



DOCKET ID ASSIGNED:  
\_\_\_\_\_

101 W Main St  
Madison, IN 47250  
(812) 265-8324

Application for Accessible Parking Plan

Ad Fee (for Legal Notice) \$ 15.00  
Total Due \$ 15.00

Paper applications will be accepted by the Office of Planning, Preservation, and Design; however, electronic submissions through our Permit Portal are preferred. This application can be submitted electronically at [www.madison-in.gov/reporting](http://www.madison-in.gov/reporting).

Purpose: Per the City of Madison Zoning Ordinance, the Plan Commission shall approve handicapped parking plan for all Commercial buildings. Off-street parking requirements are found within the City of Madison Zoning Ordinance Section 9.00. Parking shall conform with the requirements of the Americans with Disabilities Act.

This application must be filed at least 15 days prior to scheduled meeting to be eligible for consideration at that meeting. Actual deadlines vary due to holidays, office business hours and operating schedule, media publishing deadlines, etc. Deadlines are published publicly and can also be provided by contacting the Planning Office.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone (Preferred): \_\_\_\_\_  
Phone (Alternate): \_\_\_\_\_  
Email: \_\_\_\_\_

**OWNER INFORMATION (IF DIFFERENT\*)**

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone (Preferred): \_\_\_\_\_  
Phone (Alternate): \_\_\_\_\_  
Email: \_\_\_\_\_

*\* If Applicant is not Owner, MUST submit documentation from owner authorizing applicant on their behalf.*

**PROPERTY FOR WHICH PARKING IS PROPOSED**

Address and/or Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zoning Classification: \_\_\_\_\_  
Description of Proposed Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit property site plan detailing all structures and parking areas and setbacks. Site plans should include dimensions of all parking stalls. The standard parking stall size required is ten (10) feet wide and twenty-two (22) feet long. A Variance from Development Standards is required to use alternate dimensions.

Number of parking spaces provide: \_\_\_\_\_ Number of ADA stalls provided: \_\_\_\_\_  
Required Number of Parking Spaces\*\*: \_\_\_\_\_ Required Number of ADA Stalls\*\*: \_\_\_\_\_

\*\*Number of Required spaces (per Section 9.00) and ADA stalls can be obtained from the Planning Office.

Include any other documents/information which you feel will aid the Board in making its determination.

*Certified letters MUST be mailed to 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 (10) days prior to the meeting. The Planning Office can assist you in obtaining this information. Proof of the Certified Mail receipts and the corresponding returned green cards shall be given to the Planning Office at least one (1) working day prior to the scheduled meeting. The Board will not review the application unless these are received.*

I certify that the information provided in this application is true and accurate to the best of my ability and I understand and agree to the Certified mail stipulations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

<b>COMPLETED BY PLANNING OFFICE</b>	<b>Meeting Information: Plan Commission</b>
Application Accepted on: _____	101 W Main St, Madison, IN 47250 – Council Chambers
Application Accepted by: _____	Meeting Date: _____ Time: 5:30PM

**Documentation Review** (Completed by Planning Office)

- \_\_\_ Owner Authorization provided (if req'd)
- \_\_\_ Site plan is adequate
- \_\_\_ Application is complete
- \_\_\_ GIS Information to applicant and attached
- \_\_\_ Certified Mail Receipts received (attach)
- \_\_\_ Certified Mail Green Cards received (attach)

Staff Notes