

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

**DEFINITION:** To amend or change the zoning district classification of a particular lot(s) or parcel(s) of land to another zoning district classification.

**PRELIMINARY CONSULTATION:** Prior to the submission of the application for a zoning amendment, 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 amendment. The applicant should provide a sketch showing the preliminary details of the zoning change. 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 thirty (30) days 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 existing zoning and land use of the property to be amended:
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 **written statement** of how the proposed amendment relates to the Monrovia Comprehensive Plan; and
6. 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 Zoning Amendment:

1. Application: \$450.00
2. Applicant is responsible for Legal Advertisements

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

1. **NEWSPAPER NOTIFICATION:** The Applicant responsibility to submit legal notices in the Mooresville Times and Martinsville Reporter for publication at least ten (10) Days prior to the date of the Plan Commission's Public Hearing. [martinsvillertlegals@gannett.com](mailto:martinsvillertlegals@gannett.com) **Submit proof of publication to the Administrator at least one week prior to the hearing.**
2. **WRITTEN NOTIFICATION:** The applicant must mail via certificate of mailings 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.) **Submit proof of mailing (stamped Certificate of Mailing) to the Administrator at least one week prior to the hearing**
3. **POSTING ON PROPERTY:** Ten (10) days prior to the date of the Board of Zoning Appeals Public Hearing, the applicant must submit an affidavit for the proposed variance and post a sign on site with the date, time, and location 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. Staff comments will be provided to the applicant prior to the Plan Commission meeting.

**PLAN COMMISSION REVIEW:** The Plan Commission must hold a public hearing to consider the request for the zoning amendment. The Plan Commission will forward to the Monrovia Town Council their recommendation on the proposed amendment: favorable, unfavorable, or no recommendation. The Plan Commission meetings are held on the second Tuesday of every month in the Monrovia Government Center located at 60 Marley Way Monrovia, Indiana 46157 at 6:30 PM.

**TOWN COUNCIL REVIEW:** The Town Council must consider the Plan Commission's recommendation at their next regularly scheduled meeting.