



## City of Conway Vacating Streets and Alleys

In order to vacate a street or alley a petition must be submitted, a public hearing of the request conducted (a date Council sets by resolution), and an ordinance passed by the Council. The resolution setting the public hearing date occurs at the first council meeting. Notice of the public hearing date is then published once a week for two consecutive weeks in the local newspaper. Following the public hearing, the Council will vote on adopting the ordinance to vacate the street or alley. The fee for any request for the closing of a street or alley shall be two-thousand dollars (\$2,000.00), no part of which shall be refundable. **This fee is due upon filing the request to the Conway Planning & Development Department, 2<sup>nd</sup> floor, City Hall, 1201 Oak Street (501.450.6105).**

### **PETITIONER MUST PROVIDE THE FOLLOWING TO THE PLANNING & DEVELOPMENT DEPARTMENT**

- A petition signed by the property owners through whose property the street or alley extends and / or abuts. The petition shall state the name(s) of the person(s) initiating the petition and state the legal description of the street or alley or portion of street or alley to be vacated.
- A resolution (must be submitted electronically) setting the public hearing and directing the city clerk to give notice of the meeting by publication once a week for two (2) consecutive weeks. (Date is set by Council at first meeting)
- The Planning & Development Department will submit the resolution to be placed on the council agenda by **noon, Tuesday** the week prior to the Conway City Council meeting if petition and all supporting documents are as required upon submission to the Planning & Development Department **eleven (11) days prior to the city council meeting.** (*See attachment for council deadlines and meeting dates.*) There is a charge to publish the resolution in the *Log Cabin Democrat*. **Petitioner** will be billed for this charge.
- Letters from all utility companies approving the request must be received prior to the ordinance being approved.
  - **AT&T**  
**Engineering - ROW**  
501-373-5255  
[lynda.palmer@att.com](mailto:lynda.palmer@att.com)

- **CenterPoint Energy**  
Conway AR 72032  
501.450.3549  
501.377.4791  
501.336.8372 (fax)  
Dennis Fisher, Marketing Consultant
- **Conway Corporation**  
**Engineering & Planning**  
501-450-6050
- **City of Conway**  
**City Engineer**  
501-450-6165

*(All letters must include an accurate legal description of the property)*

- A copy of the plat showing the easement (if petitioner does not have a copy of the plat, the Conway Planning & Development Department may have one).
- A drawing indicating the area of the easement (The Conway Planning & Development Department may be able to provide one).
- An ordinance adopting the vacation of the easement (see attachment). This must be submitted in electronic format. If the Council adopts the ordinance at the second meeting, it will be published in the *Log Cabin Democrat*. There is a charge to publish the ordinance in the *Log Cabin Democrat*. **Petitioner** will be billed for this charge.

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- All information must be turned in no later than **noon, eleven (11) days** prior to the Conway City Council meeting. For further information, please contact Lileha Rhea, Planning and Development Department, 501.450.6105 or 6106.
- To vacate a street or close an alley requires at least *two city council meetings*, one to set a public hearing date by resolution and a succeeding meeting for the public hearing and adoption of the ordinance if closure is approved.
- After an ordinance has been approved by City Council, it is filed with the Office of the Faulkner County Circuit Clerk and it can take up to two weeks for the filed copy to be returned back to the City. If you would like a copy of the signed ordinance or resolution, please contact Karen Francis, in the City Clerk's office at [karen.francis@cityofconway.org](mailto:karen.francis@cityofconway.org) or 501.450.6100.



City of Conway, Arkansas  
Resolution No. O-12- \_\_\_\_\_

**A RESOLUTION SETTING A PUBLIC HEARING TO DISCUSS THE CLOSING OF**

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**WHEREAS**, a petition has been filed with the City Council of the City of Conway, Arkansas by (name of petitioners) to abandon a (street or alley) in the (name of Subdivision or Addition) within the corporate limits of the City of Conway, Arkansas; and

**WHEREAS**, upon the filing of the petition with the City, the City shall set a date and time for a hearing before the City Council for consideration of the petition.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CONWAY, ARKANSAS;**

1. That the City Council shall hear said petition at its regular meeting to be held at Russell L. "Jack" Roberts District Court Building, 810 Parkway Street, Conway, Arkansas, on the \_\_\_\_\_ day of \_\_\_\_\_ 2012 at 6:30 p.m.
2. That the City Clerk is hereby directed to publish notice of the filing of said petition and of said hearing for the time and in the manner prescribed by law.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Mayor Tab Townsell**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**



**City of Conway, Arkansas**  
**Ordinance No. O-12- \_\_\_\_\_**

**AN ORDINANCE CLOSING THE ALLEY LOCATED AT \_\_\_\_\_; AND  
FOR OTHER PURPOSES;**

**WHEREAS**, a petition was duly filed with the City Council of the City of Conway, Arkansas on the \_\_\_\_\_ day of \_\_\_\_\_, 2012 asking the City Council to vacate and abandon (all or part) portion of the (street or alley).

**WHEREAS**, after due notice as required by law, the council has, at the time and place mentioned in the notice, heard all persons desiring to be heard on the question and has ascertained that the easement or the portion thereof, hereinbefore described, has heretofore been dedicated to the public use as a easement herein described; has not been actually used by the public generally for a period of at least five (5) years subsequent to the filing of the plat; that all the owners of the property abutting upon the portion of the (street or alley) to be vacated have filed with the council their written consent to the abandonment; and that public interest and welfare will not be adversely affected by the abandonment of the (street or alley).

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
CONWAY ARKANSAS:**

**Section 1.** The City of Conway, Arkansas releases, vacates, and abandons all its rights, together with the rights of the public generally, in and to the (street or alley) designated as follows:

**<PLEASE INSERT PROPERTY LEGAL DESCRIPTION >**

**Section 2.** A copy of the ordinance duly certified by the city clerk shall be filed in the office of the recorder of the county and recorded in the deed records of the county.

**Section 3.** This ordinance shall take effect and be in force from and after its passage.

Passed this \_\_\_\_ day of \_\_\_\_\_, 2012.

**Approved:**

\_\_\_\_\_  
**Mayor Tab Townsell**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**





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](mailto:felicia.rogers@cityofconway.org) .

<u>Meeting Date</u>	<u>Deadline</u>	<u>Meeting Date</u>	<u>Deadline</u>
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	<b>December 25*</b>	<b>Noon, December 18</b>

***\*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**