

**APPLICATION PROCEDURES  
MAJOR “FINAL” SUBDIVISION REVIEW  
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 the submission of the 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 no later than the 1<sup>st</sup> day of the previous month before the Plan Commission’s Public Hearing:
2. Two (2) copies of the **Final construction Plan and Plat.**
3. 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/Final:

Application: \$500.00 plus \$10.00 per lot

Engineering Review:

a. Final

(1) Residential \$750.00 + \$25.00/lot

(2) Commercial/Industrial  
\$750.00 + \$25.00/acre

**PUBLIC NOTIFICATION: NONE REQUIRED**

**STAFF REVIEW:** The Monrovia 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. Secondary/Final approval by the Plan Commission is not subject to a public hearing.

**PLAT RECORDING:** The applicant is responsible for recording the approved plat. The following procedures apply:

1. The applicant must submit (3) copies of the Plat's to be signed and sealed by the president and plan administrator of the Plan Commission.
2. The applicant is responsible to file the plat with the Morgan County Recorder.
3. The final plat must be recorded prior to receiving a local building permit.
4. The applicant must submit (1) recorded copy to the Town of Monrovia.

**SUBDIVISION CONTROL:**

1. Performance Bond for improvements or completed site improvements.
2. Inspections agreement for improvements
3. Pre-Construction meeting
4. As Built of Storm and Sanitary
5. As Built of Detention outfall control pipe and 100 yr. overflow elevation
6. Morgan Co. Drainage approval in Buffer Zone