



# CONDITIONAL USE PERMIT GUIDELINES & PROCEDURES

## City of Conway, Arkansas - Planning & Development

1111 Main Street • Conway, AR • 72032 • 501-450-6105 • [www.conwayarkansas.gov](http://www.conwayarkansas.gov)

*Effective on and after November 26, 1994*

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### Guidelines for decision making by the City Council

1. The proposed land use will be designated, located and operated so that the public health, safety, and welfare are protected.
2. The proposed land use must be compatible with the surrounding area.
3. The proposed land use will conform to all applicable provisions for the district as stated in the Conway Zoning Code.
4. The use will facilitate public convenience at the location.
5. The proposed conditional use will conform to the all off-street parking and loading requirements. Egress and pedestrian ways shall be adequate.
6. Safeguards limiting noxious or offensive emissions, including lighting, noise, glare, dust, and odor will be addressed in the proposed use application.
7. Landscaping and screening of the proposed use will conform to the Conway Zoning Code.
8. Proposed sign usage will conform to the provisions of the Conway Zoning Code.
9. Open space located on the proposed use will be maintained by the owner/developer.
10. The site size and shape, along with the proposed structure(s) size, shape and arrangement, will conform to the intent of the Conway Zoning Code.

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### Procedure

1. The petitioner must pay a non-refundable, filing fee of \$325 for any conditional use permit request.
2. The Application for Conditional Use Permit must be submitted to the Planning & Development department in accordance with the Planning Commission schedule (attached).
3. The application must show the location of the intended use of the site. A general graphic representation should be submitted as well.
4. The petitioner must place a notice of public hearing in the *Log Cabin Democrat* or *Arkansas Democrat-Gazette* appearing **at least one time, 15 days prior to the public hearing** (Please confirm copy deadlines directly with the paper). The notice must include:
  - a. The conditional use permit being sought,
  - b. The location (including legal description and physical address. If no physical address is available, a description that is clear to the average person will suffice),
  - c. The time, date, and location of the public hearing (see attached Planning Commission schedule. Meetings are held at 5:30 pm in the City of Conway Municipal Building, 1111 Main Street,
  - d. Contact information (City of Conway website address, Planning & Development telephone number, etc.) where the average person can find further information regarding the rezoning item,
  - e. The public notice must be headed "Public Notice" and include the name of the current chairperson of the Planning Commission.
5. The petitioner must post one or more public hearing signs at or near the front property line of the property to be rezoned **no less than 15 days prior to the public hearing**. The sign should be clearly visible/unobstructed to the passing general public and must remain on the property until the public hearing before the Planning Commission. The disposable public hearing sign may be obtained from the Planning & Development department for \$10.00.
6. The petitioner must notify all property owners within 200 feet of the petitioner's property of the intention to rezone, via USPS First Class mail and provide completed **Certificates of Mailing** (issued by the USPS) as evidence to the Planning & Development department **no less than 10 days prior to the public hearing**. A map showing the location of the property and a letter from the petitioner certifying that the map shows a complete list of property owners within 200 feet should be submitted OR a list of property owners within 200 feet may be obtained from the Planning & Development department. The map/list is used to verify that all required parties have been notified.

7. Following the public hearing, the request may be approved as presented, or in modified form, by a majority vote of the Planning Commission. If approved, the recommendation is forwarded to the City Council for action within seventy (70) days. The recommendation will report on the effect of the proposed conditional use and/or proposed buildings upon the character of the surrounding neighborhood, traffic conditions, public utilities, and other matters pertaining to the general public welfare. **Planning Commission bylaws require a representative for each request to be present at the public hearing. If no representative is present the request will be held in committee.**
8. The City Council then acts on the Planning Commission's recommendation. A petitioner may withdraw a request until noon on the Thursday preceding the City Council meeting at which the request will be heard. After this time, the petitioner must appear in person at the City Council meeting to request a withdrawal of the request.
9. The City Council may impose conditions and restrictions to the Conditional Use Permit as may be necessary to reduce or minimize any detrimental effects of the conditional use permit. Such conditions may be necessary to ensure that the conditional use is compatible with the surrounding property.
10. The Planning Commission and the City Council shall in no case authorize less than the minimum requirements of the Conway Zoning Ordinance relating to height, area, setbacks, parking, or landscaping.

*Note: This is not an exhaustive guideline regarding conditional use permits/application. Additional information is available in the City of Conway Zoning Ordinance, Article 801.*

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### **Checklist of Items for Conditional Use Permit Application**

- Application for conditional use permit** - filed with the Planning & Development Department in accordance with the Planning Commission calendar.
- Statement and diagram explaining intended use** - filed with the Planning & Development department in accordance with the Planning Commission calendar.
- Filing fee of \$325** - paid at the Planning & Development department in accordance with the Planning Commission calendar. Make checks payable to City of Conway.
- Sign** - the disposable sign can be obtained at the Planning & Development department for \$10.00 and must be posted no later than 15 days prior to the public hearing.
- Proof of Publication** - The notice must appear at least once no later than 15 days prior to the public hearing. The proof of publication, obtained from the *Log Cabin Democrat* or *Arkansas Democrat-Gazette* after publication of public notice, is filed with the Planning & Development department no later than 10 days prior to the public hearing.
- Certificates of Mailing [PS Form 3817] and/or petitions to all property owners within 200 feet** - notifications to all property owners within 200 feet must be postmarked no later than 15 days prior to the public hearing. Completed certificates of mailings (issued by the USPS) and/or petition are filed with the Planning & Development department no later than 10 days prior to the public hearing.
- Map/List showing all property owners within 200 feet** - a map/list (may be obtained from the Planning & Development department) including all names of property owners within 200 feet must be filed with the Planning & Development department in accordance with the Planning Commission calendar.

# APPLICATION FOR CONDITIONAL USE PERMIT

Conway Planning Commission

City of Conway, Arkansas

**Note:** Applications must be submitted via the Civic Access Portal, which can be accessed via:  
[www.conwayarkansas.gov/planning-development](http://www.conwayarkansas.gov/planning-development)

## Proposed Location

Address: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Block Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Legal description, if not in a subdivision: \_\_\_\_\_

\_\_\_\_\_

Present zoning classification: \_\_\_\_\_

Description of Conditional Use Permit being sought: \_\_\_\_\_

\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Signature of Owner/Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

**(Attach all necessary maps and drawings)**

## NOTICE OF PUBLIC HEARING AND NOTIFICATION LETTER FORMAT

The following information is to be included in the newspaper publication and notification letters.

Notice is hereby given that \_\_\_\_\_ has filed an application with the Conway  
name of petitioner

Planning Commission requesting that \_\_\_\_\_ be allowed at a site  
conditional use being sought  
[insert physical address or a description clear to the average person if no physical address is available]

more particularly described as [insert legal description]

A public hearing on said request will be held at 5:30 pm on \_\_\_\_\_ in the  
meeting date

City of Conway Municipal Building, 1111 Main Street. All persons are called upon to show cause for or against the granting  
of said permit.

For further information regarding this item please visit [www.conwayarkansas.gov](http://www.conwayarkansas.gov) or contact the Planning & Development  
department at 501-450-6105.

Ethan Reed  
Chairman, 2026  
Conway Planning Commission

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**This notice must appear in the legal notices section of a publication of general circulation within the City of Conway, such as the Log Cabin Democrat or Arkansas Democrat-Gazette, no less than 15 days prior to the public hearing.**

There is no timeline on how early your legal notice must be published.

Please contact the Log Cabin Democrat at [legals@thecabin.net](mailto:legals@thecabin.net) or by phone at (501) 327-6621 (or)  
the Arkansas Democrat-Gazette at [classifieds@arkansasonline.com](mailto:classifieds@arkansasonline.com) or by phone at (501) 372-3733 to:

1. confirm submission deadline [usually 24-48 hours prior to publication] and
2. confirm format requirements [typically a copy and paste format such as Microsoft Word or RTF file].

## **LETTER OF AUTHORIZATION**

I/We, the undersigned property owner(s), do hereby name and authorize \_\_\_\_\_ authorized representative to act as agent of owner in my/our behalf in the matter of the application filed for conditional use permit before the Planning Commission and City Council of Conway, Arkansas.

Executed this \_\_\_\_\_ of \_\_\_\_\_, 2026.  
day of the month month

Owner Name (please print)

Owner Name (please print)

Owner Signature

Owner Signature



# CONWAY PLANNING COMMISSION

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## 2026 Conway Planning Commission Schedule

Application Deadline	Review Comments Available to Applicant	Public Notifications Deadline	Revisions Deadline	Staff Report Published	Planning Commission Meeting
December 18, 2025 <sup>1</sup>	December 31, 2025	January 5, 2026	January 8, 2026	January 15, 2026	January 20, 2026 <sup>2</sup>
January 16, 2026	January 28, 2026	February 2, 2026	February 5, 2026	February 12, 2026	February 17, 2026 <sup>3</sup>
February 13, 2026	February 25, 2026	March 1, 2026	March 5, 2026	March 12, 2026	March 16, 2026
March 20, 2026	April 1, 2026	April 5, 2026	April 9, 2026	April 16, 2026	April 20, 2026
April 17, 2026	April 29, 2026	May 3, 2026	May 7, 2026	May 14, 2026	May 18, 2026
May 15, 2026	May 27, 2026	May 31, 2026	June 4, 2026	June 11, 2026	June 15, 2026
June 18, 2026 <sup>4</sup>	July 1, 2026	July 5, 2026	July 9, 2026	July 16, 2026	July 20, 2026
July 17, 2026	July 29, 2026	August 2, 2026	August 6, 2026	August 13, 2026	August 17, 2026
August 21, 2026	September 2, 2026	September 6, 2026	September 10, 2026	September 17, 2026	September 21, 2026
September 18, 2026	September 30, 2026	October 4, 2026	October 8, 2026	October 15, 2026	October 19, 2026
October 16, 2026	October 28, 2026	November 1, 2026	November 5, 2026	November 12, 2026	November 16, 2026
November 13, 2026	November 25, 2026	November 29, 2026	December 3, 2026	December 10, 2026	December 14, 2026 <sup>5</sup>

- Conway Planning Commission meetings are held the 3<sup>rd</sup> Monday of each month at 5:30pm.
- All meetings are held in the City Council Chambers of Conway City Hall, 1111 Main Street.
- All applications/submissions are due by 3:00pm on the submission deadline date. The Planning & Development Department receives submissions for planning and subdivision review via the Civic Access Portal at the following link. [APPLY ONLINE](#).
- Incomplete applications will be deferred to another month's agenda. (*refer to applications checklists*)
- The Planning Commission Meeting date associated with the Application Deadline is the earliest an item can be considered by the Planning Commission if Staff determines that all comments have been addressed.
- All comments on public hearing items, received by 4:30pm on the day of the meeting, will be forwarded to the Planning Commission via email. To submit a comment or if you have questions please contact Planning Staff by email at [planning@conwayarkansas.gov](mailto:planning@conwayarkansas.gov) or by phone at (501) 450-6105.

<sup>1</sup> Submission deadline moved due to City Employee Appreciation Event

<sup>2</sup> Meeting moved due to Martin Luther King Jr. Day observance

<sup>3</sup> Meeting moved due to Presidents' Day observance

<sup>4</sup> Submission deadline moved due to Juneteenth observance

<sup>5</sup> Meeting moved at Planning Commission request; other dates for this meeting adjusted to accommodate