



# GUIDE TO SUBDIVISION REVIEW

## City of Conway, Arkansas - Planning & Development

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

Refer to this form for subdivision review application requirements. Applications are only accepted via the ONLINE APPLICATION PORTAL text. Please contact Planning & Development Staff for assistance.

### Types of Applications:

PRELIMINARY MAJOR PLAT APPROVAL (5 or more lots, minor subdivision incl. new streets/drainage, etc.)

MINOR SUBDIVISION (4 or fewer lots incl. NO new streets/drainage, lot merger, etc.)

MAJOR FINAL PLAT APPROVAL

POST-APPROVAL WAIVER/VARIANCE REQUEST (additional requests following Planning Commission approval)

PRELIMINARY PLAT APPROVAL EXTENSION (One 12-month extension allowed)

### For an application to be considered complete, the following information is required:

- All relevant contact information must be provided, including applicant, authorized agent, property owner(s), etc.
- A letter of applicant requesting review and approval of the submitted major subdivision (Upload as **Cover Letter**)
- Legal description (metes and bounds if no lot and block description exists)
- All relevant drawings (incl. plat, street and drainage plans, drainage report, etc.) must be complete and included.
- All applicable plat and engineering review fees must be paid in full. Refer to fee schedule for further details.
- A letter requesting any desired waivers to the requirements of the Subdivision Ordinance, including justification for each waiver request *citing regulation article and section*. (Upload as **Additional Supporting Documentation** and label *Request for Waiver*). Waivers requested following approval will incur the additional \$100 post approval review fee.

### Additional information:

- Recording fees are set by and paid by the applicant directly to the Faulkner County Circuit Clerk.
- If paying by check, plat review and engineering review fees must be paid separately.



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## 2026 Conway Planning Commission Schedule

Application Deadline	Review Comments Available to Applicant	Public Notifications Deadline	RevisionsDeadline	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