

**INSTRUCTIONS FOR FILING PETITIONS FOR THE
MOORESVILLE PLAN COMMISSION - MINOR PLAT**

1. **FILING:** All petitions are to be filed in triplicate at least **twenty (20) days** prior to the date of public hearing at which the petitions are to be heard. All petitions shall be submitted **before 3:00 p.m. if filed on the final day. NO EXCEPTIONS.**

2. **NOTICE OF PUBLICATION:** Legal notice in a newspaper of general circulation in the Town of Mooresville shall be published at least **ten (10) days** prior to the hearing date and proof of publication shall be made by an affidavit of the publisher attached to a copy of the notice taken from the paper in which it was published. Such affidavit shall include the name of the newspaper and the time of publication.

3. **NOTICE TO ADJOINING LANDOWNERS:** Additional notice shall be given to all adjoining landowners who are within **two (2) parcels in depth or six hundred sixty feet (660')** from the subject property, whichever is least. Such notification shall be made at least **ten (10) days** prior to the hearing date and be made by certified or registered mail. For purposes of this notice requirement, where any of the adjoining parcels of ground are owned by the Petitioner, the subject property shall be deemed to include such adjoining land owned by the Petitioner.

For the purpose of determining the names and addresses of the legal adjoining property owners the records in the bound volumes of the most recent tax assessment records as they appear in the offices of the Morgan County Recorder shall be deemed to be the true names and addresses of persons entitled to be notified.

Such notice shall state:

- (1) the location and legal description of the land involved in the petition;

- (2) that the petition may be examined in the Mooresville Government Center;

- (3) the substance of said petition; and,

- (4) the time and location said petition has been set for public hearing.
4. **NOTICE OF POSTING:** The Petitioner shall post notice of the Petition on site a minimum of ten (10) days prior to the hearing date in an area visible for interested parties to be able to identify the location.
 5. **AFFIDAVIT OF NOTICE:** The Petitioner shall furnish evidence of compliance of the notice requirements by filing a notarized statement with the Commission as is appropriate. Said notice shall list names and addresses of the property owners to whom the notices were sent and the return receipts of postal registration.
 6. **PLAN COMMISSION:** The Plan Commission meets on the **fourth (4th) Thursday of each month at 6:00 p.m. at the Mooresville Government Center, 4 E. Harrison St., Mooresville, IN 46158** unless otherwise posted and hears rezones, subdivision plats, minor plats and planned unit developments.
 7. **All Petitioners shall be required to provide a Plat map from the County Auditor's Office or certified by a licensed Engineer or Surveyor showing the location of their property and the adjoining property owners that are required to be given notice pursuant to the Town's Ordinance. Parcel numbers should be given to each adjoining owner given notice so the name, parcel number and address can be used for a check off list for the appropriate notice.**
 8. All Petitioners shall be required to provide a map which shows the location of the property and driving instructions to that location from the Mooresville Government Center.
 9. All Petitioners shall be required to outline a description of the project, intended uses and any additional information related to the Petition.
 10. All Petitioners shall be required to file and come before the Technical Review Committee prior to any public hearing.

FILING FEES

Filing:

- | | |
|------------------------------|-------------------------------|
| (a) Variance | \$200.00 |
| (b) Rezoning | \$300.00 + \$40.00 per acre |
| (c) Special Exception | \$500.00 |
| (d) Subdivision Plats | |
| Minor | \$300.00 |
| Major | \$600.00 + \$40.00 per acre |
| (e) Planned Unit Development | \$1,000.00 + \$40.00 per acre |

SUGGESTED SAMPLE FORM OF LETTER

Send Letters Certified Mail, Return Receipts

SEND TO ALL ADJOINING LANDOWNERS TO A DEPTH OF
TWO OWNERSHIPS OR 660 FEET, WHICHEVER IS CLOSEST

Name
Address

Dear

Please be advised that the undersigned property owner(s)
has/have made application to the Mooresville Plan Commission to:

_____ to the following described real estate in the Town of
Mooresville:

Name: _____
Street and number: _____
and described as _____.

A public hearing will be held in the Mooresville Government
Center at 4 E. Harrison St., Mooresville, Indiana on Thursday,
the _____ day of _____, 20____ at 6:00 p.m.

Sincerely,

SAMPLE OF NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held by the Mooresville Plan Commission at the Mooresville Government Center, 4 E. Harrison St., Mooresville, Indiana on _____, 20____ at 6:00 p.m. upon the application of _____ for the purpose of Platting A Minor Plat on property located at _____, Mooresville, Indiana, the legal description being:_____. Interested persons appearing in favor of or in opposition to the Petition will be heard thereon by the Board.

Publish 1 x Mooresville Times on _____

STATE OF INDIANA)
) SS:
COUNTY OF MORGAN)

**AFFIDAVIT OF NOTICE OF PUBLIC HEARING
OF THE MOORESVILLE PLAN COMMISSION**

I (we) _____
do hereby certify that notice of public hearing of the
Mooresville Plan Commission to consider the Application of
_____ requesting _____ located
at _____ was sent by certified mail requesting
a return receipt signed by the addressee to the last know
address of each of the following who are owners of all adjoining
parcels of real estate to a depth of two (2) ownerships within
six hundred sixty feet (660') of the property subject to this
Petition:

And that said notices were mailed as stated above on the _____
day of _____, 20____ being at least ten (10) days
prior to _____, 20____, the date of the public
hearing previously set on this Petition.

Petitioner or Agent

Subscribed and sworn to before me, a Notary Public, in and
for the County of Morgan, State of Indiana, this _____ day of
_____, 20_____.

Notary Public
Printed: _____
My Commission Expires: _____
My County of Residence: _____

TOWN OF MOORESVILLE PLAN COMMISSION
CHECKPOINT AGENCIES FOR ALL PLATS AND PUD'S

Building Inspector _____

Director of Public Works _____

Mooreville Police Department _____

Morgan County Sheriff's Department _____

Mooreville Consolidated School Corp. _____

Morgan County Surveyor _____

Fire Department of Jurisdiction:
Town of Mooreville _____
Brown Township _____

Morgan County Department of Health _____

Please check the appropriate space to show whose review and comments are being addressed to the Plan Commission.

The public agency responding should state their review and comments to the Plat or PUD's along with any objections or inquiries which the Plan Commission should address at its public hearing. Public agencies are encouraged to appear at the public hearing and personally voice any comments or present any evidence they feel is material to their governmental functions.

COMMENTS:

Signature: _____

(If additional room is needed please attach to this sheet.)

NOTICE OF PUBLIC HEARING

The Mooresville Board of Zoning Appeals will consider

This case will be heard on the _____ day of

_____, 20____ in the Mooresville

Government Center, 4 E. Harrison St., Mooresville, IN

46158. For additional information call: (317) 831-1608