

### HOW TO FILE A PARCELIZATION

Q. I'VE BEEN TOLD I CAN PARCELIZE MY PROPERTY. WHAT IS A PARCELIZATION AND HOW DO I FILE FOR ONE?

A. Parcelization is a simple land division which allows as many as (2) parcels, containing (2) or more acres each, to be created from a single "parent tract" depending on your zoning district. (see chart below) In Tippecanoe County, parcelizations are approved through the Area Plan Commission Office. Application for parcelization approval is filed with the APC Staff, the application is available on our website.

Zoning Classification of Land to be Parcelized	Maximum No	Minimum area of Parcels of Parcels Exclusive of right-of-way
A, AA, AW,	2	2 Acres

Q. WHAT IS A PARENT TRACT?

A. A parent tract means a piece of land, the location, shape and size of which is determined by the official record of the last transfer of its ownership transacted before the Unified Subdivision Ordinance of Tippecanoe County was enacted or the last division by recordation of a plat prior to the enactment of that ordinance provided such plat is not in violation of any previous ordinance. The ordinance was enacted on November 19, 1979 in Tippecanoe County.

Q. WHAT MAKES UP A COMPLETE SUBMISSION?

A. You must submit all these items before your case can be reviewed:

1. Application: A signed and notarized application for parcelization approval, with land owner's name, address and property location;
2. Plans: (10) copies of drawings with metes and bounds legal descriptions of each parcel, under (10) acres in area, to be created. The drawing should include dedication language if right-of-way is being dedicated to the public; if the site is served by a private driveway, the recording easement document shall be referenced.
3. Sewage Disposal: A letter of approval verifying the sewage disposal system on each parcel; if using a septic system, a letter from the County Health Department; if using sanitary sewer, a letter from the Sanitary Sewer Authority;
4. Driveway: A review memo from the County Highway Department is required.
5. Drainage: A review memo from the County Surveyor's Office approving the drainage on site is required.

6. Notarized Consent: If you don't own the property, or if you're buying on contract, a notarized letter of consent from the owner authorizing the request;
7. Mortgage release: If a parcel has road frontage requiring the dedication of right-of-way, a Mortgage Affidavit/Release is needed. Parcels with a mortgage would provide a release statement from their mortgage institution for the strip of land in the right-of-way; parcels without a mortgage would provide an affidavit verifying that fact on a form obtained from our office;
8. Fee: A \$150 non-refundable processing fee.

<b>PARCELIZATION HOW-TO PAMPHLET</b>
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**APPLICATION REQUIREMENTS:**

1. An application made on forms available at the Area Plan Commission Office or on our website: [www.tippecanoe.in.gov/apc](http://www.tippecanoe.in.gov/apc).
2. Ten sets of parcelization drawings using the format provided in Section 6.4 (1) (b,c,d,f,g,i,j,l,m) of the Unified Subdivision Ordinance.
3. A letter from the County Health Department stating that the standards of Tippecanoe County Code Chapter 41 (also referred to as Ordinance 92-09 CM) have been met to assure the continued operation or the proper installation of an on-site sewage disposal system on each parcel. If the Health Department finds that the only septic system capable of functioning on a proposed parcel (due to high water table or other factors) is one that requires a curtain drain connection to an existing off-site outlet, (like a ditch) a drainage easement signed by all owners of property the easement will cross, must be submitted in a form ready for recordation. OR, if the property to be parcelized is within the Cities of Lafayette, West Lafayette, or the Towns of Dayton or Battle Ground or if the property is outside those corporate boundaries but can be served by sanitary sewer, then written documentation from the appropriate service provider stating that sanitary sewer is available is necessary.
4. If a proposed parcel has no public road frontage, a private drive easement must be created (the location and size of which must be approved by the County Highway Department). Samples of driveway easement documents are available at the Area Plan Commission Office. An additional statement must accompany any such easement description indicating that "Private driveways constructed in these

easements shall not be accepted for maintenance by any participating jurisdiction." If a private drive easement already exists by virtue of a signed, notarized, and recorded document, the following statement must appear on the parcelization drawings or legal descriptions: "This parcel is subject to an easement for ingress and egress recorded in D.R.\_\_\_\_\_."

5. A satisfactory review memo from the County Highway Department concerning the location of all proposed driveways.
7. The notarized consent of the owner of record, contract owner, and/or optioner of the property (parent tract, or parcel) involved in the parcelization, if such person is different from the person or persons who signed the application.
8. A \$150.00 non-refundable processing fee
9. If a proposed parcel with right-of-way to convey has a mortgage, then we must receive from the bank or lending institution holding the mortgage either: 1. a mortgage release for only that portion of the property within the road right-of-way; or 2. A letter from the bank or lending institution stating that they are aware of the proposed parcelization and understand that right-of-way will be granted or dedicated.
10. If there is no mortgage on the property, a mortgage affidavit must be signed by all owners of record. This affidavit can be picked up at the Area Plan Commission Office.

**Please note:** Staff review will not begin until all application requirements have been met including satisfactory written responses from the County Highway Department, the County Health Department and the County Surveyor's Office.

- Q. WHAT HAPPENS AFTER I HAVE SUBMITTED A COMPLETE APPLICATION?
- A. When the submission is complete, the APC Staff and the Executive Director review the file for compliance with the Subdivision Ordinance. Within (3) working days, the Staff will review the case and notify the land divider or his agent of the results. If there is a problem with the application a Staff member will contact you and let you know what is needed. If the application complies with the ordinance

requirements the Executive Director will sign all (10) copies of the drawings. Once signed, the approved parcelization is ready to record.

Q. WHAT HAPPENS ONCE THE PARCELIZATION IS APPROVED?

A. It is the responsibility of the land divider to file the approved parcelization with the County Auditor and Recorder within (30) days of the date of signatures. Someone from the APC Staff will be available to walk you through this process. However it is important to note that failure to file and record within the allowed (30) days will automatically invalidate the approval, making it null and void.

Q. WHAT DO I DO AFTER FILING THE APPROVED PARCELIZATION?

A. You are now free to file for a building permit, if you are dividing the land for the purpose of building your own house. Or you can record the deeds for the parcels created if you are dividing the land for the purpose of selling property.

Q. IS THERE ANYTHING ELSE I NEED TO KNOW?

A. All forms, applications, materials etc., that you've submitted to the Staff become the property of the Commission. They are a matter of public record, and they can be seen by any person who asks to see them.

The Staff is always available to answer your questions, assist you, or provide you with forms and information about our Subdivision Ordinance. Please contact them at the Area Plan Commission Office, 20 North 3rd Street, Lafayette; (765) 423-9242.