



DEVELOPMENT REVIEW SCOPE

City of Conway, Arkansas - Planning & Development

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

If the answer to Question 1 or 2, listed below, is “YES”, the project is exempt from Development Review. Compliance with the requirements outlined in Article 1101 of the City of Conway Zoning Ordinance is **not** required in order to obtain a building permit.

- | | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| 1. Is the project a single-family dwelling unit or associated accessory building, allowed by right in its zone and with a density of one dwelling unit per lot or parcel, whether stick built or pre-manufactured? | _____ | _____ |
| 2. Is the project a duplex or associated accessory building, allowed by right in its zone and with a density of one duplex per lot or parcel? | _____ | _____ |

**If the answer to both questions above is “NO”, Development Review may be required.
Please continue to questions 3 through 7.**

- | | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| 3. Is the project permitted by Conditional Use Permit? | _____ | _____ |
| 4. Does the project include a new structure or parking area? | _____ | _____ |
| 5. Is the project an expansion of 2,000 sf or 20% or more to gross floor area of any structure on the site? | _____ | _____ |
| 6. Is the project an expansion to any lot coverage area? | _____ | _____ |
| 7. Is the project the construction or expansion to any outdoor eating or drinking area? | _____ | _____ |

If the answer to questions 3, 4, 5, 6, or 7 under scope above is “YES”, the project *must comply* with the requirements outlined in Article 1101 of the City of Conway Zoning Ordinance and those requirements must be met before a building permit may be issued. If the answer to all five questions is “NO”, the project is *not* required to comply with the requirements outlined in this form in order to obtain a building permit.



DEVELOPMENT REVIEW PROCEDURE

City of Conway, Arkansas - Planning & Development

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

REFERENCES: *City of Conway, Arkansas, Ordinances O-00-03 and O-94-54, to include all amendments*

- Overview.** In most cases, the procedure for approval of a development plan will take approximately 2 to 4 weeks. The time frame required for approval will rely mainly on the size of the project, the quality of the plans submitted, and the time the City awaits re-submittal of plan amendments and revisions.
- Pattern Book.** The Planning Department strongly encourages all development representatives (owners, developers, architects, engineers, project managers, etc.) to read and become familiar with the pattern book drafted to accompany the regulatory text found in Article 1101 of the City of Conway Zoning Ordinance. This document, *Design Standards: City-Wide Development Guidelines*, is a valuable and easily-understood resource for assisting the efforts of developers by offering them a better understanding of the various requirements necessary for the successful approval of all multi-family, office, commercial, and industrial projects within the City of Conway zoning jurisdiction.
- Preliminary Conference.** The applicant, or a representative thereof, is required to meet, at least once prior to application submittal, with a representative from the Planning Department to discuss basic plan requirements, existing site features, the proposed development, concurrency with other projects, comprehensive plan compliance, a preliminary plan, and site and/or architectural design. It is advised that the applicant bring drawings depicting both a proposed layout as well as any existing features of the property, to include all structures and vegetation. The applicant may desire more than once conference, whether prior to or after application submittal.
- Application Submittal.** Upon formal application, the applicant shall include all plans and other supporting documentation prepared according to specifications described within the Development Review Checklist (DR-04).
- Review Fee Calculation.** The Development Review Fee will be calculated for all projects as follows:
 - \$0.02 per SF of Lot Coverage Area (LCA)** The total square footage of all impermeable surfaces on the site
 - PLUS**
 - \$0.04 per SF of Gross Floor Area (GFA)** The total square footage of all covered floor area on all levels of all buildings
 - The **minimum fee** for Development Review, regardless of project size, shall be **\$325.00**
 - The **maximum fee** for Development Review, regardless of project size, shall be **\$3,250.00**
- Staff Review.** Projects will be reviewed for both general and specific standards, along with all federal, state, county, and city regulations that can be reviewed at City level. Comments will then be consolidated and given to the applicant for correction/revision on the site development plans. Re-submittal and comment by the Planning Department staff will continue until such time as plans are complete and all required items are received. *At least one revision of the plans is typical.*
- Outside Agencies/Departments.** After preliminary plan review has been completed and necessary revisions are noted by the Planning Department, the applicant shall submit all other required plans and documentation to all necessary parties for approval. This may include, but not be limited to, the City of Conway Street Department, City of Conway Sanitation Department, City of Conway Fire Department, City of Conway Tree Board, Historic District Commission, and all utility companies.
- Planning Director Approval.** Once all requirements have been met to the satisfaction of the Planning Department staff, the Director of Planning shall grant approval by signing and issuing a completed set of development plans to the City Permits and Inspections Department.
- Effect of Plan Approval.** Plan approval shall last for a period of two years from the date of Approval. If, after two years, all necessary permits for construction are not yet obtained, the Development Plan Approval shall be considered null and void. Upon plan expiration, plans are required to be re-submitted for review. Re-submittal of an expired plan shall require evaluation as if the project were new, to include current standards, regulations, and conditions in the area, as well as payment of all fees in accordance with current fee schedule.
- Inspections.** Periodic inspections by Planning Department staff will be conducted throughout the construction of the project in order to verify that all development continues in a manner compliant with the previously approved site plans. These inspections will be performed as needed, up until the final inspection by the Permits and Inspections Department required for a Certificate of Occupancy.