

MEMO

To: Conway's Development Community

From: Donald Anthony, Planner, Conway Planning and Development Department

Date: January 15, 2009

RE: Development Review Procedures

The purpose of this memo is to clarify the Development Review procedures and provide guidance to those who regularly work with our department on development projects. I am sending this memo to everyone who regularly deals with our Department on Development Review and other matters. Feel free to distribute this memo to any individual or firm considering a construction project in Conway.

Our department's website (www.conwayplanning.org) includes an entire section that deals with Development Review. If you have not yet reviewed the Development Review section of our website, I encourage you to do so at your earliest convenience. Among the items included on the website are:

- The relevant portion of the *Zoning Ordinance* (Article 1101), which codifies Development Review, gives authority for Development Review to the Planning and Development Department, and sets forth required development standards;
- The *Design Standards Pattern Book*, which presents the Development Review standards in an illustrated step-by-step format; and
- The *Development Review Handout Application Packet*, which contains the Development Review application and checklist.

The Development Review procedure, which has been in place since October 2007, requires that applicants obtain approval from each of four relevant agencies prior to obtaining building permits. Here is a step-by-step overview of the procedure each project must follow:

1. A preliminary meeting between the applicant and the Planning and Development Department is required **prior to** application submittal. Preliminary meetings must be arranged by calling or emailing the Planning and Development Department and setting an appointment.
2. Applications **must be accompanied** by a completed Development Review checklist and fee as calculated by the Planning and Development Department. Review each item on the checklist carefully and make sure that all items are addressed in the plans. The submitted plans package must at a minimum include:
 - Site plan
 - Grading plan
 - Landscape plan
 - Architectural elevations
 - Grid photometric plot
3. The Planning and Development Department will review each project, using the **same checklist** as that completed by the applicant. The Department will notify the applicant when the plans have been reviewed and provide the applicant with written comments.

4. The applicant **must make all necessary corrections** and bring **revised plans** to the Planning and Development Department. The Department will notify the applicant if any additional revisions are necessary.
5. If no additional revisions are required by the Planning and Development Department, the applicant may begin **gathering signatures** on the plans. The signatures of each of the following agencies is required:
 - Fire Department – Randy Freeman (1401 Caldwell Street, Phone 450-6147)
 - Conway Corporation – Leslie Guffey (1307 Prairie Street, Phone 450-6050)
 - Street Department – Ronnie Hall (100 East Robins Street, 450-6165)
 - Sanitation Department – DA Campbell (4550 Highway 64 West, Phone 450-6155)

Contact each agency prior to delivering the plans to make sure that no additional documents are necessary for their reviews.

6. After all signatures have been gathered, return the plans with **original signatures** to the Planning and Development Department. The Department will determine whether the notes made by the signatories require revised plans. If no revisions are necessary, the Director of Planning and Development will sign the plans and will forward the plans to the Assistant Director of Permits, Inspections, and Code Enforcement for review. **Note that the Director of Planning and Development is the final signatory to the plans, and his signature is necessary in order for the applicant to obtain any building permits.**

While no specific timeframe can be guaranteed, following these steps will ensure that your project moves through Development Review and on to Permits as expeditiously as possible. Failure to follow these steps often causes a delay in the process, which may, in turn, result in a delay in the issuance of building permits.

I hope this clarifies the Development Review procedure. If you or any of your clients have any questions regarding Development Review, please email me at donald.anthony@cityofconway.org or call me at (501) 450-6105.