

**ORDINANCE NO. 09-2024**

**TO AMEND CERTAIN PORTIONS OF THE  
UNIFIED SUBDIVISION ORDINANCE OF TIPPECANOE COUNTY, INDIANA,  
DESIGNATING THE TIME WHEN THE SAME SHALL TAKE EFFECT.**

**BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, THAT ORDINANCE NO. 20-79 IS HEREBY AMENDED AS FOLLOWS:**

**Section 1.** In Section 2.2 Words and Terms Defined, amend the Minor Subdivision definition, and add the following new definitions:

**MINOR SUBDIVISION.** Any subdivision not classified as rural estate of not more than four (4) lots or one (1) Townhouse Group as a resubdivision, all with frontage on a perimeter street, or any further subdivision or resubdivision of a nonresidential development whose lots may or may not have frontage on a perimeter street which does not include any improvement to a public road, provided such subdivision activity involves neither the construction of any new street or road, nor the imposition of any adverse effect upon the use of the remainder of the land or adjoining property as determined by the Commission, and provided such activity conflicts with neither any provision or portion of the Comprehensive Plan, Official Map, or Unified Zoning Ordinance, nor any of the regulations set forth herein.

**TOWNHOUSE.** As regulated by the Indiana Residential Code, a single-family dwelling unit that is part of a row of two or more attached single-family dwelling units, where each unit is located on an individual lot under fee-simple ownership, served by public water and sewer, and shares at least one common wall with an adjacent single-family dwelling unit.

**TOWNHOUSE GROUP.** A single row of townhouses consisting of at least two but no more than ten attached single-family dwelling units.

**Section 2.** In Section 3.3 Major Subdivisions, add the following:

Figure 2. Major Subdivision Approval Process (amend chart, last bubble):

- Subdivider records plat (and later amends and records the plat for townhouse lots if applicable)

3.3(6) Final Subdivision Plat Procedure, add new subsection:

- (d) Townhouse Final Plats.

The final platting of townhouse projects occurs in two stages: the Final Plat and the Amended Final Plat.

- (i) At the Final Plat stage, a single lot is platted for each Townhouse Group along with all the other requirements for a Final Plat as specified in this section.

- (ii) Amended Final Plat stage: See Section 3.3(8).

3.3 Major Subdivisions, add new subsection:

- (8) Townhouse Amended Final Plats.

- (d) For any **townhouse** project, after the Final Plat is recorded, the property owners shall provide exact measurements locating **buildings** and common **lot lines** after foundations have been put in place for each **Townhouse Group**. The revised **plat** reflecting these exact locations shall be reviewed by staff as an amendment to the final plat and recorded prior to the issuance of a Certificate of Occupancy.

**Section 3.** In Section 3.4 Minor Subdivisions, add the following:

Figure 3. Minor Subdivision Approval Process (amend chart, last bubble):

- Subdivider records plat (and later records an amended final plat for townhouse lots if applicable)

3.4(7) Final Subdivision Plat Procedure, add new subsection:

- (e) Townhouse Final Plats.

The final platting of townhouse projects occurs in two stages: the Final Plat and the Amended Final Plat.

- (i) At the Final Plat stage, a single lot is platted for each **Townhouse Group** along with all the other requirements for a Final Plat as specified in this section.
- (ii) Amended Final Plat stage: See Section 3.3(9).

3.4 Minor Subdivisions, add new subsection:

- (9) Townhouse Amended Final Plats.

- (d) For any **townhouse** project, after the Final Plat is recorded, the property owners shall provide exact measurements locating **buildings** and common **lot lines** after foundations have been put in place for each **Townhouse Group**. The revised **plat** reflecting these exact locations shall be reviewed by staff as an amendment to the final plat and recorded prior to the issuance of a Certificate of Occupancy.

**Section 4:** In Section 6 “Specifications for Documents to be Submitted,” add the following:

6.5 Townhouse Amended Final Plat

- (1) The Townhouse Amended Final Plat shall include the exact measurements locating **buildings** and common **lot lines** after foundations have been put in place for each **Townhouse Group**.
- (2) All of the provisions of Section 6.4 shall be met except:
  - (a) Instead of the Certificate of Approval (A.1(10)), the Certificate of Approval for a Townhouse Amended Final Plat (A.1(10b)) shall be included; and
  - (b) Instead of the Dedication Certificate (A.1(13)), the Dedication Certificate for a Townhouse Amended Final Plat (A.1(13b)) shall be included.

**Section 5:** Add the following to the Appendix:

In **Appendix A, Required Forms and Certificates**, add the following:

**A.1(10b) Certificate of Approval (for a Townhouse Amended Final Plat)**

After having fulfilled all required public notice and after having received primary approval from either the Tippecanoe County Area Plan Commission or its Executive Committee, and after recording a Townhouse Final Plat, this Townhouse Amended Final Plat was reviewed by APC staff and found to be in compliance with the provisions of the Unified Subdivision Ordinance.

Tippecanoe County Area Plan Commission

By \_\_\_\_\_  
Secretary

**A.1 (13b) Dedication Certificate (for a Townhouse Amended final Plat)**

We, the undersigned \_\_\_\_\_, owners of the real estate shown and described herein, do hereby lay off, plat and subdivide said real estate in accordance with the herein plat.

This subdivision, known and designated as \_\_\_\_\_, an addition to the (name of city, town, township), Tippecanoe County, State of Indiana, was created with the recordation of the original final plat, Document # \_\_\_\_\_,

recorded on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. The herein plat, a Townhouse Amended Final Plat, does not replace or supersede the original final plat. All public rights-of-way dedicated, and easements shown on the original final plat, remain unchanged whether shown herein or not.

The right to enforce these provisions by injunction, together with the right to cause the removal by due process of law of any structure or part thereof erected or maintained in violation hereof, is hereby dedicated to the public, and reserved to the several owners of the several lots in this subdivision and to their heirs and assigns.

Witness our hand and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

\_\_\_\_\_  
(owner's signatures)

State of Indiana  
County of Tippecanoe

Before me, the undersigned Notary Public, in and for the County and State, personally appeared \_\_\_\_\_ and each separately and severally acknowledged the execution of the foregoing instrument as his or her voluntary act and deed, for the purpose therein expressed.

WITNESS by hand and notarial seal this \_\_\_ day of \_\_\_\_\_, 20\_\_.

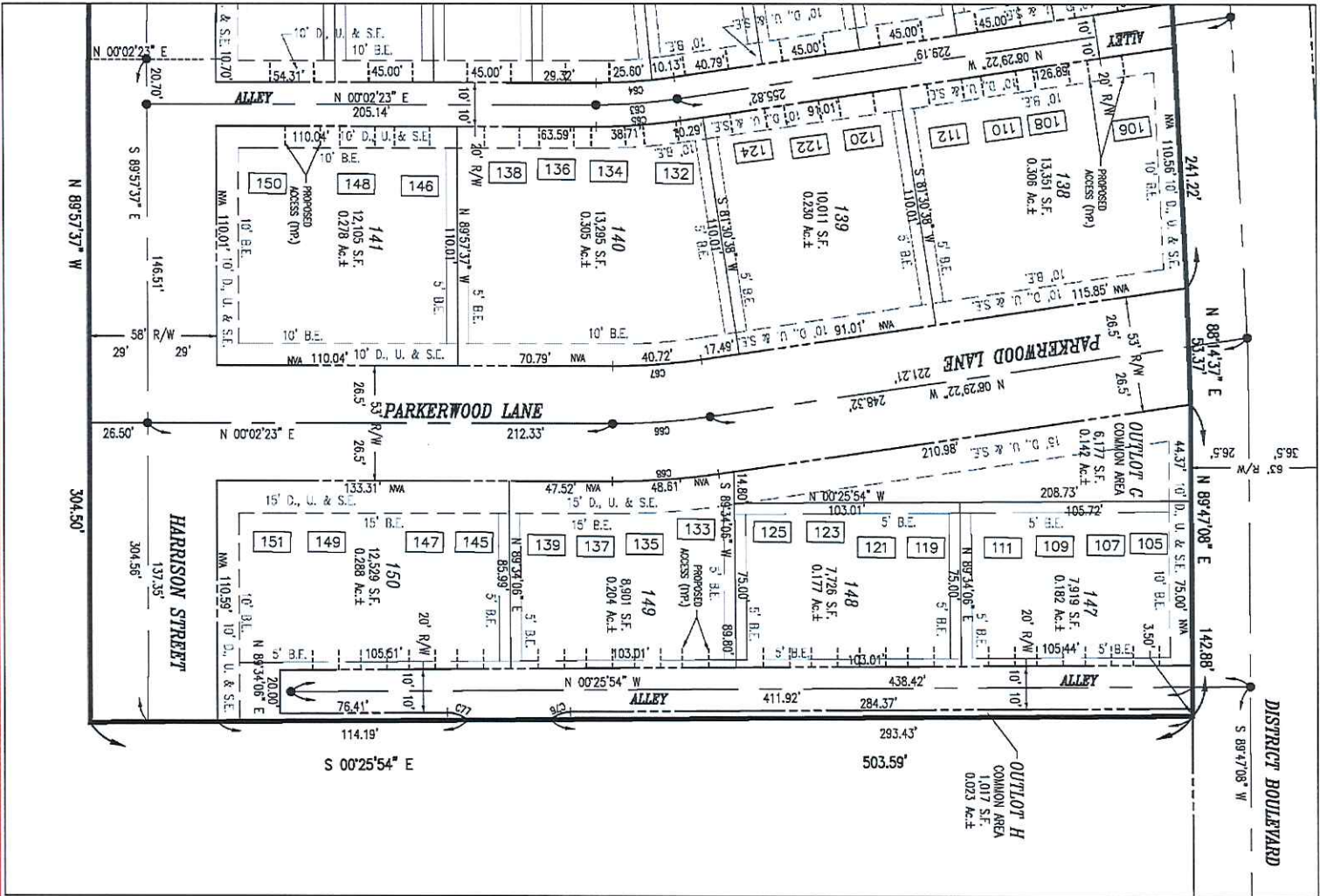
\_\_\_\_\_  
Notary Public

Residing in \_\_\_\_\_ County.

My Commission expires \_\_\_\_\_.

In **Appendix B**, Illustrative Examples, add the following text and images:

**B.11 Townhouse Final Plat**





INTRODUCED ON FIRST READING ON THE 1 DAY OF April, 2024.

MOTION TO ADOPT MADE BY COUNCILOR Blanco AND SECONDED BY COUNCILOR Bellisario.

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE 1 DAY OF April 2024, HAVING BEEN PASSED BY A VOTE OF 9 IN FAVOR AND 0 OPPOSED, THE ROLL CALL VOTE BEING:

	AYE	NAY	ABSENT	ABSTAIN
Bellisario	✓			
Blanco	✓			
Burr	✓			
Dennis	✓			
Lee	✓			
Leverenz	✓			
Parker	✓			
Sanders	✓			
Veidemanis	✓			

Larry J. Leverenz  
Larry J. Leverenz, Presiding Officer

Attest:

Sana G. Booker  
Sana G. Booker, Clerk



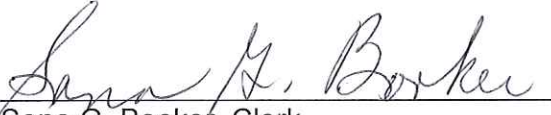
PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE 2 DAY OF April 2024.

Sana G. Booker  
Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE 2 DAY OF April 2024.

Erin R. Easter  
Erin R. Easter, Mayor

Attest:

  
\_\_\_\_\_  
Sana G. Booker, Clerk







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Area Plan Commission of Tippecanoe County, Indiana

March 21, 2024  
Ref. No.: 2024-66

West Lafayette City Council  
222 N Chauncey Avenue  
West Lafayette, IN 47906

**CERTIFICATION**

**RE: USO AMENDMENT 13:**

A companion to UZO Amendment 108, this amendment to the Unified Subdivision Ordinance would create a procedure for townhouse subdivisions.

Dear West Lafayette City Council:

As Secretary to the Area Plan Commission of Tippecanoe County, I do hereby certify that at a public hearing held on March 20, 2024, the Area Plan Commission of Tippecanoe County voted 14 Yes – 0 No on the motion to approve the enclosed amendment to the Unified Subdivision Ordinance. Therefore, the Area Plan Commission of Tippecanoe County recommends to the West Lafayette City Council that the proposed subdivision ordinance be approved.

Sincerely,

David Hittle  
Executive Director

DH/kl

Enclosures: Staff Report and Ordinance

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## Unified Subdivision Ordinance Amendment #13 TOWNHOUSES

Staff Report  
March 14, 2024

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The following changes to the Unified Subdivision Ordinance (USO) are proposed in order to facilitate the development of attached single-family residential townhouses, which is a use exclusive to the new R1T Zoning District. To accomplish this, additions to the following sections are required:

1. Table of Contents
2. Section 2.2 (Words and Terms Defined)
3. Section 3.3 (Major Subdivisions)
4. Section 3.4 (Minor Subdivisions)
5. Section 6 (Specifications for Documents to be Submitted)
6. Appendix A (Required Forms and Certificates)
7. Appendix B (Illustrative Examples)

Staff believes these changes will properly implement the development requirements of the new R1T Zoning District.

**STAFF RECOMMENDATION:**

Approval

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By \_\_\_\_\_  
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Witness our hand and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

\_\_\_\_\_  
(owner's signatures)

State of Indiana  
County of Tippecanoe

Before me, the undersigned Notary Public, in and for the County and State, personally appeared \_\_\_\_\_ and each separately and severally acknowledged the execution of the foregoing instrument as his or her voluntary act and deed, for the purpose therein expressed.

WITNESS by hand and notarial seal this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

Residing in \_\_\_\_\_ County.

My Commission expires \_\_\_\_\_.

In **Appendix B**, Illustrative Examples, add the following text and images:







INTRODUCED ON FIRST READING ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, HAVING BEEN PASSED BY A VOTE OF \_\_\_\_ IN FAVOR AND \_\_\_\_ OPPOSED, THE ROLL CALL VOTE BEING:

	AYE	NAY	ABSENT	ABSTAIN
Bellisario				
Blanco				
Burr				
Dennis				
Lee				
Leverenz				
Parker				
Sanders				
Veidemanis				

\_\_\_\_\_  
Larry Leverenz, Presiding Officer

Attest:

\_\_\_\_\_  
Sana G. Booker, Clerk

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Erin Easter, Mayor

Attest:

\_\_\_\_\_  
Sana G. Booker, Clerk