

**APPLICATION PROCEDURES  
FOR MAJOR SUBDIVISION REVIEW  
PRELIMINARY  
MONROVIA PLAN COMMISSION  
TOWN OF MONROVIA, INDIANA**

**DEFINITION:** The subdivision of a tract of land into four (4) residential, commercial, or industrial parcels or more including the remainder of the original parcel fronting upon an existing street; also any division or partition of land into parcels of less than twenty (20) acres involving new streets or easements of access.

**PRELIMINARY CONSULTATION:** Prior to submitting an application for a major subdivision (preliminary), the applicant is encouraged to schedule an appointment with Plan Commission Staff for an on-site or in house preliminary consultation to discuss the proposed project. The applicant should provide a sketch showing the preliminary details of the project. The applicant's engineer is also encouraged to attend this meeting. There is no fee for this meeting. A written summary of this preliminary consultation will be provided upon request.

**APPLICATION:** The application will not be filed until all information is received. All applications will be reviewed for completeness and accuracy prior to acceptance. The following information must be submitted with the application:

1. A **notarized application** filed at least thirty (30) days before the date of the Plan Commission's Public Hearing;
2. Two (2) copies of the **preliminary plan** including the topographic overlay and area map;
3. A **legal description** of the property;
4. A **list of adjacent property owners** within six hundred sixty (660) feet but no more than two (2) property owners in depth, and
5. An **application fee** payable by check to the Town of Monrovia.

All applications must be submitted by appointment with the Plan Commission Staff.

**FEES:** The following fees apply to the major subdivision review (primary/preliminary):

1. Application: \$600.00 + \$10/Lot  
Applicant responsibility for Legal Advertisement
2. Engineering Review: Residential - \$500.00 plus \$10.00/lot  
Commercial/Industrial - \$500.00+ \$10.00 per acre

**PUBLIC NOTIFICATION:** The following notification is required:

1. **NEWSPAPER NOTIFICATION:** It is the applicant responsibility to submit legal notices in the Mooresville Times and the Martinsville Reporter newspapers for publication at least ten (10) days prior to the date of the Plan Commission's Public Hearing.  
Email: [jvarell@reporter-times.com](mailto:jvarell@reporter-times.com)  
Email: [lgideon@reporter-times.com](mailto:lgideon@reporter-times.com)  
Email: [publicnotice@heraldt.com](mailto:publicnotice@heraldt.com)
  
2. **WRITTEN NOTIFICATION:** The applicant must mail certified letters with return receipts requested to adjacent property owners post marked at least ten (10) days prior to the date of the Plan Commission's Public Hearing. An adjacent property owner is defined as all property owners two (2) deep or within six hundred and sixty (660) feet, which ever is less, of the applicant's property. The applicant must follow the sample written notification letter. (See attached copy.)

**STAFF REVIEW:** The Plan Commission Staff is available for additional consultation, scheduled by appointment, prior to the Plan Commission meeting. Technical review will be completed by the town's consulting engineering firm approximately two (2) weeks prior to the date of the Plan Commission's Public Hearing. Copies of the technical review and staff comments will be made available to the applicant prior to the public hearing.

**PLAN COMMISSION MEETING:** The Monrovia Plan Commission meetings are held on the 2<sup>nd</sup> Tuesday of each month at the Municipal Center located at 140 East Main Street Monrovia IN 46157 at 6:30PM.