

CITY OF CONWAY, ARKANSAS

SIGN VARIANCE GUIDELINES AND PROCEDURES

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

GUIDELINES FOR DECISION MAKING BY THE CITY COUNCIL

1. The City Council may grant a variance for a sign where the literal application of this code would create a particular hardship.
2. No variance for a sign shall be reviewed by the City Council without a report from the Planning & Development Department.
3. In granting a variance, the City Council may attach additional requirements necessary to carry out the spirit and purpose of this Ordinance in the public interest.

PROCEDURE

1. Notify the Planning & Development Department of your intent to seek a sign variance.
2. The Petitioner must pay a filing fee of \$100.
3. The Application for Sign Variance must be submitted to the Planning & Development Department **no less than eleven (11) days** prior to the meeting.
4. The Application must include the actual sign application and a diagram showing the location and what variance is being sought.
5. The petitioner must prove the hardship caused the sign user under the literal interpretation of the code is due to conditions unique to that property and does not apply generally to the City.
6. The petitioner must prove the granting of the variance would not be contrary to the general objections of the code and the land use plan.
7. The petitioner must place a notice of public hearing in the Log Cabin Democrat appearing, **no fewer than 7 days** prior to the date of the City Council meeting. Please place add 9 days prior to meeting as the Log Cabin Democrat requires 2 days to process the notice.
8. The notice must include:
 - (a) The variance being sought,
 - (b) The location of the property (including an address and/or description of the property easily understood by the layperson),
 - (c) The time, date, and place of the public hearing.
9. The petitioner must post a public hearing sign plainly visible and readable from an abutting public road **no less than seven 7 days** prior to the City Council meeting. The disposable public hearing sign is obtained from the Conway Planning & Development Department. The cost for the sign is \$7.50.
10. The petitioner for variance must notify by certified mail, return receipt requested or by petition, **no less than 7 days** prior to the City Council meeting, all abutting property owners, of the variance being sought, the day, time, date, and location of the property (including an address and/or description of the property easily understood by the lay person). Evidence of this notification must be presented to the Planning & Development Department **no less than 7 days** prior to the public hearing. A sketch of the surrounding property owners must be submitted **no less than 7 days** prior to the City Council meeting.

11. At the date and time of the City Council meeting, all parties in favor and in opposition of the variance request will be given an opportunity to provide input for the City Council's consideration. It is imperative that the applicant has someone at the public hearing to answer any questions that the Council or public may have regarding the variance request.
12. Following the formal public hearing, the City Council will consider the variance request and take whatever actions) the Council deems appropriate. In granting a variance, the City Council may attach additional requirements necessary to carry out the spirit and purpose of this Ordinance in the public interest.

It should be noted that this is not an exhaustive guideline regarding a sign variance and applications for sign variance.

Checklist of Items for Sign Variance

- ❑ **Application for Sign Variance** – Filed with the Planning & Development Department **no less than 11 days** prior to the City Council meeting.
- ❑ **Statement and Diagram Showing the Location and what Variance is being Sought** – Filed with the Planning & Development Department no less than 7 days prior to the City Council meeting.
- ❑ **Filing fee of \$100** – Paid at the Planning & Development Department when application is filed.
- ❑ **Sign** – The disposable public hearing sign is obtained from the Planning & Development Department. The cost for the sign is \$7.50. The sign must be posted no later than 7 days prior to the City Council 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 7 days prior to the City Council meeting. Filed with the Planning & Development Department.
- ❑ **Certified Letters and / or Petitions to All Abutting Property Owners** – After notification, the postmarked certified receipts and / or return receipts and / or petition are filed with the Planning & Development Department. Notification must be made no later than 7 days prior to the City Council meeting.
- ❑ **Map showing Abutting Property Owners** – A map including the names of property owners. Filed at the Planning & Development Department along with the certified receipts-returns and / or petitions no later than 7 days prior to the City Council meeting.
- ❑ **It is imperative that the applicant or a representative be present at the City Council meeting to answer any questions that the Council or public may have regarding the variance.**

**City Council
Sign Variance Application
City of Conway, AR**

Date _____

Applicant's name _____

Address _____

Phone _____

Sign information:

Location of sign variance sought _____

Variance requested _____

Reason variance requested _____

Justification for variance _____

Type of sign _____

Sign dimensions _____

Sign height _____

Setback of sign from property line _____

Linear street frontage of property _____

Area of building elevation on which sign is to be placed (If applicable) _____

Height of building (for roof signs) _____

For Billboards: Distance to the nearest other billboard on the same side of the road _____

Opposite side of the road _____

Distance to the nearest other sign _____

Zoning classification _____

Applicant's signature _____

Attach a site plan that fulfills all requirements for a sign permit application form

Notice of Public Hearing and Certified Letter Format

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 Conway City Council requesting a sign variance of (describe the variance being sought) _____ on the following described property:

The Address (Number & Street)

(If no address is available, provide a description that is clear to the average person)

A public hearing on said request will be held at 6:30 p.m. (date) _____, in the District Court Building, 810 Parkway.

Tab Townsell, Mayor
City of Conway
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 Mayor's info.

This notice is to be run in the legal notices section of the Log Cabin Democrat no later than 7 days prior to the City Council meeting.

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

EditionDeadline
Sunday2 p.m. Thursday
Monday.....2 p.m. Thursday
Tuesday.....2 p.m. Friday
Wednesday2 p.m. Monday
Thursday2 p.m. Tuesday
Friday2 p.m. Wednesday
Saturday2 p.m. Thursday



City of Conway – Mayor’s Office
2012 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 information should be submitted electronically, including ordinances, resolutions, letters, etc. to Felicia Rogers @ felicia.rogers@cityofconway.org .

Meeting Date	Deadline	Meeting Date	Deadline
January 10	Noon, January 3	July 10	Noon, July 3
January 24	Noon, January 17	July 24	Noon, July 17
February 14	Noon, February 7	August 14	Noon, August 7
February 28	Noon, February 21	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*	Noon, December 18

****This City Council meeting will be moved due to the Christmas Holidays***

All dates are subject to change

If you have any questions, please contact Felicia Rogers @ 450-6110