

**Sec. 142-81. Conveyance Plat.**

(a) *Purpose.* The purpose of a conveyance plat is to subdivide land and to provide for the recordation of the same, for the purpose of conveying the property to another owner without developing it. A conveyance plat may be used to sell the property or interests therein, but a conveyance plat does not constitute approval of any type of development on the property. A conveyance plat is merely a map of property approved by the City for the purpose of sale or conveyance. A conveyance plat is not the first step in the development of a project as it does not provide any detail regarding a project. As such the submission and approval of a conveyance plat does not vest any rights in the property.

(b) *Applicability.* A conveyance plat may be used in lieu of a record plat to record the subdivision of property with the County Clerk in the following instances:

1. To record the remainder of a parent tract that is larger than five acres, and that is created by the record platting of a portion of the parent tract, provided that the remainder ~~is not intended for immediate development~~ has adequate access to an existing public right-of-way via frontage on said right-of-way or via the dedication of access easements; or

~~4.~~ 2. To record the subdivision of a property into parcels larger than 5 acres in area, provided that each parcel has adequate access to an existing public right-of-way via frontage on said right-of-way or via the dedication of access easements; or

3. To record the subdivision of a property into parcels, five acres or smaller in area, ~~that are not intended for immediate development~~, provided that each parcel has direct access to all required public improvements (water, sanitary sewer, storm sewer) via dedicated easements or direct adjacency to existing infrastructure, ~~each parcel has frontage on an existing public right-of-way, and no portion of the lot is smaller than 45 feet wide, and each parcel has adequate access to an existing public right-of-way via frontage on said right-of-way or via the dedication of access easements.~~

(c) *Approval, variances, expiration, and recording.*

1. The conveyance plat shall be delivered to the Director of Planning who shall check and verify the plat, prepare a report to the Planning and Zoning Commission setting forth the findings of Staff, and file the report and the plat with the Planning and Zoning Commission at

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or before the meeting where the conveyance plat is scheduled for consideration.

2. The approval of a conveyance plat authorizes the conveyance of the parcel(s) created thereon, but does not authorize any type of development on the property. The applicant and future owner(s) of the property remain obligated to comply with all provisions of this chapter upon future development of the property including, but not limited to, all platting requirements, required public improvements, utility extensions, street improvements, right-of-way and easement dedications, and all other applicable requirements of this chapter.
3. The conveyance plat shall be recorded in the map and plat records of the County by the Director of Planning after the plat has received approval. The Director of Planning shall provide prints of the conveyance plat to the affected offices as they may require. The conveyance plat shall not be returned or released to the subdivider until it has been recorded as provided above and all fees associated with the filing of the plat have been paid to the City.
4. Approval of a conveyance plat shall be valid for twelve months from the date of approval. If the conveyance plat has not been filed for record within the allotted twelve months, the plat's approval shall terminate and become void.
5. A variance to the requirements of this section may be granted by the City Council in accordance with the provisions of Section 142-8 of this chapter.

(d) Special approval standards and requirements.

1. The scale, drawing size, features and certificates to be shown, and all other related information that must be provided on a record plat in accordance with Section 142-76 of this chapter, shall be provided on a conveyance plat. All conveyance plats shall also feature the following notations:
  - i. CONVEYANCE PLAT ONLY: NOT FOR DEVELOPMENT
  - ii. A conveyance plat is a map of property approved by the City for the purpose of sale or conveyance in its entirety or interests thereon defined. Lots created by a conveyance plat may not have all necessary public utilities available for immediate use. No ~~building permit~~certificate of occupancy shall be issued nor permanent public utility service provided to any lot(s) created by a conveyance plat until all required

[public improvements have been constructed and accepted](#) and a record plat is filed for record [with the County Clerk](#). Selling a portion of property by metes and bounds, except as shown on an approved, filed and accepted conveyance plat, record plat, minor plat or minor replat is a violation of the City's [Code of Ordinances](#) and State Law.

2. No permits for development shall be issued nor permanent utility service provided for land that has only been platted via the conveyance plat process. A record plat or minor plat must be approved subsequent to the filing of said conveyance plat prior to the issuance of permits for development.
3. A conveyance plat may be superseded by a revised conveyance plat or a record plat in total or in part through compliance with the procedures and requirements of this chapter.
4. If a parcel is to be created adjacent to a right-of-way shown on the City's Master Thoroughfare Plan or another existing roadway with insufficient right-of-way based on its classification type, the appropriate amount of right-of-way based on its roadway classification, as defined by the City's Street Design Manual, shall be dedicated to the City via the proposed conveyance plat.
5. If a parcel is to be created adjacent to a hike and bike trail, water line, sewer line or some other public infrastructure as shown by the Comprehensive Plan, easements of adequate size to accommodate said infrastructure shall be dedicated to the City via the proposed conveyance plat.
6. A conveyance plat is not the first step in the development of a project as it does not provide any detail regarding a project. As such the submission and approval of a conveyance plat does not vest any rights in the property.