

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

**DEFINITION:** The subdivision of a tract of land into three (3) residential, commercial, or industrial parcels or less including the remainder of the original parcel fronting upon an existing street.

**PRELIMINARY CONSULTATION:** Prior to the submission of the application for a minor subdivision, 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 Plan Commission's Public Hearing:
2. A **legal description** of the property:
3. Two (2) copies of the **final plat and development plan** including the topographic overlay and area map:
4. A **list of adjacent property owners** within six hundred sixty (660) feet but no more than two (2) property owners in depth.
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 minor subdivision review:

1. Application: \$500.00+\$10.00/lot
2. Applicant is responsible for Legal Advertisement
3. Engineer Review
  - a. Primary/Preliminary \$500.00
  - b. Secondary/Final \$750.00+\$20.00/ac.

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

1. **NEWSPAPER NOTIFICATION:** 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. [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.**

**STAFF REVIEW:** The Plan Commission Staff is available for additional consultation, scheduled by appointment, prior to the Plan Commission meeting. The 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 Monrovia Government Center located at 60 Marley Way Monrovia IN 46157 at 6:30PM.

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

1. The applicant must submit one (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 one (1) recorded copy to the Town of Monrovia.