

MEMORANDUM

TO: APC Bylaws Committee
FROM: Kathy Lind, Senior Planner
SUBJECT: Two Changes to the APC Bylaws
DATE: October 1, 2020

1. To go along with the amendment regarding the Discovery Park District Form-Based Overlay, staff is proposing an addition to the fee schedule relating to time staff will spend on zoning compliance requests to the form-based overlay. (See attached "Schedule of Filing Fee Charges" with the new fee highlighted in yellow.)
2. The Lafayette Leader, one of our two newspapers, will no longer accept paper copies or pdf copies of our legal notices. Evidently, the most time-consuming part of publishing our legal advertisements is the required metes and bounds legal descriptions for subdivision requests and this is what the newspaper would like to avoid having to re-type.

For years, legal ads for rezone requests have not been required to provide the full metes and bounds descriptions, but only a brief legal description. This bylaw amendment would allow subdivision requests to use the same brief legal description. According to our APC attorney, the state statute allows the use of a site address or brief description of a property's location in lieu of a full metes and bounds legal description. It is only our existing forms that need to be updated. (See attached "current legal notice forms" and the "proposed revisions.")

This change could save developers a considerable amount of money since legal ads are billed by the length of the ad. A 2-3 page legal description included in a legal notice can run \$600 or more. A brief description of the location of the property would mean a cost of \$100 or even less per ad.

Will this mean less income for our struggling newspapers? Yes, it will. But since this request is coming from one of our newspapers, and will benefit our petitioners, staff supports this bylaw amendment.

RECOMMENDATION:

Approval

SCHEDULE OF FILING FEE CHARGES

As Adopted December 16, 2013 and Amended October 21, 2020

<i>Service</i>	<i>Filing Fee</i>
Standard Rezone	\$500
PD Rezone	
Draft	\$1000
Preliminary	\$200
Final Detailed Plan (Residential)	\$600 + \$30/du
Final Detailed Plan (Mixed use)	\$600 + \$30/du + \$0.10/sf non-residential GFA
...Final Detailed Plan (Non-res.)	\$600 + \$0.10/sf non-residential GFA
PD Plat Review/Recordation	\$100
Minor Modification	\$500
Variance – S-F Residential	\$100 + \$50 for each additional request
Variance – Other	\$500 + \$50 for each additional request
Special Exception	\$500
Appeals from the Decision of the AO	\$500 (No fee if filing an appeal of a zoning ordinance violation citation notification – Res. #2019-01)
Parcelization	\$150
Dissolution of a Parcelization	\$25
Plat Vacations	\$250
Zoning Verifications	\$100 per property/lot for official written verification
Commitments	With Rezone: additional \$100 per commitment; \$100 for recorded change, modification or release
Subdivisions	
Minor Sketch	\$500
Major Sketch (Residential 1 & 2 family)	\$500 + \$30/lot for lots 1 through 200 + \$20/lot for each lot over 200
Major Sketch (multi-family)	\$500 + \$10/du
Major Sketch (Non-Res.)	\$500 + \$10/acre
Preliminary	\$500
Construction Plans	\$500
Final Plat	\$500
Belated extension requests	\$50
Extensions	\$200
Form-Based Overlays	
Zoning Compliance Plan	\$500

The Area Plan Commission of Tippecanoe County
County Office Building
20 N. 3rd Street
Lafayette, IN 47901
(765) 423-9242

NOTICE OF PUBLIC HEARING ON SUBDIVISION PLAT

Notice is hereby given that the Area Plan Commission of Tippecanoe County, on the ____ day of _____, 20____, at 6:00 P.M. in the County Office Building, 20 N. 3rd Street, Lafayette, Indiana, will hold a public hearing on a request by

_____ for primary approval of

(Subdivider)

_____ Subdivision. Said Subdivision

(Name of Subdivision)

involves the following described real estate in _____ Township,

located at _____, to wit:

(Street address or common description of the property)

Description

Written suggestions or objections to the provisions of said request may be filed with the Secretary of the Area Plan Commission at or before such meeting and will be heard by the Tippecanoe County Area Plan Commission at the time and place specified. Said hearing may be continued from time to time as may be necessary.

Interested persons desiring to present their views on the said request, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place. This hearing date is subject to placement on the agenda.

AREA PLAN COMMISSION OF
TIPPECANOE COUNTY, INDIANA

BY _____

(Executive Director)

The Area Plan Commission of Tippecanoe County
County Office Building
20 N. 3rd Street
Lafayette, IN 47901
(765) 423-9242

NOTICE OF PUBLIC HEARING ON A SUBDIVISION PLAT

Notice is hereby given that the Executive Committee of the Area Plan Commission of Tippecanoe County, on the ____ day of _____, 20____, at 4:30 P.M. in the County Office Building, 20 N. 3rd Street, Lafayette, Indiana, will hold a public hearing on a request by _____ for primary approval of _____ Subdivision. Said Subdivision involves the following described real estate in _____ Township, located at _____, to wit:

(Street address or common description of the property)

Legal Description:

Written suggestions or objections to the provisions of said request may be filed with the Secretary of the Area Plan Commission at or before such meeting and will be heard by the Tippecanoe County Area Plan Commission at the time and place specified. Said hearing may be continued from time to time as may be necessary.

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_____ for primary approval of

(Subdivider)

_____ Subdivision. Said Subdivision

(Name of Subdivision)

involves the following ____ acres of real estate in _____ Township,

located at _____.

(Street address or common description of the property)

Written suggestions or objections to the provisions of said request may be filed with the Secretary of the Area Plan Commission at or before such meeting and will be heard by the Tippecanoe County Area Plan Commission at the time and place specified. Said hearing may be continued from time to time as may be necessary.

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