

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 Conway Historic District Commission

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 Conway Historic District Commission. Building permits are required after approval of the Commission. All requirements/conditions made by the Historic District Commission must be completed before the final inspection.

The Conway Historic District Commission typically meets on the 4th Monday of the month at Conway City Hall. 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 Conway Historic District Commission 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 Commission in making a proper determination

Public Notifications:

1. **Public Hearing Sign:**
The applicant must post a public hearing sign on the property to be reviewed. The sign should be clearly visible and unobstructed to the passing general public. The sign must be posted on or near the front property line **no later than 15 days prior to the public hearing.** The disposable sign is obtained from the Planning Department. The cost of the sign is \$7.50. The sign should remain on the property until the design review by the Conway Historic District Commission.
2. **Regular First Class Letters and /or Signatures:**
The applicant must notify all property owners within 200 feet of the subject property of the date and time of the design review meeting. This notification requirement may be completed by regular mail first class letter or petition (signatures of owners) or a combination of letters and signatures. **Letters must be mailed or signatures collected no less than 15 days prior to the public hearing.** A simple **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.

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3. Website:

The Conway Planning & Development Department will place a notice of public hearing on the Old Conway Design Overlay District / Historic District Commission webpage appearing at least, 15 days prior to the meeting of the Historic District Commission.

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

Checklist

- ❑ **Application for Certificate of appropriateness** – Filed with the Planning & Development Department at least 15 days prior to the Historic District Commission 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 Commission: specifications, materials list, material samples, etc
- ❑ **Filing Fee** – None required at this time
- ❑ **Sign** – The disposable public hearing sign is obtained at the Planning & Development Department. The cost of the sign is \$7.50. The sign must be posted at least 15 days prior to the Historic District Commission meeting.
- ❑ **Regular Mail First Class Postage Letters and/or Petition to All Owners within 200 Feet** – A copy of the letters and/or signature petition are filed with the Planning & Development Department. Notification must be made at least 15 days prior to the Historic District Commission 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 at least 15 days prior to the public hearing.
- ❑ **Conway Historic District Commission bylaws require a representative be present at the HDC 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 REVIEW CONWAY HISTORIC DISTRICT COMMISSION

CERTIFICATE OF APPROPRIATENESS APPLICATION

Property Address: _____

Owner: _____ Address: _____

Phone: _____ Email: _____

IF APPLICANT IS NOT OWNER:

Name: _____ Address: _____

Phone: _____ Email: _____

ARCHITECT, ENGINEER, CONTRACTOR, ETC:

Name: _____ Name: _____

Title: _____ Title: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

DESCRIPTION OF PROJECT:

Estimated Period of Construction: _____

Applications should include any and all information which may be helpful during review by the Commission. These items may include, complete site plans, structure elevations, specifications and dimensions, material samples, and any other information which may help the Commission make a proper determination.

A Certificate of Appropriateness is effective immediately upon issuance. Necessary building permits must be issued within 12 months of approval date. Once expired, a project must be resubmitted for approval. Any work done outside the scope of the C of A renders it null and void. Violations of this ordinance constitute a misdemeanor, and violators found guilty shall be fined \$10 to \$500 per violation. Each day that a violation continues to exist shall constitute a separate offense. (Ordinance O-06-139)

I hereby certify that I am the owner, agent of owner, or other person in control of the property and that the information given herein, and as shown on the certificate of appropriateness application is true and that I am authorized to obtain this certificate of appropriateness. Approval by the Historic District Commission does not excuse the owner or agent from compliance with any and all other applicable city policies, ordinances, or building codes. Responsibility for identifying such policies, ordinances, or codes are the responsibility of the applicant, owner, or agent.

Signature of Applicant

Date

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Notification Letter Format (To be sent first class regular mail)

Notice is hereby given that **(name)** _____
has filed an application with the Conway Historic District Commission 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 6:00 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, or in combination with notification letters)

Notice is hereby given that **(name)** _____ has filed an application with the Conway Historic District Commission 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 6:00 p.m. **(date)** _____, in the First Floor Conference Room at City Hall, 1201 Oak Street.

Applicant's Name: _____

Address: _____

.....
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

2011 Conway Historic District Commission Scheduled Meeting Dates

MONTH	MEETING DATE	SUBMISSIONS DUE
January	Thursday, January 27	Wednesday, January 12
February	Thursday, February 24	Wednesday, February 9
March	Thursday, March 24	Wednesday, March 9
April	Monday, April 25	Friday, April 8
May	Monday, May 23	Friday, May 6
June	Monday, June 27	Friday, June 10
July	Monday, July 25	Friday, July 8
August	Monday, August 29	Friday, August 12
September	Monday, September 26	Friday, September 9
October	Monday, October 24	Friday, October 7
November	Monday, November 28*	Thursday, November 10
December	Wednesday, December 21*	Tuesday, December 6

Conway Historic District Commission meetings begin at 6:00 p.m. typically on the fourth Monday of each month 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>

* Due to the holidays, November and December meeting dates are subject to change. Please check with the Planning and Development Department to confirm these meeting dates.

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