



DOCKET ID ASSIGNED:

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

Application for an Advisory Meeting
for a Subdivision or PUD

Ad Fee (for Legal Notice)

\$ 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.

Purpose: Per the City of Madison Subdivision Regulations, whenever the owner of any tract or parcel of land in the planning or corporate limits of the City intends to make a subdivision or PUD, the subdivider shall, before preparing a preliminary plat, meet and consult informally with the Plan Commission for the purpose of ascertaining the locations of proposed major streets, parks, playgrounds, school sites, and other planned projects which may affect the property being considered for the subdivision.

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 ADVISORY MEETING IS REQUESTED

Address and/or Legal Description of Property: _____

Zoning Classification: _____
Parcel I.D. (can be obtained from the office): _____
Approximate Cost of Work to be Done: _____

Submit property site plan showing the proposed lot layout, street layout with street names, location of adjoinment with existing streets and public utilities, and proposed subdivision name.

SURVEYOR OR ENGINEER INFORMATION

Name: _____

Mailing Street Address: _____

City: _____ State: _____ Zip: _____

Phone (Preferred): _____ Email: _____

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