

CONWAY CITY PLANNING DEPARTMENT REVIEW FOR A FINAL PLAT

This document lists the items that are reviewed by the Conway Planning Department for the changes and/or additions as required by the Conway Subdivision for **final** plat approval. The numbers appearing in parenthesis after the item indicate the page(s) of the Subdivision Ordinance on which the requirement appears.

NUMBER OF COPIES

1. For Minor Plat Submissions
 - a) 1 PDF Copy of the Final Plat converted from the original CAD file, submitted with the Final Plat Review application via the [Online Conway Citizen Portal Access](#) is needed for review (contact the [Subdivision Planner](#) for first time applicants).
2. For Major Plat Submissions (following a Major Preliminary Approval by Planning Commission)
 - a) **Please contact the [Subdivision Planner](#) for special instructions before submitting.**
3. After review approval, 3 originally signed copies along with a \$15 check made payable to the Faulkner County Circuit Clerk are needed for filing.

COMPUTER SUBMISSION

4. A .dwg file format of the Final approved plat Spatially Referenced using State Plane HARN emailed to the [Subdivision Planner](#) is required prior to filing of the plat. (p. 18)

BASIC INFORMATION NEEDED ON THE PLAT

5. The name of the subdivision/replat is needed. (pp. 14, 18)
6. Application for review and approval of the final plat is needed. (p.10)
7. The names of adjacent subdivisions are needed. (p. 18)
8. The scale of the plat is needed and it must be one inch equals 100 feet or one inch equals 50 feet. (p. 18)
9. The name, address, signature and date of signature of all the owners of record are needed. (pp. 18, 20)
10. The source of title (book and page numbers) are needed. (p. 18)
11. The name, address, signature and date of signature of the surveyor are needed. (p. 18)
12. A north arrow must be shown. (p. 18)
13. The graphic scale must be shown. (p. 18)
14. The date of the drawing must be shown. (p. 18)
15. A vicinity map showing the location and acreage of the subdivision/replat must be shown. (p. 14)
16. A legal description of the property with exact boundary lines, bearings and distances is needed. (p. 14)
17. The acreage to the nearest one-tenth of an acre is needed. (p. 14)
18. A certified boundary survey of the property with bearings and distances referenced to survey lines and established subdivisions with complete and accurate field notes of said boundaries is needed. (p. 18)
19. The date of the survey is needed. (p. 14)
20. The lines, with dimensions, of all adjacent land, streets, alleys, easements and adjacent subdivisions shall be shown. (p. 18)
21. Adjusted Arkansas State Plan Coordinates (NAD-83 (1997)) shall be shown for all boundary corners and all corners of record utilized. (p. 18)
22. A statement indicating the ratio error closure of the field work is needed. (p. 18)
23. All CAGIS monuments shown on the approved preliminary plat for the phase being final platted shall be monumented with approved monuments. (p. 18)
24. If any portion of the land being subdivided is subject to flooding, the limit of such flooding shall be noted and the appropriate 100 year floodplain and/or floodway shall be identified. (p. 15)
25. The present zoning classification, if any, of the land to be subdivided/replatted and of the adjoining land contiguous to the boundary of the proposed subdivision/replat is needed. (p. 15)
26. The layout of all proposed streets are needed, along with relevant dimensions and bearings. (p. 19)
27. The layout of all proposed alleys are needed, along with relevant dimensions and bearings. (p. 19)
28. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings. (p. 19)
29. Street names that are not similar to existing street names are needed for all proposed streets. (p. 18)

30. Lot lines with appropriate dimensions are needed. (pp. 14, 17)
 31. Proposed easements are needed. (p. 19)
 32. Land to be reserved or dedicated for public use must be shown. (p. 15)
 33. Land to be used for purposes other than residential must be shown. (p. 15)
 34. Any proposed open space must be shown. (p. 15)
 35. The source of water supply must be shown. (p. 15)
 36. The method of disposal of waste water must be shown. (p. 15)
 37. A phasing plan outlining the boundaries for each phase and the location of all CAGIS monuments for the subdivision is needed. A minimum of two CAGIS monuments shall be placed in each subdivision or subdivision phase exceeding ten (10) acres. For subdivisions of ten (10) acres or less in size, no new CAGIS monumentation is required. However, these smaller subdivisions must all be tied to CAGIS monumentation. (p. 16)
 38. The location of all survey monuments shall be indicated on the plat. (p. 19)
 39. The true courses and distances to the two (2) nearest established section corners or benchmarks or other recognized permanent monuments shall be accurately denoted. (p. 19)
 40. A Certificate of Owner is needed on the plat. (p. 20)
 41. A Certificate of Recording is needed on the plat. (p. 20)
 42. A Certificate of Surveying Accuracy is needed on the plat. (p. 20)
 43. A Certificate of Final Plat Approval is needed on the plat. (p. 21)
- ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT**
44. Contour intervals of the property of not more than two feet where the overall average slope is less than 4% grade and not more than five feet where the slope is greater than 4% are needed. (p. 14)
 45. Natural features within the proposed subdivision including drainage channels, bodies of water, wooded areas and other significant features are needed. (p. 15)
 46. The direction of flow of all water courses entering the tract shall be indicated. (p. 15)
 47. The direction of flow of all water courses leaving the tract shall be indicated. (p. 15)
 48. The drainage area of all water courses above the points of entry shall be noted. (p. 15)
 49. The downstream drainage channel and drainage structures substantially impacted by the subdivision/replat shall be shown. (p. 15)
 50. Existing streets, buildings, water courses, railroads, culverts, utilities and easement on and adjacent to the tract are needed. (p. 15)
 51. Where the method of disposal of waste water is other than connection to a public waste water system, detailed information shall accompany the plat. (p. 15)
 52. State Health Department approval of any new water supply and/or sewage system, if the requirement of the subdivision is to be met by any other means than by connecting to the water supply or sewage system operated by the City of Conway and/or the Conway Corporation is needed. (p. 15)
 53. Improvement plans for each new utility system are needed. (p. 15)
 54. If the proposed subdivision/replat is a portion of a tract that is owned by the applicant, a preliminary master sketch plan for the entire tract must be submitted with the Preliminary Plat. The sketch plan must contain sufficient detail to allow the Planning Commission to determine general road alignments and lot configurations. (p. 15)
 55. Improvement plans, including typical cross sections and centerline profiles for any new street system, are needed. (p. 16)
 56. Improvement plans for any new drainage system, including location, size and construction of drainageways and structures and typical cross sections and centerline profiles are needed. (p. 16)
 57. The Certificate of Preliminary Engineering Accuracy is needed on each set of street and drainage plans. (p. 17)
 58. A draft of any Bill of Assurance proposed for the subdivision generally describing proposed covenants, restrictions and conditions applicable to the property included in the submitted plat is needed. (pp. 15, 18)
 59. Where a subdivision/replat involves property other than entire lots that have already been through the subdivision process, copies of a deed or deeds dated on a date no less than ten years prior to the filing of the plat are needed to assure that no parcels less than five acres in area are being created through this platting. (p. 48)
 60. Certification that all fees have been paid is needed. (p. 19)

61. As-built drawings of infrastructure improvements shall be submitted to the Street Department no less than one year after improvements are installed. (p. 19)
62. Letters shall be submitted by the Conway Corporation and by each utility company which will have service lines in the proposed subdivision stating the utilities have been installed or assurances given by the utility company that improvements will be installed to the satisfaction of the City. (p. 19)

GENERAL DESIGN REQUIREMENTS

63. If the Planning Commission considers this land is subject to flooding or topographically unsuitable for residential occupancy, it shall not be platted for any use that may increase the danger to health, life, property or aggravate erosion or flood hazard and shall be set aside for such land uses as will not be affected by these problems unless adequate corrective measures are formulated by the developer and approved by the Planning Commission. (p. 24)
64. Where proposed community or public facilities of the municipal plan are located in whole or in part in a proposed subdivision, the Planning Commission shall require that land for those public facilities to be reserved as a condition of preliminary plat approval. Such reservations shall be referred to the appropriate body to take appropriate action. (p. 24)
65. The development plans shall include and identify a prepared and dedicated flowage path or floodway that will accommodate a one hundred (100) year frequency storm event across and through the development. The floodway shall be uniformly graded along the length of the floodway such that water will not pond or accumulate on the surface due to humps or depressions along the route. Computations for the quantity of storm water runoff, sizing of the floodway and elevation of the one hundred (100) year flood shall be prepared by a registered professional engineer and submitted to the City Engineer for review and approval. The computations shall be made using usual and accepted methods and procedures as approved by the City Engineer. A floodway will not be required where less than five (5) acres of adjacent lands drains onto the developed property and the total drainage area is less than five (5) acres. (p. 40)
66. An easement of adequate width to accommodate the required floodway shall be provided on the plat. The easement shall clearly identify the easement as a "100-year Floodway". The plat shall have a note that reads as follows: "No structures, fill or obstructions shall be placed in the 100 year Floodway easement. No reshaping of the surface within the 100 year Floodway easement shall be made without the approval of the City Engineer. No fences shall be in the floodway easement." (p. 41)
67. Minimum floor elevations shall be placed on the plat for all lots less than three (3) feet above the computed one hundred (100) year flood elevation. The minimum finished flood elevation shall be established at one (1) foot above the computed one hundred (100) year flood elevation. (p. 41)
68. Storm water detention or another storm water flow reduction measures shall be provided where existing downstream subdivisions or developments have storm drainage systems with a capacity of less than a ten (10) year frequency storm. The requirement does not apply to the inadequate natural streams or creeks flowing through undeveloped areas. The storm water detention facilities shall be designed to provide a holding area such that storm water runoff can be accumulated and released through at an outlet structure. The required storage volume and outlet structure shall be sized to release the storm water at a rate that does not exceed the capacity of the downstream storm drainage system or a computed runoff rate equal to that of the pre-development conditions of the proposed development, whichever is the greater. The detention facilities shall be based on a twenty-five (25) year frequency storm event. Computations for the sizing of the detention facilities and outlet structure shall be prepared by a registered professional engineer and submitted to the City Engineer for review and approval. The computations shall be made using usual and accepted methods and procedures as approved by the City Engineer. (p. 41)
69. Detention basins may be either wet basins having a permanent pool of water for aesthetic purposes or a dry basin that retains no water other than that required during the storm event. A dry basin shall be graded and shaped to provide for the positive drainage of surface water from all portions of the basin. A concrete paved channel may be required from the inlet pipe to the outlet pipe to provide a maintainable bottom area. (p. 41)
70. An easement shall be placed around the high water limits of the detention area. (p. 41)

ACCESS DESIGN REQUIREMENTS

71. Every subdivision or replat shall be served by a publicly dedicated street system that meets the access requirements of the Subdivision Ordinance. (p. 25)
72. The maximum number of single family and two family residential units served by a single access shall be thirty (30). For more than thirty (30) living units, there shall be no fewer than two (2) separate and approved fire apparatus access roads. These two access roads shall be placed a distance apart equal to not less than one

half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses. For more than two hundred (200) living units, three (3) access routes must be provided. Two access roads must meet the above separation requirements, the third access must be no less than 200 feet from any other access, measured from centerline to centerline of street right-of-ways. (p. 36)

73. Multi-family residential projects having more than 100 dwelling units shall be equipped throughout with two separate and approved fire apparatus access roads. Exception: Projects having up to 200 dwelling units may have a single approved fire apparatus road when all buildings, including nonresidential occupancies, are equipped throughout with approved automatic sprinkler systems installed in accordance with Section 903.3.1.1 or 903.3.1.2 of the International Fire Code. Projects having more than 200 dwelling units shall be provided with two separate and approved fire apparatus access roads regardless of whether they are equipped with an approved automatic sprinkler system. (p. 36)
74. The number of dwelling units on a single fire apparatus road shall not be increased unless fire apparatus access roads will connect with future development, as determined by code official. (p. 36)

STREET DESIGN REQUIREMENTS

75. The location of all streets must conform to the Master Street Plan. (p. 25)
76. The maximum grades of all streets must conform to the Master Street Plan and the requirements of Table 2, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. (pp. 31-32)
77. Variances for grades up to 12% for residential and 15% for minor residential require approval by the Fire Chief and Planning Commission. (p. 32)
78. The rights-of-way of all streets must conform to the Master Street Plan and the requirements of Table 2, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. Additional right-of-way will not be required in the C-1 Central Business District where buildings would be in the right-of-way. (pp. 31-32)
79. The width of all streets must conform to the Master Street Plan and the requirements of Table 2, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. (pp. 31-32)
80. Minimum clearance of twenty (20) feet must be provided on each side of an island within street right-of-way. Right-of-way must extend ten (10) feet beyond outside curbs where islands are used. (p. 32)
81. The sight distances of all streets must conform to the Master Street Plan and the requirements of Table 2, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. (p. 31)
82. The minimum horizontal radii of all streets must conform to the Master Street Plan and the requirements of Table 1, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. (p. 31)
83. The minimum horizontal tangent distances between reverse curves of all streets must conform to the Master Street Plan and the requirements of Table 2, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. (p. 31)
84. Compliance is required with all the footnotes in Table 2, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. (pp. 31-32)
85. Streets shall be related appropriately to the existing topography to produce usable lots. (p. 25)
86. In steep areas, through streets should generally follow contour lines rather than cross them. (p. 25)
87. Combinations of steep grades and curves shall be avoided. (p. 25)
88. Sharp horizontal curvatures should be avoided, if possible, at or near the high point of a crest, vertical curve, or near the low point of a pronounced sag or vertical curve. (p. 25)
89. The proposed street layout should be appropriate for the type and development proposed. (p. 25)
90. The proposed street layout should be integrated with the street system in the adjoining subdivisions. (p. 25)
91. The layout of streets shall conform to existing and proposed land uses for the area. (p. 25)
92. The designers of residential streets are encouraged to lay them out to slow the use by through traffic. The Planning Commission may require that traffic calming techniques be employed to slow traffic and to discourage cut through traffic. (p. 26)
93. All methods to slow traffic must meet all relevant city regulations and must be approved by the City Engineer and the Planning Director. (p. 26)
94. Multiple uses of traffic slowing methods are encouraged in an area. (p. 26)
95. The designers of residential streets are encouraged to lay them out to discourage cut-through traffic. The Planning Commission may require changes to discourage cut-through traffic. (p. 26)
96. The designers of residential streets are encouraged to lay them out to permit efficient drainage. (p. 26)
97. The designers of residential streets are encouraged to lay them out to permit efficient utility systems. (p. 26)

98. The designers of residential streets are encouraged to lay them out to require the minimum length of pavement necessary to provide convenient and safe access to property. (p. 26)
99. Proposed through streets shall be extended to the boundary lines of the tract to be subdivided/replatted unless the Planning Commission has determined that such extension is not necessary or desirable for the coordination of the layout of the subdivision/replat with existing and adjoining parcels. (p. 26)
100. New boundary streets (those bordering the perimeter of the property) shall be avoided except where the requirement of the Master Street Plan provides a defined alignment. In that event, the developer of the proposed plat shall dedicate no less than one-half of the specified right-of-way as noted on the Master Street Plan and Table 1, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. (p. 26)
101. The Planning Commission may authorize a new boundary street when the subdivider agrees to dedicate the entire right-of-way and construct all the required improvements. (p. 27)
102. A subdivider may not retain a parcel of land lying between a newly created boundary street and a former property line, the purpose of which would be to deny access by abutting owners. (p. 27)
103. Proper access in the form of stub streets or temporary deadend streets shall be provided to adjacent unplatted property unless, in the judgment of the Planning Commission, topographic conditions or physical constraints preclude reasonable provision of such access or alternate routes are or will be available in the future. (p. 27)
104. Cul-de-sac streets tend to reduce the number of connections and choices available for people traveling by automobile and increase congestion on other streets. Where cul-de-sacs are utilized, pedestrian and bicycle pathways to allow linkages with like abutting properties and the street system may be provided. Construction standards for the pedestrian and bicycle pathways shall be the same as for sidewalks. For instance, pathways could be provided linking the backs of lots fronting on the termination of cul-de-sacs and providing access to sidewalks along through streets. (p. 27)
105. Cul-de-sac streets or courts designed to have one end permanently closed or streets or street loops with a single access shall have a distance no greater than 650 feet from the point of access to the nearest point of the furthest lot with the distance measured along the shortest route within the street right-of-way. Exceptions: 1. A street may be 1120 feet in length with a right-of-way of 60 feet in width and with a paved width from back of curb to back of curb of 40 feet if it meets all other cul-de-sac requirements. 2. A residential street may be 1120 feet in length with 50 feet of right-of-way and 27 feet of paved width from back of curb to back of curb if all lots provide no less than 90 feet of width at the building line per dwelling unit and it meets all other cul-de-sac requirements. (p. 28)
106. Any cul-de-sac over 750 feet in length must have fire department approval. (p. 28)
107. A street that does not extend to the boundary of a subdivision shall be no closer than 50 feet to that boundary. (p. 29)
108. State Fire Code 503.0.5 states that dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus. Anything other than the following cul-de-sac requirement must be approved by the Conway Fire Marshall. (p. 29)
109. Cul-de-sac turnarounds shall have a right-of-way diameter of 120 feet and a pavement diameter of 96 feet. Measurements assume back of curb to back of curb for a roll curb. (p. 27)
110. In the case of temporary deadend streets, less than 150 feet in length, which are stub streets designed to provide future connections with unsubdivided adjacent areas, the Planning Commission may require a temporary easement for a turnaround. (p. 29)
111. The centerline of no more than two streets shall intersect at any one point. (p. 30)
112. Street intersections shall be laid out as nearly at right angles as possible, with no angle of less than 75 degrees. (p. 30)
113. Where residential streets intersect other residential, collector or arterial streets, the curb radii at the intersection shall not be less than 28 feet. (p. 30)
114. Where collector and arterial streets intersect other collector or arterial streets, the curb radii at the intersection shall not be less than 31.5 feet. (p.30)
115. Local street centerline offsets shall be no less than 125 feet. (p. 30)
116. Proposed new intersections along one side of an existing street shall, wherever practical, coincide with any existing intersection on the opposite of the street. (p. 30)
117. In proximity to intersections of collector streets and above in the Functional Classification System, centerline offsets shall be no less than 250 feet. (p. 30)

118. Additional street paving and right-of-way, in the form of turning lanes may, upon consultation with the City Engineer and/or the Planning Staff, be required along arterial streets at intersections with other arterial or collector streets. The City Engineer and/or the Planning Staff recommends/does not recommend additional right-of-way and turning lanes at the intersection of _____ and _____. The Planning Commission must determine if this additional right-of-way and/or turning lanes are required. (p. 30)
119. Property line corners at street intersections shall be rounded with a radius of at least 28 feet. (p. 30)
120. Street intersections shall be located to avoid creating hazardous driving conditions. (p. 30)

ALLEY DESIGN REQUIREMENTS

121. Alleys may be required at the rear of all lots used for nonresidential purposes where access for service, emergency vehicles, etc. is not otherwise adequately provided. (p. 33)
122. All alleys must be paved with concrete or asphalt with the center depressed to carry water. (pp. 33, 39)
123. Curbs and gutters are not required for alleys. (p. 33)
124. Alleys must have no less than 20 feet of right-of-way. (p. 33)
125. Alleys must have a paved width of no less than 16 feet. (p. 33)
126. Alley intersections and sharp changes in alignment shall be avoided. (p. 33)
127. Deadend alleys shall be avoided where possible. (p. 33)

EASEMENT DESIGN REQUIREMENTS

128. Easements across lots or centered on rear or side lot lines shall be provided for utilities and shall be at least 10 feet in width. (p. 33)
129. Easements shall be provided for utilities where a subdivision is traversed by a water course, drainageway, channel or stream, or there shall be provided a storm water easement conforming substantially with the lines of the water course and shall be adequate for such intended purpose. (p33)
130. Utility easements as required Conway Corporation are needed. (p. 33)
131. Drainage easements as required by the City Engineer are needed. (p. 33)
132. Where possible, pedestrian trail and pathway systems shall link open space corridors through major utility, drainage and other easements and another easement for the pathways shall be established within that easement. (p. 33)

BLOCK DESIGN REQUIREMENTS

133. Blocks of less than 400 feet are prohibited. (p. 34)
134. Blocks over 1500 feet in length are prohibited. (p. 34)
135. Blocks over 1000 feet in length may require a public crosswalk within a dedicated easement of not less than 15 feet in width including a paved crosswalk not less than five feet in width to provide pedestrian circulation. (p. 34)
136. Residential blocks shall be wide enough to provide two tiers of lots of minimum depth except where fronting on freeways, expressways and major thoroughfares or prevented by topographic constraints in which case the Commission may approve a single tier of lots of minimum depth. (p. 34)

LOT DESIGN REQUIREMENTS

137. Lots must abut upon a public street except where private streets are approved by the Planning Commission in Planned Unit Developments or where a dedicated access easement 25' in width in C-1, C-3 or O-1 zones has been approved by the Planning Commission. Street frontage width must comply with the Zoning Ordinance requirements. (p. 34)
138. In no case shall a lot be permitted where the lot is fronted by a stub-out or street termination. In such cases, dead-end fire apparatus turnarounds shall be provided. (p. 34)
139. Minimum lot width must conform with the requirements of the Zoning Ordinance. (p. 35)
140. Minimum lot depth must conform with the requirements of the Zoning Ordinance. (p. 35)
141. Minimum lot area must conform with the requirements of the Zoning Ordinance. (p. 35)
142. In the territorial jurisdiction, lots must be no less than 60 feet wide and no less than 100 feet in depth. (p. 35)
143. No lot shall be more than four times as deep as it is wide. (p. 35)
144. The minimum building setback (building line) shall be no less than 25 feet from the right-of-way of the front street, or as required by the Zoning Ordinance. (p. 35)
145. Corner lots shall have a setback of 25 feet from the front lot line and 25 feet from the exterior side lot line, or as required by the Zoning Ordinance. (p. 35)
146. Building lines may be less than 25 feet when the average slope of the first 50 feet of a lot is greater than a 20% gradient. (p. 35)

147. All existing buildings must be shown to meet the minimum setback requirements from all lot lines or they must be modified or moved to meet those setback requirements. (p. 35)
148. A minimum building setback line shall be established on the plat not less than 25 feet from any floodway boundary. (p. 35)
149. Corner lots shall be at least 75 feet in width at the building line. (p. 35)
150. Double frontage lots other than corner lots fronting on two streets shall not be platted except under extreme circumstances, as may be approved by the Planning Commission. (p. 35)
151. Building lines shall be established for both front and rear lot lines for double frontage lots. (p. 35)
152. On double frontage lots, a planting screen easement of at least 10 feet shall be provided along the portion of the lot abutting a traffic artery or other use where screening is required. There shall be no right of access across the planting screen easement and such restriction shall be clearly designated on the plat and within any Bill of Assurance. (p. 35)
153. At the Planning Commission's discretion, a fence or wall may be substituted for the planting easement and planting screen, but access is denied in the same manner as for the planting easement with the same requirements for noting the restriction. (p. 35)
154. Every lot must slope to a street or to a drainage easement. (p. 35)
155. Addresses for each lot as assigned are needed on the plat. (p. 18)

UTILITY DESIGN REQUIREMENTS

156. All subdivisions containing more than four lots within the corporate limits shall be provided with a water supply and distribution system approved by the Conway Corporation and meeting the requirements of the State Health Department. (p. 42)
157. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is more than 600 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief. (p. 42)
158. Fire hydrants shall be placed so that the furthest point of a lot in a commercial subdivision is no more than 400 feet from the nearest hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief. (p. 42)
159. Minimum clearance of twenty-six (26) feet must be provided around a fire hydrant. (p. 42)
160. Where lot splits or minor subdivisions are proposed outside the corporate limits and subject to State Health Department approval, well water may be acceptable by the Planning Commission as a water supply source. (p. 42)
161. Where a public sanitary sewer is within 300 feet of any point of a subdivision, the subdivider shall install a system of sewer lines and provide connection to each lot. (p. 42)
162. Where a public sanitary sewer is not readily accessible, an alternative method of sewage disposal for each lot or a community sewage disposal system may be used when in compliance with the standards of the Health Department and the Subdivision Ordinance. (p. 42)
163. If a sanitary sewage treatment system or septic tank system is to be installed, plans for such system shall be approved by the State Department of Health and the Conway Corporation prior to approval of the Final Plat by the Planning Commission. (p. 42)

SIDEWALK DESIGN REQUIREMENTS

164. Sidewalks are required along both sides of all streets within all zoning districts within Conway city limits and within the Conway Territorial Jurisdiction.
 Exceptions:
 - A. A minor plat not creating any new lots shall not require the construction of sidewalks or payment of sidewalk in-lieu fees.
 - B. Subdivisions in the I-3 zoning district are not required to construct sidewalks or pay sidewalk in-lieu fees.
 - C. Large lot subdivisions outside the city limits and within Conway's Territorial Jurisdiction are not required to construct sidewalks. A large lot subdivision is defined as a subdivision having lots with greater than 150 feet of street frontage. (p. 43)
165. All sidewalks shall be handicapped accessible to public streets at street corners and at designated mid-block public service drives/alleyways. Sidewalks shall meet American Disability Act Standards. (p. 43)
166. Sidewalks As Part of Commercial, Multi-Family, and Mixed Use Developments: Sidewalks along streets in commercial, multi-family, and mixed use subdivisions shall be constructed concurrently with building construction as part of site development review. Sidewalks shall be the responsibility of the builder/owner

and not the developer. The sidewalk shall be installed prior to the final inspection and issuance of a certificate of occupancy. However, the developer of commercial subdivisions/replats with pre-existing development shall be required to meet the sidewalk provisions of Article 1101 Development Review of the Conway Zoning Ordinance. (pp. 43-44)

167. Sidewalks Along Residential Streets: Sidewalks along streets with residential lots shall be constructed by the homeowner/builder. The sidewalk shall be installed prior to the final inspection and issuance of a certificate of occupancy. (p.44)
168. Sidewalks along streets on unbuildable, green space, and other permanently vacant lots will be the responsibility of the developer. (p.44)
169. When a developer created double frontage lots with one side along a street classified as a collector or above, the developer shall construct sidewalks along the collector or greater street frontage. (p.44)
170. When a developer creates a residential boundary street, the developer shall construct sidewalks along previously developed lots. (p.44)
171. Any developer required sidewalk shall be constructed concurrently with other subdivision infrastructure. Such construction shall be completed or assurance for construction shall be required along with other infrastructure improvements prior to filing of the final plat. (p.44)
172. All sidewalk construction location, and responsibility for construction shall be clearly identified on the final plat. Detailed sidewalk construction drawings coordinating sidewalks with other street/lot/easement infrastructure shall be shown on or included with the final plat. (p.44)
173. The property owner/developer may request a waiver from the required sidewalk construction. The Planning Commission should grant this money in-lieu of sidewalk construction only in extreme circumstances. The Planning Commission shall review the following factors to determine whether or not to grant this waiver:
 - o Pedestrian traffic generators such as parks and schools in the area.
 - o The existence of a sidewalk network in the area.
 - o The density of current and future development in the area.
 - o The amount of pedestrian traffic likely to be generated by the proposed development.
 - o Whether the terrain is such that a sidewalk is physically practical and feasible, and the extent to which trees, ground cover, and natural areas would be adversely impacted by the construction of the sidewalk.
 - o The design of the subdivision such that utilities, the location of structures, rights-of-way, easements, etc., create conditions making sidewalks impractical
 - o The overall need for a sidewalk to be constructed on the lot.

If a waiver is granted, the developer shall contribute an amount of money in lieu of construction equal to \$15 per linear foot of the required sidewalk. This in-lieu fee shall be subject to a maximum fee equivalent to one hundred twenty five (125) feet per street frontage. This maximum in-lieu fee will be retroactive to subdivisions filed after January 1, 2008.

This money shall be deposited into a general sidewalk fund to be used solely for the addition of new sidewalks and maintenance of the existing sidewalk network. The dispersal of money from this sidewalk fund shall be at the discretion of the Conway City Council. Contributions to this fund are to be expended within two (2) years to serve a sidewalk project. This in-lieu fee shall be reviewed by the City Council at least every five (5) years. The Planning commission may also grant a waiver to construct an internal pedestrian trail system in lieu of the required sidewalks. The pedestrian trail right-of-way shall be clearly noted on the final plat. Specifications for the right-of-way width, trail pavement, and other specifications shall be determined by the City Engineer and Director of Planning and Development.

A developer may appeal the sidewalk construction requirement/in-lieu fee to the City Council. The City Council shall use the above waiver factors to determine if an exception may be made. If the Council makes an exception, the developer shall construct an equivalent amount of sidewalk in a location designated by the City Council. (pp. 44-45)

174. Aside from the required sidewalks along collectors and arterials, an, internalized pedestrian circulation system in the form of pathways, either along streets or not, may be constructed within subdivisions upon the request of the applicant and the approval of the Planning commission. The system may be allowed to deviate from the construction requirements set out otherwise in this section, as long as the minimum dimensional requirements are met. (p.45)

175. Sidewalks are to be constructed as required within the Conway city limits and within the Conway Territorial Jurisdiction. Subdivisions developed with open ditch design standards as addressed in Table 2, "Street Classifications and Design Standards", are also required to construct sidewalks. (p.45)
176. Sidewalks must be a minimum of five feet wide and located within the public right-of-way, with the edge closest to the street located five and one-half feet from the back of the curb. Sidewalks are not required to be constructed in a straight line, if such straight line construction would damage trees, or if an aesthetic effect is desired and the Planning Commission approves. (p. 45)
177. Sidewalk elevation. The sidewalk elevation shall be two (2) percent above the top of the curb, sloping two percent towards the curb (one-fourth inch in each foot). This elevation shall be continuous through the driveway approach. (p.46)
178. Driveway approach. The area remaining between the sidewalk and the flow-line of the gutter, called the approach to the driveway, shall slope up to the elevation of the sidewalk. (p.46)
179. Garage Elevation. The elevation the garage or carport will need to be established to allow for the transition of the driveway from the street curb to the sidewalk, and from the sidewalk to the garage without adversely affecting the required 2% cross-slope of the sidewalk. (p.46)
180. Sidewalks shall link sidewalks of adjoining lots so as to provide a continuous "ribbon" of pedestrian access throughout the community. (p. 44)
181. If, during the construction of a building or any other improvements upon a lot or by any other actions, the sidewalk(s) are damaged, the party responsible for the construction or other actions shall repair the sidewalk(s) to the satisfaction of the City. (p. 44)

FEE REQUIREMENTS

182. Appropriate fees must be paid. This will include both filing fees with the City and with the County. (pp. 50, 81)
183. Payment for any required street signs must be made to the Street Department prior to the filing of the plat. (pp. 18, 43)

OTHER REQUIREMENTS

184. In addition to the requirements established herein, all subdivision plats shall comply with all other applicable rules, regulations and laws including but not limited to the Growth Plan (Comprehensive Plan), the Conway Zoning Ordinance, building and housing codes, and any other regulations adopted by the City Council and any regulations or special requirements of the State Health Department, State Highway & Transportation Department, or other appropriate State agencies. (p. 48)

ASSURANCE OF COMPLETION OF INFRASTRUCTURE

185. Street, drainage and sidewalk improvements must be completed or a performance bond, cash deposit, or irrevocable letter of credit must be submitted to the City to assure completion. Assurance of one year's maintenance by the developer must also be provided. (pp. 50-53)

EXPIRATION OF PLAT

186. Plats will expire at the end of one year from acceptance of the Preliminary Plat unless an extension is requested and granted by the Planning Commission. (Subdivision Name) will expire (Date) unless an extension is granted by the Planning Commission. (p. 9)