

EXAMPLE
letter of
intent

Town of Monrovia
Planning Commission
60 Marley Way
Monrovia, Indiana 46157

Dear Members:

It is the intent of the petition to develop a single-family residential subdivision. The current comprehensive plan targets this area as R6 - High Density residential. The proposed residential subdivision will meet *or* exceed the requirements for RS residential development served by public utilities. The submitted petition is consistent with the Comprehensive Plan land use being residential subdivision development.

Thank you for consideration of this petition,

**AFFIDAVIT OF NOTICE TO INTERESTED PARTIES
MONROVIA PLAN COMMISSION
TOWN OF MONROVIA, INDIANA**

STATE OF INDIANA)
) SS:
COUNTY OF MORGAN)

(Name of Project)

I, _____, do hereby certify that notice to
(Name of Person Mailing Letters)

Interested parties of the date, time, and place of the public hearing on the application
for: _____
(Name of Person on Application)

located at: _____

_____ was mailed with a certificate of mailing to the last
known address of each of the following interested persons owning property affected by this petition
as defined in the Monrovia Unified Development Ordinance (attach additional sheets, if necessary):

SEE ATTACHED

And that said notices were sent by certificate of mailing on or before the ___ day of
_____, 20___, being at least ten (10) days prior to the date of the
public hearing.

(Applicant or Agent)

STATE OF INDIANA)
) SS:
COUNTY OF MORGAN)

Subscribed and sworn to before me this _____ day of _____ 20___.

Notary Public: Signature

Printed Name

My Commission Expires: _____ Resident of _____ County

PUBLIC NOTIFICATION LETTER (TO NEIGHBORS)

MONROVIA PLAN COMMISSION

60 S. Marley Way Monrovia, IN 46157

Date: (Date Letter is mailed)

Name: (Name of adjacent property owner)

Address: (Address of adjacent property owner)

City, State and Zip

Dear, (Name of property owner)

Please be advised that the undersigned property owner has made application to the Monrovia Plan Commission requesting a _____ for: _____

This proposed property is in the Town of Monrovia, Indiana planning area, at

(Address) _____, **Section** _____, **Township** _____,
Range _____

Locate near **(Give the location in relationship to the nearest street intersection.)**

A copy of this application, legal description, and all plans pertaining to this proposed use are on file and available for examination prior to the public hearing in the office of the Plan Commission at the Monrovia Government Center located at 60 S. Marley Way, Monrovia, Indiana 46157, during the hours 8:00-2:30p, Mon., Tues., Wed., Thurs.

Written objections to a proposal may be filed with the Plan Administrator within ten (10) days after the receipt of this letter at the above address and such objections will be considered.

The Monrovia Plan Commission will hold a public hearing in the Monrovia Government Center located at 60 S. Marley Way, Monrovia, Indiana 46157 on _____ at 6:30pm.

Individuals with disabilities who require accommodation for participation in meetings must request accommodation at least two (2) business days ahead of the scheduled meeting. Contact the Town Manager at 60 Marley Way, Monrovia, IN 46157, phone (317-996-6116, or email Planning@monrovia.in.gov as soon as possible for accommodations.

Very truly yours,

Name and Signature of Applicant _____

Or Agent for the Applicant _____

NOTICE OF PUBLIC HEARING

The Monrovia Plan Commission will consider:

This case will be heard on: _____

_____ **in the Monrovia**

Government Center, 60 S. Marley Way, Monrovia, Indiana 46157

For additional information call:

(317) 996-6116

Notice of Public Hearing (Newspaper)

Notice is hereby given that a Public Hearing will be held by the Monrovia Plan Commission, at the Monrovia Government Center, 60 S. Marley Way, Monrovia, Indiana, on Tuesday, _____ at 6:30 p.m. to consider the application of: _____ for a _____ on a _____ acre parcel located at: _____. Section _____, Township _____, Range _____ parties may appear and be heard at this Public Hearing.

A copy of this application, legal description, and all plans pertaining to this proposed use are on file and available for examination prior to the public hearing in the Office of the Plan Commission at the Monrovia Government Center located at 60 S. Marley Way, Monrovia, Indiana 46157 during hours 8:00 a.m. to 2:30 p.m. Monday, Tuesday, Wednesday, and Thursday.

Written objections to a proposal may be filed with the Plan Administrator within ten (10) days after the receipt of this letter at the above address and such objections will be considered.

Note: Newspaper

Email: ganlegpubnotices7@gannett.com

martinsvillertlegals@gannett.com