APPENDIX 2

Off-Conveyance Review Process Overview

Environmental Site Delineation

Preliminary Meeting

If so desired, you may meet with Bureau of Development Review staff to discuss the feasibility of an off-conveyance.

Off-conveyance Package Submittal

The off-conveyance package is submitted for review with all applicable fees and required documentation.

Off-conveyance Review

History Review

Deed history is checked against County records for accuracy.

Plan Review

The location of the proposed lot is checked against County maps to determine if it conflicts with any proposed projects. Review to ensure compliance with Ordinances.

Verification of Professional Opinions and Certifications

Language contained in documentation is checked that it contains wording necessary to meet County requirements.

Approval

Bureau of Development Review staff approves application when it is verified that all requirements have been met. Copies of the approved off-conveyance application are sent to the submitting attorney and County/State agencies for their records.