

Conveyance Parcel Review

Application Information

1. Application

Complete and submit all the required materials that are specified on the Conveyance Parcel Review Application Form. Failure to do so will result in a delay in accepting your application until it is complete.

2. What must be submitted?

- One (1) completed and signed Application Form, including:
 - Property location
 - Legal description of the conveyance parcel
 - Legal description of the original parcel
 - Tax parcel number of the conveyance parcel
 - Name(s) and signature(s) of the owner(s) of the conveyance parcel
 - Name and signature of the applicant
 - Name, signature and contact information for the contact person
 - Name and contact information for the attorney (if applicable)
 - Name and contact information for the land surveyor (if applicable)
 - Completion of the checklist portion of the application form.

- One (1) copy of a drawing of the conveyance parcel, 11"x17" in size, drawn to scale, and including:
 - Dimensions of boundary lines
 - Total area of the parcel by square footage
 - Location and name of abutting streets and rights of way
 - Easements on or serving the site
 - Existing structures on the site and within 10 feet of the site
 - Identification of any contiguous or abutting lots or parcels under the same ownership as the subject site
 - Legal description of the conveyance parcel
 - Legal description of the original parcel
 - Tax parcel number of the conveyance parcel

Note: In lieu of submitting a drawing of the conveyance parcel, with the information described above, an official Plat of Survey that has not been reviewed or approved by the City, but which has been recorded by Story or Boone County prior to August 4, 2009, may be submitted.

- A title opinion or abstract identifying the date of conveyance, along with a copy of the record of survey of the conveyance parcel (if one exists)

- Payment of the application filing fee as established by the City Council. ***No fee has been established at this time.***

No application will be accepted unless it complies with all the submittal requirements. Applications that are incomplete will be returned to the applicant outlining the deficiencies.

The applicant is encouraged to discuss the proposed use of the property with City staff to determine if there are other City approvals needed, prior to the issuance of building/zoning permits.

3. **What is the process?**

- The **Review of a Conveyance Parcel** is the first step in the approval process for a Conveyance Parcel. The Planning & Housing Director (or designee) will review the application and a determination will be made as to whether the conveyance parcel does or does not conform to development standards.
 - If the parcel was created by, or resulted from, a conveyance occurring prior to August 4, 2009, and also conforms to current lot frontage, width and area requirements, the Director will issue a written determination that the lot is a Conforming Conveyance Parcel as to lot frontage, lot area and width and is subject to the review provisions of Section 23.307(5) of the Municipal Code.
 - If it can be verified that a plat of survey for the conveyance parcel was recorded prior to August 4, 2009, it shall be considered a *Pre-platted Conveyance Parcel* and recognized as a valid lot of record, subject to certain standards and conditions.
 - If it can be determined that the conveyance parcel was created by deed or contract and also surveyed prior to July 1, 1990, it shall be considered a *Pre-established Conveyance Parcel* and recognized as a valid lot of record, subject to certain standards and conditions.
 - If the conveyance parcel was created after August 4, 2009, the Director will issue a written determination that the parcel is not an authorized division or subdivision of land under the City's subdivision standards, and that it is not recognized by the City as a valid parcel for permitting purposes.
 - The determination that the conveyance parcel is an **"Unauthorized Parcel"** will be forwarded to the applicant, and also to the County Recorder's Office, the County Auditor's Office, and the City Assessor's Office.

4. **Where should submittals be made?**

- Submit the completed Review of a Conveyance Parcel Application to:
Department of Planning & Housing
City of Ames
515 Clark Avenue Room 214
Ames, Iowa 50010

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT THE DEPARTMENT OF PLANNING & HOUSING.**

Phone: 515-239-5400
E-mail: planning@cityofames.org

Conveyance Parcel Review

Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Location** of this Conveyance Parcel (Street Address and/or Boundary Description):

2. **Legal Description of the Conveyance Parcel:** _____

3. **Legal Description of the Original Parcel:** _____

4. **Tax Parcel Number of the Conveyance Parcel:** _____

5. **Property Owner:** _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ E-mail: _____

6. **Attorney (if applicable):** _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ E-mail: _____

7. **Land Surveyor (if applicable):** _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ E-mail: _____

8. **Contact Person:** _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ E-mail: _____

9. **Submittal Checklist:**

The following items are included with this submittal for Review of a Conveyance Parcel:

- One (1) completed and signed Application Form
- One (1) copy of a drawing of the conveyance parcel, 11"x17" in size, drawn to scale and including:
 - Dimensions of boundary lines
 - Total area of the parcel in square feet
 - Location and name of abutting streets and rights of way
 - Easements on or serving the site
 - Existing structures on the site and within 10 feet of the site
 - Identification of any contiguous or abutting lots or parcels under the same ownership as the subject site
 - Legal description of the conveyance parcel
 - Legal description of the original parcel
 - Tax parcel number of the conveyance parcel
- One (1) title opinion from an attorney or abstract identifying the date of conveyance, along with a copy of the record of survey of the conveyance parcel (if one exists)
- Payment of the application filing fee as established by the City Council. **No fee has been established at this time.**

I (We) certify that the above information is true, to the best of my knowledge and understanding, and that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ames, and have submitted all the required information.

Signed by: _____ Date: _____
Property Owner(s)

Print Name

Note: No other signature may be substituted for the Property Owner's Signature, unless accompanied by an affidavit of agent authority.