

CITY OF CONWAY, ARKANSAS

BUILDING MOVING PERMIT GUIDELINES AND PROCEDURES

Effective on and after November 26, 1994

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

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 the permit.

Procedures

1. All applications for a building moving permit shall be made in writing to the Planning Commission no less than 17 days prior to the required public hearing. (See attached Planning Commission schedule. The Planning Commission normally meets at 7:00 p.m. in the District Court building at 810 Parkway Street.)
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. The sign must be clearly visible, 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 sign is a disposable sign obtained from the Planning & Development Department for \$7.50. The sign must remain posted until after the public hearing before Planning Commission.

4. The applicant must place a legal notice of public hearing in the Log Cabin Democrat. The notice must appear **at least once no later 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. (See attached schedule of Planning Commission meetings.)
5. After the public hearing, the Planning Commission will send their recommendation on to the City Council.
6. The City Council may grant or deny the application and / or attach any further conditions they deem necessary.
7. The City Council may require the applicant to submit a bond to the City of Conway to ensure any damage to public property or other damage during the move.
8. After the building is moved, the applicant is responsible for removing all debris and filling in all excavations.

Fees

The application fee for a building moving is \$325.00 for any building located in the City of Conway, no part of which shall be refundable. For any building located outside the City of Conway, the application fee is \$325.00, no part of which shall be refundable.

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

It should be noted that this is not an exhaustive guideline regarding building moving permits. Additional information is available in the Conway Zoning Ordinance.

Checklist of Items for a Building Moving Permit

- Application for Building Moving** – Filed with the Planning & Development Department no later than 17 days prior to the public hearing.
- Filing Fee of \$325** – Paid at the Planning & Development Department no later than 17 days prior to the public hearing.
- Photographs of the building to be moved** - Filed with the Planning & Development Department no later than 17 days prior to the public hearing.
- Photographs of the surrounding properties** - Filed with the Planning & Development Department no later than 17 days prior to the public hearing.
- A pest control report** - Filed with the Planning & Development Department no later than 17 days prior to the public hearing.
- Sign** – A disposable sign must be 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 public hearing.
- 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 public hearing. Filed with the Planning & Development Department.
- Planning Commission bylaws require a representative be present at the Planning Commission meeting for each request. If no representative is present, the request will be held in committee.**

**Application for Building Moving
Conway Planning Commission
City of Conway, Arkansas**

1. **Description of building to be moved:** _____

2. **Present location of building:** _____

3. **Proposed location of building:** _____

4. **Present and future use of building:** _____

5. **Route over which building is to be moved:** _____

6. **Method to be used in moving said building:** _____

The following items are to be attached to this application:

- A. Photographs of the building to be moved.
- B. Photographs of the surrounding properties.
- C. A report from a licensed structural pest control contractor stating the condition of the building as to decay and pest infestation.
- D. Other information as may be deemed necessary in order to carry out the purposes of this ordinance
- E. Proof of publication of legal notice.

Applicant's Signature: _____

Date: _____

Notice of Public 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 for a Building Moving Permit with the Conway City Planning Commission requesting that he (she) be allowed to move a building described as:

(description of building) _____

_____ from

to a site: **(address and legal description)** _____

to be used for: **(state usage)** _____

A public hearing will be held on said application **(date)** _____

At 7:00 p.m. in the court room at District Court, 810 Parkway Street. All persons are called upon to show cause for or against the granting of said permit.

Craig Cloud
Chairman 2012
City Planning Commission
Conway, Arkansas

NOTE: Please remember to replace the signature block in your certified letters with your own name and information. The letters are from you the applicant. The Legal Notice to the paper requires the Planning Commission chair's info.

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

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
501-327-2727

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

2012

CONWAY PLANNING COMMISSION SCHEDULED MEETING DATES

MONTH	MEETING DATE	SUBMISSIONS DUE
January	<u>Tuesday</u> , January 17	Friday, December 30
February	<u>Tuesday</u> , February 21	Friday, February 3
March	Monday, March 12	Friday, February 24
April	Monday, April 16	Friday, March 30
May	Monday, May 21	Friday, May 4
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

Planning Commission meetings begin at 7:00 p.m. in the Russell L. "Jack" Roberts District Court Building located at 810 Parkway, Conway, Arkansas. The agenda with supporting information for each meeting is posted at www.conwayplanning.org.