



BUILDING MOVING PERMIT GUIDELINES & PROCEDURES

City of Conway, Arkansas - Planning & Development

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

Effective on and after November 26, 1994

General Information

A building moving permit is required in order to move any building other than a portable building in the City of Conway from one place to another on the same lot, or from one lot to another.

A portable building may be granted a building permit by the City Permits Department if the following conditions are met:

- A. The building is not designated for full-time occupancy and it has no sleeping quarters.
- B. There are no installed electrical wiring, receptacles, or plumbing facilities.
- C. The building is a pre-fabricated design, arriving as a fully assembled structure.
- D. The building is no more than 160 square feet in area and not more than 16 feet in its greatest dimension.

Such a portable building shall be deemed an accessory building and will be subject to all appropriate requirements as set forth in the zoning ordinance.

The Mayor and City Permits Department may grant a 90-day permit to locate a temporary portable building or portable office building within the City of Conway. The provisions for applications do not apply to this 90-day permit, but application must be made directly to the Mayor and City Permits Department for approval and issuance of permit.

Procedure

1. All applications for a building moving permit shall be made in writing to the Planning Commission **no less than 15 days prior to the public hearing**. (Refer to attached Planning Commission meeting schedule)
2. All applications shall contain the following information:
 - A. A description of the building to be moved.
 - B. The present location of the building.
 - C. The proposed location of the building.
 - D. The present and future use of the building.
 - E. The route over which the building is to be moved and the method of moving the building.
 - F. Photographs of the building or structure to be moved and photographs of the surrounding properties.
 - G. A report from a licensed structural pest control contractor stating the condition of the building or structure.
 - H. Any other information necessary to carry out the purposes of the Zoning Ordinance.
3. The applicant must post a sign on the property to which the building is to be moved, at or near the front property line, clearly visible and unobstructed to the passing general public **no less than 15 days prior to the public hearing**. The disposable sign may be obtained from the Planning & Development Department for \$7.50 and must remain posted on the property until the public hearing has taken place.
4. The applicant must place a legal notice of public hearing in the *Log Cabin Democrat* that must appear at least once, **no less than 15 days prior to the public hearing**. The notice must include:
 - A. The present location of the building to be moved.
 - B. The proposed new location of the building including legal description and address. If no address is available, a description that is clear to the average person will suffice.
 - C. The type of building to be moved.
 - D. The proposed use of the building.
 - E. The time, date, and place of the public hearing. (Refer to attached Planning Commission meeting schedule)
5. Request for permit is heard by the Planning Commission. Planning Commission bylaws require a representative to be present at the public hearing. If no representative is present, the request will be held in committee.
6. Following the public hearing, the Planning Commission will submit its recommendation to the City Council.

7. The City Council may grant or deny the application and/or attach further conditions deemed necessary.
8. The City Council may require the applicant to submit a bond to the City of Conway to insure any damage to public property or other damage during the move.
9. After the building is moved, the applicant is responsible for removing all debris and filling in all excavations.

Fees

The non-refundable application fee for a building moving permit for any building is \$325.00.

The building moving permit does not take the place of any required building permits.

Note: This is not an exhaustive guideline regarding building moving permits. Additional information is available in the City of Conway Zoning Ordinance.

Checklist of Items for Building Moving Permit Application

- Application for building moving permit** - filed with the Planning & Development Department **no less than 15 days prior to the public hearing.**
- Filing fee of \$325** - paid at the Planning & Development department **no less than 17 days prior to the public hearing.**
Make checks payable to City of Conway.
- Sign** - the disposable sign can be obtained at the Planning & Development department for \$7.50 and must be posted **no less than 15 days prior to the public hearing.**
- Proof of Publication** - The notice must appear at least once **no less than 15 days prior to the public hearing.** The proof of publication, obtained from the *Log Cabin Democrat* after publication of public notice, is filed with the Planning & Development department no later than 10 days prior to the public hearing.
- Photographs of the building to be moved** - filed with the Planning & Development Department **no less than 15 days prior to the public hearing.**
- Photographs of the properties surrounding location where building is to be moved** - filed with the Planning & Development Department **no less than 17 days prior to the public hearing.**
- Pest control report** - filed with the Planning & Development Department **no less than 15 days prior to the public hearing.**

APPLICATION FOR BUILDING MOVING PERMIT

Conway Planning Commission

City of Conway, Arkansas

Description of building to be moved: _____

Present location of the building: _____

Proposed location of the building: _____

Present use of the building: _____

Future use of the building: _____

Route over which the building is to be moved: _____

Method to be used in moving said building: _____

Name of Applicant: _____

Signature of Applicant: _____

Applicant's Address: _____

Email Address: _____ Daytime Telephone: _____

Date: _____

(Include all required application items described in the Procedure section)

NOTICE OF PUBLIC HEARING FORMAT

The following information is to be included in the newspaper publication.

Notice is hereby given that _____ has filed an application for a Building
name of applicant

Moving Permit with the Conway Planning Commission requesting that [he/she] be allowed to move a building described as:

from _____
current building address/location

to a site _____
proposed location AND legal description

to be used for _____
proposed usage

A public hearing on said request will be held at 7:00 pm on _____ in the
meeting date

District Court Building, 810 Parkway Street. All persons are called upon to show cause for or against the granting of said permit.

For further information regarding this request please visit www.cityofconway.org or contact the Planning & Development department at 501-450-6105.

Jerry Rye
Chairman, 2018
Conway Planning Commission

**This notice must be run in the legal notices section of the Log Cabin Democrat
no less than 15 days prior to the public hearing.**

The deadline for legal notices is noon, 2 days prior to publication.

The deadline for Sunday and Monday publications is noon Friday.

Legal notices must be submitted in a copy/paste format (Microsoft Word doc., RTF file, etc.)

by email only to legals@thecabin.net.

For further information regarding publication requirements please contact the *Log Cabin Democrat* at 501-327-6621.

2018

CONWAY PLANNING COMMISSION SCHEDULED MEETING DATES

<u>MONTH</u>	<u>MEETING DATE</u>	<u>SUBMISSION DEADLINE</u>
January	Tuesday, January 16 ¹	Friday, December 29
February	Tuesday, February 20 ²	Friday, February 2
March	Monday, March 12 ³	Friday, February 23
April	Monday, April 16	Friday, March 30
May	Monday, May 21	Thursday, May 3
June	Monday, June 18	Friday, June 1
July	Monday, July 16	Friday, June 29
August	Monday, August 20	Friday, August 3
September	Monday, September 17	Friday, August 31
October	Monday, October 15	Friday, September 28
November	Monday, November 19	Friday, November 2
December	Monday, December 17	Friday, November 30

Conway Planning Commission meetings begin at 7:00 pm in the Russell L. “Jack” Roberts District Court Building located at 810 Parkway Avenue, Conway, Arkansas. The agenda with supporting information for each meeting is available at <http://www.cityofconway.org/pages/planning-minutes-reports/>

¹ Meeting moved due to Martin Luther King, Jr. Day Observance

² Meeting moved due to Presidents’ Day Observance

³ Meeting moved due to Spring Break



City of Conway – Office of the Mayor 2018 City Council Meeting & Deadline Dates

All requests for placement on the Conway City Council Agenda, **along with all written backup materials, must be in the Mayor's Office 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 Felicia Rogers @ felicia.rogers@cityofconway.org.

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

**December 25 – Date will be change due to the Christmas holiday.*

*City Council Committee meetings start at 5:30pm / City Council Meetings start at 6:30pm
District Court, 810 Parkway Street, Conway, AR 72032
All dates are subject to change*

If you have any questions, please contact Felicia Rogers @ felicia.rogers@cityofconway.org or by phone @ 450-6110

www.cityofconway.org