

**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 at least 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 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. [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 Plan Commission 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.

**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 2<sup>nd</sup> Tuesday of each month in the Monrovia Government Center located at 60 Marley Way Monrovia IN 46157 at 6:30 P.M.