

**APPLICATION PROCEDURES
FOR SITE PLAN REVIEW
MONROVIA PLAN COMMISSION
TOWN OF MONROVIA, INDIANA**

DEFINITION: A process through which all multifamily, commercial, and industrial developments (new, substantial additions, and adaptive reuses) are reviewed by the Plan Commission to determine how a site will be developed or altered.

PRELIMINARY CONSULTATION: Prior to the submission of the application for a site plan review, 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 site plan. 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 1st day of the previous month before the Plan Commission's Public Hearing:
2. A **legal description** of the property:
3. A site map (aerial photograph or a Morgan County property map) showing property lines, dimensions, streets, and all proposed improvements to 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.
5. A **Letter of Intent** identifying the scope and nature of the proposed project; and
6. An **application fee** payable by check to the Town of Monrovia.
7. **One (1) copy** of submittal documents on a USB thumb drive.

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

FEES: The following fees apply to the site plan review:

1. Application: Preliminary - \$600.00
Final - \$600.00 plus \$10.00 per acre
Applicant responsibility: Legal Advertisements

2. Engineering Fee: Primary/Preliminary

(1) Residential \$500.00 plus \$10.00/lot

(2) Commercial/Industrial \$500.00 + \$10.00/acre

Final/Secondary

(1) Residential \$750.00 plus \$25.00 per lot

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

PUBLIC NOTIFICATION: The following notification is required:

1. **NEWSPAPER NOTIFICATION:** The Applicant must 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. **Newspaper Contacts available upon request from the Plan Administrator**

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, whichever is less, of the applicant's property. The applicant must follow the sample written notification letter. (See attached copy.)

POSTING OF PROPERTY: Ten (10) days prior to the date of the Plan Commission's Public Hearing, the applicant must submit an affidavit stating that the applicant has placed posters on the property stating a brief description of the site plan and the date, time, and place of the public hearing. (See attached affidavit.)

STAFF REVIEW: The Plan Commission Staff is available for additional consultation, scheduled by appointment, prior to the Plan Commission meeting.

PLAN COMMISSION REVIEW: The Plan Commission must hold a public hearing to consider the request for the site plan review. The Plan Commission meetings are held on the 2nd Tuesday of each month in the Monrovia Municipal Center located at 140 East Main Street Monrovia IN 46157 at 6:30 P.M.