

OLD CONWAY DESIGN REVIEW PROCEDURES

NOTE: This handout does not cover the design criterion for the Old Conway Design Overlay District, merely the application procedure. For design guidelines see the Old Conway Design Overlay District Guidelines Pattern Book available at www.conwayplanning.org.

New Construction, Additions, and Outbuildings Require Review By the Old Conway Design Review Board

Proposed construction requiring a building permit including new residential construction, additions to existing residences, and outbuildings 160 square feet or more within the Old Conway historic district are required to obtain approval by the Old Conway Design Review Board. Building permits are required after approval of the Board. All requirements/conditions made by the Design Review Board must be completed before the final inspection.

The Old Conway Design Review Board typically meets on the 4th Monday of the month. All notification procedures must be met as outlined below:

P r o c e d u r e

Application:

1. **Filing fee:** None is required at this time.
2. **Certificate of Appropriateness Application:**
The application must be submitted to the Planning & Development Department **no less than 15 days prior to the meeting of the Design Review Board.** (See attached Old Conway Design Review Board schedule)
3. **Application:**
Must include:
 - A. Site plan drawn to scale of the proposed property and improvements. Site plan will include:
 - Footprint of existing buildings / proposed additions / proposed outbuildings
 - Significant trees over 8 inches in diameter
 - Proposed driveways / parking areas / sidewalks (existing or proposed)
 - B. Building elevations (side views) of proposed structure, outbuilding , or addition
 - C. Pictures of existing property and adjacent properties

Specifications, materials list, material samples, etc may also be submitted to aid the Board in making a proper determination

Public Notifications:

1. **News Paper:**
The petitioner must place a notice of public hearing in the Log Cabin Democrat appearing **at least once, 15 days prior to the meeting of the Design Review Board.** The notice must include:
 - A. Public notice that a Design Review is being sought.
 - B. The location of the proposed construction (including legal description and address. If no address is available, a description, that is clear to the average person, will suffice) and
 - C. The time, date, and place of the public hearing. (See attached copy of the scheduled Old Conway Design Review Board dates. Meetings are typically held the fourth Monday of each month at 7:00 pm in the First Floor Conference Room at City Hall, 1201 Oak Street.)
2. **Public Hearing Sign:**
The petitioner must post one or more public hearing signs on the property to be rezoned. The sign(s) should be clearly visible and unobstructed to the passing general public. The sign(s) must

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be posted on or near the front property line **no later than 15 days prior to the public hearing**. The disposable sign(s) is obtained from the Planning & Development Department. The cost of the sign is \$7.50. The sign(s) should remain on the property until the public hearing before the Old Conway Design Review Board.

3. **Certified Letters and /or Signatures:**

The design review applicant must notify all property owners within 200 feet of the applicant's property of the date and time of the design review meeting. This notification may be done by certified letter (non-return receipt) or petition (signatures of owners) or a combination of letters and signatures. **This notification must be done no less than 15 days prior to the public hearing**. The postmarked certified receipts must be submitted to the Planning & Development Department staff **no later than 15 days prior to the public hearing**. A **map** showing the location of the property marked with the names of the surrounding property owners must also be submitted at that time. This map does not need to be elaborate; it is only used to verify that all property owners have been notified. A list of owners within 200 feet of the property may be obtained from the Faulkner County Assessor's Office at the Faulkner County Courthouse.

At the design review meeting, the Old Conway Overlay Design Review Board will approve the submitted design, deny the submitted design, or approve with changes to the submitted design. Any decision by the Old Conway Design Review Board may be appealed to the City Council within 30 days of the Design Board's decision. Certificates are valid for one full year from the date of issuance by the Board.

C h e c k l i s t

- ❑ **Application for Certificate of appropriateness** – Filed with the Planning & Development Department no later than 15 days prior to the Old Conway Design Review Meeting
- ❑ **Site plan** drawn to scale of the proposed property and improvements. Site plan will include: Footprint of existing buildings / proposed additions / proposed outbuildings significant trees over 8 inches in diameter Proposed driveways / parking areas / sidewalks (existing or proposed)
- ❑ **Building elevations** (side views) of proposed structure, outbuilding , or addition
- ❑ **Pictures** of existing property and adjacent properties
- ❑ **Additional Materials** applicant believes would aid the Board: specifications, materials list, material samples, etc
- ❑ **Filing Fee** – None required at this time
- ❑ **Sign** – The disposable sign is obtained at the Planning & Development Department. The cost of the sign is \$7.50. The sign must be posted no later than 15 days prior to the Old Conway Design Review Meeting.
- ❑ **Proof of Publication** – Obtained from the Log Cabin Democrat after the placement of the public notice. The ad must appear at least once no later than 15 days prior to the Old Conway Design Review Meeting and a copy filed with the Planning & Development Department.
- ❑ **Certified Letters and/or Petition to All Owners within 200 Feet** – After notification, the postmarked certified receipts and/or petition are filed with the Planning & Development Department. Notification must be made no later than 15 days prior to the Old Conway Design Review Meeting.
- ❑ **Map showing Property Owners within 200 Feet** – A map including the names of property owners. Filed at the Planning & Development Department along with the certified receipts and/or petitions no later than 15 days prior to the public hearing.
- ❑ **Old Conway Design Review Board bylaws require a representative be present at the Design Review meeting for each request. If no representative is present, the request will be held in committee until the next monthly meeting.**

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OLD CONWAY DESIGN OVERLAY DISTRICT DESIGN REVIEW BOARD

Certificate of Appropriateness APPLICATION

All items must be completed. Mark "NA" if not applicable. If additional space is needed, attach more pages to this form.

PROPERTY

OWNER: _____ ADDRESS: _____

PHONE: _____ E-MAIL: _____

_____ *If applicant is other than owner:* _____
NAME: _____ ADDRESS: _____

PHONE: _____ E-MAIL: _____

_____ *Architect, Engineer, Contractor, etc.:* _____

NAME: _____ NAME: _____ NAME: _____

TITLE: _____ TITLE: _____ TITLE: _____

PHONE: _____ PHONE: _____ PHONE: _____

DESCRIPTION OF PROJECT: _____

ESTIMATED PERIOD OF CONSTRUCTION:

_____ to _____

PLANNING DEPT. OFFICE USE ONLY

DOCKET #: _____

DATE REC'D: _____

DRB DATE: _____

CofA ISSUED: Y / N

DATE: _____

APPEALED: Y / N

PUBLIC NOTICES: *(Check when confirmed)*

- Newspaper
- Certified Letters
- Sign

Applications should include any and all information which may be helpful during the review of projects by the Board. These items may include, but not be limited to, complete site plans, structure elevations, specifications and dimensions, material samples and any other information, the use of which may be necessary by the Board to enable it to make a proper determination.

Certificates of Appropriateness (CofA) is effective immediately upon issuance. Necessary permits must be issued within 12 months of approval date. Once expired, project must be resubmitted for approval. Any work done outside of the scope of the CofA renders it null and void. Violations of this ordinance constitute a misdemeanor, and violators upon being found guilty shall be fined not less than \$10 nor more than \$500; each day that a violation continues to exist shall constitute a separate offense (Conway Ordinance No. O-06-139)

I hereby certify that I am the owner, agent of the owner, or other person in control of the property and that the information given herein, and as shown on the application for Certificate of Appropriateness, is true and that I am authorized to obtain this Certificate of Appropriateness. I understand that if the construction and/or installation for which this Certificate of Appropriateness is issued is contrary to the requirements of Conway codes or regulations, violations must be corrected. Approval by the Old Conway Design Review Board does not excuse the applicant, owner or agent from compliance with any other applicable codes, ordinances or policies of the City of Conway unless expressly stated by the Board or its staff. Responsibility for identifying such codes, ordinances or policies rests with the applicant, owner or agent.

SIGNATURE OF APPLICANT: _____ DATE: _____

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Newspaper Notice of Design Review Hearing

The information below is to be included in the newspaper notification and certified letters.

Notice is hereby given that **(name)** _____ has filed an application with the Old Conway Design Review Board requesting a design review for the following described property:

Address (Number & Street) _____
(If no address is available, provide a description that is clear to the average person)

Legal Description (Lot and Block Number):

A public hearing on said request will be held at 7:00 p.m. **(date)** _____, in the First Floor Conference Room of City Hall at 1201 Oak Street.

Old Conway
Design Review Board
Conway, Arkansas

This notice must be run in the legal notices section of the Log Cabin Democrat no later than 15 days prior to the design review.

Deadline for Legal Notices

The deadline for the legal notices is 2 pm two business days before publication (see note below if you are in doubt about the deadline for a particular edition). Legals that are longer than two typewritten pages of 8 1/2" x 14" double-spaced material will require an extra day for preparation. Legals may be e-mailed to legals@thecabin.net faxed to 501-327-6787 or dropped off at the office at 1058 Front Street. Questions concerning the Log Cabin Democrat's procedures should be directed to:

Legals
Log Cabin Democrat
1058 Front Street
PO Box 969
Conway, AR 72032
501-505-1219

Log Cabin Democrat Deadlines

| Edition | Deadline |
|-----------------|------------------|
| Sunday | 2 p.m. Thursday |
| Monday | 2 p.m. Thursday |
| Tuesday | 2 p.m. Friday |
| Wednesday | 2 p.m. Monday |
| Thursday | 2 p.m. Tuesday |
| Friday | 2 p.m. Wednesday |
| Saturday | 2 p.m. Thursday |

OLD CONWAY DESIGN REVIEW PROCEDURES

Certified Letter Format (To be sent certified mail – no return receipt required)

Notice is hereby given that **(name)** _____ has filed an application with the Old Conway Design Review Board requesting a design review for the following described property:

Address (Number & Street) _____
(If no address is available, provide a description that is clear to the average person)

Legal Description (Lot and Block Number):

A design review will be held at 7:00 p.m. **(date)** _____, in the First Floor Conference Room at City Hall, 1201 Oak Street.

Applicant's Name: _____

Address: _____

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Petition Format

(May be used instead of certified letters or in combination with certified letters)

Notice is hereby given that **(name)** _____ has filed an application with the Old Conway Design Review Board requesting a design review for the following described property:

Address (Number & Street) _____
(If no address is available, provide a description that is clear to the average person)

Legal Description (Lot and Block Number):

A design review will be held at 7:00 p.m. **(date)** _____, in the First Floor Conference Room at City Hall, 1201 Oak Street.

Applicant's Name: _____

Address: _____

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Signatures of Owners within 200 Feet of Applicant's Property

1. _____

14. _____

2. _____

15. _____

3. _____

16. _____

4. _____

17. _____

5. _____

18. _____

6. _____

19. _____

7. _____

20. _____

8. _____

21. _____

9. _____

22. _____

10. _____

23. _____

11. _____

24. _____

12. _____

25. _____

13. _____

26. _____

OLD CONWAY DESIGN REVIEW PROCEDURES

2009 Old Conway Design Overlay District Review Board Scheduled Meeting Dates

| MONTH | MEETING DATE | SUBMISSIONS DUE |
|-----------|------------------------|------------------------|
| January | Thursday, January 22 | Wednesday, January 7 |
| February | Thursday, February 26 | Wednesday, February 11 |
| March | Thursday, March 26 | Wednesday, March 11 |
| April | Thursday, April 23 | Wednesday, April 8 |
| May | Thursday, May 28 | Wednesday, May 13 |
| June | Thursday, June 25 | Wednesday, June 10 |
| July | Thursday, July 23 | Wednesday, July 8 |
| August | Thursday, August 27 | Wednesday, August 12 |
| September | Thursday, September 24 | Wednesday, September 9 |
| October | Thursday, October 22 | Wednesday, October 7 |
| November | Thursday, November 19 | Wednesday, November 4 |
| December | Thursday, December 17 | Wednesday, December 2 |

Old Conway Design Review Board meetings begin at 7:00 p.m. and are held in the First Floor Conference Room of City Hall at 1201 Oak Street, Conway, Arkansas. The agenda with supporting information for each meeting is posted at <http://www.conwayplanning.org>

This handout is available as a Word and PDF document at the Conway Planning & Development Department's website: www.conwayplanning.org