

ROBINSON HISTORIC DISTRICT DESIGN REVIEW PROCEDURES



1201 Oak Street
Conway, AR 72032

T 501.450.6105
F 501.450.6144

www.conwayplanning.org

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NOTE: This handout does not cover the design specifications for the Robinson Historic District, merely the application procedure. For design standards, refer to the Robinson Historic District Guidelines available at www.conwayplanning.org.

Changes to the Exterior Beyond Normal Maintenance, New Construction, Additions, and Outbuildings Require Review By the Historic District Commission

Building permits may be required after approval of the Commission. All requirements/conditions made by the Historic District Commission must be completed before the final inspection.

The Historic District Commission typically meets on the 4th Thursday of the month. All notification procedures must be met as outlined below:

P r o c e d u r e

Application:

1. **Filing fee:** None is required at this time.
2. **Certificate of Appropriateness Application:**
The application must be submitted to the Planning & Development Department **no less than 15 days prior to the meeting of the HDC.** (See attached HDC schedule)
3. **Application:**
Must include:
 - A. Site plan drawn to scale of the proposed property and improvements. Site plan will include:
 - Footprint of existing buildings / proposed additions / proposed outbuildings
 - Significant trees over 8 inches in diameter
 - Proposed driveways / parking areas / sidewalks (existing or proposed)
 - B. Building elevations (side views) of proposed structure, outbuilding, or addition
 - C. Pictures of existing property and adjacent properties

Specifications, materials list, material samples, etc may also be submitted to aid the Commission in making a proper determination

Public Notifications:

1. **Public Hearing Sign - Applicant is Responsible for Sign Only:**
The applicant must post one or more public hearing signs on the property to be reviewed. The sign(s) should be clearly visible and unobstructed to the passing general public. The sign(s) must be posted on or near the front property line **no later than 15 days prior to the public hearing.** The disposable sign(s) is obtained from the Planning & Development Department. The cost of the sign is \$7.50. The sign(s) should remain on the property until the public hearing before the HDC.
2. **First Class Letters and /or Signatures:**
City staff, on behalf of the HDC, will notify by first class letter, all property owners within 200 feet of the applicant's property of the date and time of the design review meeting no less than 15 days prior to the public hearing.
3. **Conway Historic District Commission Website:**
City staff, on behalf of the HDC, shall place a notice of public hearing on the Conway Historic District Commission Website (part of www.conwayplanning.org) at least 15 days prior to the meeting of the HDC. The notice will include; public notice that a design review is being sought, the location of the proposed construction (including legal description and address, and the time, date, and place of the public hearing.

At the design review meeting, the HDC will approve the submitted design, deny the submitted design, or approve the submitted design with changes. Any decision by the HDC may be appealed within thirty (30) days to the Circuit Court of Faulkner County, Arkansas.

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C h e c k l i s t

- ❑ **Application for Certificate of Appropriateness** – Filed with the Planning & Development Department no later than 15 days prior to the HDC Meeting
- ❑ **Site plan** drawn to scale of the proposed property and improvements. Site plan will include:
Footprint of existing buildings / proposed additions / proposed outbuildings significant trees over 8 inches in diameter Proposed driveways / parking areas / sidewalks (existing or proposed) Site plan is not necessary for material changes.
- ❑ **Building elevations** (side views) of proposed structure, outbuilding , or addition. Building elevations are not necessary for material changes.
- ❑ **Pictures** of existing property and adjacent properties
- ❑ **Additional Materials** applicant believes would aid the Commission: specifications, materials list, material samples, etc
- ❑ **Filing Fee** – None required at this time
- ❑ **Sign** – The disposable sign is obtained at the Planning & Development Department. The cost of the sign is \$7.50. The sign must be posted no later than 15 days prior to the HDC 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 15 days prior to the HDC meeting and a copy filed with the Planning & Development Department.
- ❑ **Historic District Commission bylaws require a representative be present at the Design Review meeting for each request. If no representative is present, the request will be held in committee until the next monthly meeting.**

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APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

All items must be completed. Mark "NA" if not applicable. If additional space is needed, attach more pages to this form.

Date: _____

PROPERTY

Address _____

OWNER

Name _____

Address _____

Telephone _____

Email _____

PERSON FILING APPLICATION, IF OTHER THAN OWNER

Name _____

Address _____

Telephone _____

Email _____

ORIGINAL USE OF PROPERTY

CURRENT USE OF PROPERTY

DESCRIPTION OF PROPOSED WORK

ESTIMATED PERIOD OF PROPOSED WORK

PROJECT ARCHITECT/ENGINEER/CONTRACTOR

Name _____

Address _____

Telephone _____

Email _____

ESTIMATED COST OF PROJECT

Certificates of Appropriateness are effective immediately upon issuance; work approved must begin within 12 months of approval date. Once expired, project must be resubmitted for approval. Any work done outside of the scope of the C of A renders it null and void.

I hereby certify that I am the owner, agent of the owner, or other person in control of the property and that the information given herein, and as shown on the application for Certificate of Appropriateness, is true and that I am authorized to obtain this Certificate of Appropriateness. I understand that if the construction for which this Certificate of Appropriateness is issued is contrary to the requirements of Conway codes or regulations, violations must be corrected.

Approval by the HDC does not excuse the applicant, owner or agent from compliance with any other applicable codes, ordinances or policies of the City of Conway. Responsibility for identifying such codes, ordinances or policies rests with the applicant, owner or agent.

Penalties: Violations of this ordinance constitute a misdemeanor, and violators upon being found guilty shall be fined not less than \$10 nor more than \$500; each day that a violation continues to exist shall constitute a separate offense (ref. Conway Ordinance O-04-43)

SIGNATURE OF APPLICANT

SUBMIT THE FOLLOWING:

FOR ALTERATION, RESTORATION, REHABILITATION, OR PRESERVATION OF EXISTING STRUCTURE OR BUILDING:

✓ Accurate (scaled) sketch, photograph, or drawing of each elevation where changes are proposed, showing existing appearances and proposed changes

✓ Description of materials to be used on exterior surfaces and details including, but not limited to, masonry walls, fences, light fixtures, steps and paving, other appurtenant fixtures, or other elements of exterior architectural features **viewable from the public right of way**. Samples may be requested.

FOR NEW CONSTRUCTION:

✓ Accurate (scaled) sketch of all elevations showing proposed appearance.

✓ Photos of existing property and adjacent properties to establish the relationship to adjacent and nearby buildings

✓ Description of materials to be used including all exterior surfaces and details

✓ Site plan including footprint of existing buildings, proposed additions, proposed outbuildings; significant trees over 8" in diameter; proposed driveways, parking areas, and sidewalks (existing or proposed)

FOR DEMOLITION:

✓ Current photographs of each elevation

✓ Current evaluation by professional architect, engineer

✓ Demolition cost estimate

FOR MOVING A BUILDING INTO OR OUT OF THE HISTORIC DISTRICT:

✓ Current photograph of building in current location and of proposed site. (A Building Moving Permit must also be sought from the Conway Planning Commission)

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2010 Conway Historic District Commission Scheduled Meeting Dates

MONTH	MEETING DATE	SUBMISSIONS DUE
January	Thursday, January 28	Wednesday, January 13
February	Thursday, February 25	Wednesday, February 10
March	Thursday, March 25	Wednesday, March 10
April	Thursday, April 22	Wednesday, April 7
May	Thursday, May 27	Wednesday, May 12
June	Thursday, June 24	Wednesday, June 9
July	Thursday, July 22	Wednesday, July 7
August	Thursday, August 26	Wednesday, August 11
September	Thursday, September 23	Wednesday, September 8
October	Thursday, October 13	Wednesday, October 28
November	Thursday, November 18	Wednesday, November 3
December	Thursday, December 16	Wednesday, December 1

Conway Historic District Commission meetings begin at 5:00 p.m. and are held in the First Floor Conference Room of City Hall at 1201 Oak Street, Conway, Arkansas. The agenda with supporting information for each meeting is posted at <http://www.conwayplanning.org>

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