

Filing Fee \$25.00
Add Fee 10.00
Total Due \$ 35.00

APPLICATION
SETBACK REQUIREMENT

This application must be filed at least 20 days prior to any Plan Commission meeting in order to be eligible for consideration at the meeting. (**APPLICATION & PLANS must be submitted at the time.**)

Name of Applicant: _____
Address of Applicant: _____
Telephone #: Home: _____ Work: _____
Name of Owner if different from applicant: _____
Address of Owner if different from applicant: _____

Legal description of property: (attach if available)

Legal address of property: _____
Zoning District: _____ Proposed Use: _____

Description of work to be done: _____

(Setback requests begin at the edge of the right-of-way.)

North lot line setback request: _____ East lot line setback request: _____

South lot line setback request: _____ West lot line setback request: _____

Parking Request: _____

CERTIFIED, letters must be mailed to all adjoining property owners (includes: owners of real estate at corners, across streets alleys or easements, as well as others who may share a common boundary) at least *ten* days prior to the meeting. Proof of mailing and green receipts must be presented to the Plan Commission office at least one (1) working day prior to the meeting. ***Names and addresses for the certified letters provided to applicant by the Plan Commission staff at time of filing Setback application.***

GIVE ANY INFORMATION THAT WILL BENEFIT THE BOARD IN MAKING THEIR DECISION: _____

Hearing on this matter will be held on _____ at 6:30 p.m. in City Hall, 101 W. Main Street. As a property owner (includes: owners of real estate at corners, across streets alleys or easements, as well as others who may share a common boundary) in the vicinity, you are given notice so that you may be aware of your opportunity to attend this hearing and to ask any questions or voice any objections you may have. Contact the Building Inspector's office at (812) 265-8324 for any additional information you may need.

MADISON CITY PLAN COMMISSION

MAILING INSTRUCTIONS

1. Mail the meeting notice to the property owner certified mail/return receipt at least ten (10) days prior to the meeting.
2. Return the mailing stubs AND green certified cards (signed by the neighbor) to the Plan Commission office at least one (1) working day prior to the meeting. WITHOUT THE CARDS, YOUR APPLICATION WILL NOT BE HEARD. Also, any returned letters are to be provided to the Plan Commission.
3. The applicant or representative must be present at the meeting.

If you have questions or need assistance, please contact the Plan Commission office (Louann) at 812-265-8324.

Louann – email: madisonpc@madison-IN.gov