



DOCKET ID ASSIGNED:

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

General Business Setback Application

Application Fee	\$ 50.00
Ad Fee (for Legal Notice)	\$ 15.00
Total Due	\$ 65.00

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.

Purpose: Per the City of Madison Zoning Ordinance, the Plan Commission shall approve or deny an applicant's proposed setbacks for property with a General Business (GB) zoning classification. The Board may modify the setbacks as a part of its approval.

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 SETBACKS ARE PROPOSED

Address and/or Legal Description of Property: _____

Zoning Classification: GB

Description of Proposed Use: _____

Setback Requests (from edge of right-of-way/property line)

North lot line: _____ East lot line: _____ South lot line: _____ West lot line: _____

Note: For lots with angles/odd shapes, an approximation can be listed above; however, details must be shown on site plan.

Submit Site Plan detailing all requested setbacks. The site plan should also indicate all existing/planned structures, parking areas, adjoining streets and neighboring land uses. Structures include items such as signage, light poles, trash/dumpster enclosures, etc. A Site Plan must include the distance of the closest point from any existing or planned structure to each property line and be indicated on the Site Plan as the requested setback.

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

COMPLETED BY PLANNING OFFICE	Meeting Information: Plan Commission
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