that enter or leave the project boundary.
- The area of each watershed shown in acres.
- The storm drainage system located downstream from the project along with the size and water carrying capacity of the existing downstream facilities.
- Peak storm water runoff rate based on a 10-year frequency rainfall event.
- Detention volume calculations based on a 25-year frequency rainfall event.
- Detention outlet structure calculations based on a 10-year frequency rainfall event.
- Detention spillway and overflow calculations based on a 100-year frequency rainfall event.

*If payment of a detention fee is requested in lieu of constructing detention facilities, the two items immediately above are not required, but the items below shall be included.*

- Calculation of the in lieu detention fee based on \$15,000 per acre foot.
- Proof that one of the conditions, outlined in Section 6 of the Conway Subdivision Ordinance, exists which may not require detention facilities to be constructed.

### **REQUIRED INFORMATION SPECIFIC TO LANDSCAPING PLAN**

- All existing vegetation, including that along adjacent property lines.
- Species of all proposed plant materials and other ground covers.
- Location of all proposed plant materials and other ground covers.
- Size of plants at planting and maturity.
- Method of irrigation.
- Special features, such as beaming and retaining walls.
- Cross-sections through areas of special features.
- Location, size, pylon height, color, and material of sign structures, to include both stand-alone signs and those affixed to building façades.
- All proposed fencing, walls, and other screening measures, to include material, design, and height.
- All other applicable information pertinent to the plan and necessary to properly evaluate the plan in full context.
- Plan must be, at a minimum, prepared by a person knowledgeable in the field. NOTE: a landscape architect, certified by the State of Arkansas, may be required to design, seal, and sign the landscape plan based upon Planning Department staff assessment of the size, scope, and impact of the project.

### **REQUIRED INFORMATION SPECIFIC TO GRID PHOTOMETRIC PLOT**

- Location of all exterior lighting fixtures.
- Height and aiming of all exterior lighting fixtures.
- Maximum luminance levels should be expressed in foot-candle measurements on a grid of the site showing foot-candle reading in every ten-foot square, and shall include light contributions from all sources, to include fixtures used for pedestrian and vehicle ways, security, signage, and decoration.
- Manufacturer-supplied specification "cut" sheets that include photographs or illustrations of the fixtures, indicating the certified "cut off" characteristics of each fixture.
- ISO-footcandle templates are highly encouraged for each light source, plotted at the designated mounting heights for the proposed fixtures. NOTE: this *may be required* during development review based upon Planning Department staff assessment of the project's potential impact on surrounding areas.

### **REQUIRED INFORMATION SPECIFIC TO ARCHITECTURAL ELEVATIONS**

- Complete and accurate scaled illustrations for each elevation of each structure on the site.
  - Primary exterior dimensions of all proposed structures.
  - All signage elevations, both structure-mounted and freestanding, to include dimensions.
  - Style, color, and exterior construction materials of all proposed structures and signs.
- Where several building types are proposed on the plan, such as apartments or commercial buildings, a separate sketch shall be prepared for each type.
  - Must be to a scale not smaller than  $1/4" = 1'$  (all other shall be approved by Planning Department staff).
  - Proposed building and other material samples, in corresponding colors, must be included with submission. NOTE: it is recommended that this requirement be fulfilled at the Preliminary Conference.

**EXHIBIT A**  
**Minimum Dumpster Pen Requirements**

