



# MERIDIAN STREET PRESERVATION COMMISSION

Shannon Norman, Chair

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[www.mspconline.org](http://www.mspconline.org)

## APPLICATION PACKET For Certificates of Appropriateness And Prior Approval for Variance or Zoning

### CONTENTS OF THE PACKET

- Steps for Filing an Application, including Fee Schedule
- List of Interested Parties (for notification purposes)
- Affidavit of Notice of Public Hearing

### APPLICATION SUBMITTALS

Meridian Street Preservation Commission  
200 East Washington Street,  
Suite 1821  
Indianapolis, IN 46204

## ~ STEPS FOR FILING AN APPLICATION ~

### **CONTACTING THE MERIDIAN STREET FOUNDATION, LAND USE**

**COMMITTEE:** Before you begin completing the application (before step 1) and before you hire a contractor or architect, it is recommended that applicant contact the Chair of the Meridian Street Foundation Land Use Committee, Jason Sciortino (317-259-6000 or [jsciortino@talktotucker.com](mailto:jsciortino@talktotucker.com)), to assist you with the process and walk you through the Indiana Code and Design Guidelines that govern the district.

**REVIEWING THE INDIANA CODE:** The Commission is established by Indiana Code 36-7-11.2, titled “Meridian Street Preservation,” (see at web site <http://iga.in.gov/legislative/laws/2018/ic/titles/036/#36-7-11.2>) and governed by the rules of the Commission found in Title 925 of the Indiana Administrative Code (see at web site <http://www.in.gov/legislative/iac/title925.html>). The following steps are a summarization of the basic steps outlined by statute and code of which all are encouraged to examine.

**PROVIDING COMPLETE INFORMATION:** Petitioners should make sure that all information regarding an application including measurements, drawings, material samples, colors of materials, etc. are provided to the Commission in a complete form prior to or at the time of the public hearing or final approval will be withheld until the next meeting of the MSPC to allow the petitioner time to provide missing information. According to 925 IAC 2-4-2, the application shall be accompanied by the following:

1. A current photograph of the property taken from Meridian Street, if the work will be visible from Meridian Street.
2. A photograph depicting the location of the work to be done and clearly showing all features to be altered or affected.
3. A site plan indicating the accurate distance between the proposed construction and all property lines if new construction is proposed.
4. If appropriate to the type of work being proposed, accurate drawings, with dimensions, showing the property or structure before and after the work for which the certificate is sought.
5. Samples, pamphlets, or other information explaining the materials to be used.

**Step 1. Submit a completed application and 9 copies, fees, photographs and associated plans and documentation, to the Chairman of the Meridian Street Preservation Commission (MSPC) at least 30 days prior to a scheduled public hearing. The MSPC meets the third Tuesday of each month. The **original and nine (9)** photocopies must be of the following must be submitted:**

- Completed, legible and signed application;
- Site plan (scale no smaller than 1"=40') and elevations of existing & proposed improvements;
- Photographs: one taken from Meridian Street and one depicting the location of the proposal;
- Drawings, or other documentation, such as manufacturer's product information;
- The application fee (refer to the Fee Schedule below).

**Fee Schedule (925 IAC 2-2-8)**

All Fees are cumulative. Fees are not refundable.

Fees include the Required Publication in the newspaper for ALL requests.

Checks should be made to **Meridian Street Preservation Commission**.

Certificate of Appropriateness (Meridian Street Properties):	
• Construction of a new building:	\$116
• Demolition or removal of a building or portion thereof:	\$116
• Renovation, alteration, or addition to an existing building:	\$116
• New swimming pool, driveways, walkways, patios, fences, removal of trees, or other site improvements that do not include new buildings:	\$66/ea
Prior Approval of a Variance:	\$116
Prior Approval for Amendment or Adoption of a Zoning Ordinance:	\$116

**Step 2. Obtain the names and mailing addresses of all the surrounding owners of property**, to a depth of two (2) ownerships in all directions (360° of the perimeter of the subject property). Skip over (i.e. ignore) the streets.

Names and addresses must be those in the real estate tax assessment records as they appear in the Office of the Marion County Assessor as of the date of the filing.

Please contact:

Marion County Assessor's Office  
200 E. Washington Street, Ste. 1360  
Indianapolis, IN 46204

Phone: 317-327-4907

[www.indy.gov/assessor](http://www.indy.gov/assessor)

<http://maps.indy.gov/MapIndy/>

NOTE: If the application pertains to or is adjacent to a condominium project, such as Tarkington Tower, individual legal notice must be given to all owners & residents within the project. Posting on a common bulletin board or door or delivery to the Condo Association Board of Directors is NOT acceptable.

**Step 3.** After submitting the application, the MSPC Chairman will mail, e-mail or fax a **draft legal notice for review**. Upon receiving the draft legal notice, review it immediately. Check for:

- Factual and spelling accuracy; and
- Accurate, general depiction of the request.

If an error is found on the legal notice, contact the MSPC Chairman for correction.

**Step 4.** **Photocopy the legal notice and mail or serve personally** one copy to:

- Each surrounding property owner to a depth of two (2) ownerships in all directions (360°) of the perimeter of the subject property; and
- Each entity on the List of Interested Parties.

**Step 5.** **Delivery of Notices**. Notices must be either:

- Served personally to the property owner no later than 10 days after the filing deadline for the scheduled hearing; or
- Mailed by first class mail and must be postmarked no later than 10 days after the filing deadline for the scheduled hearing.

**Step 6.** **Affidavit**. After delivering notice to surrounding property owners and interested parties, **complete the Affidavit of Notice of Public Hearing** and have it notarized. A list of names and addresses of everyone to which notice was delivered or served personally must be attached to the Affidavit.

**Step 7. Return the original Affidavit with attachments** to the Chairman at least one week prior to the public hearing. THE APPLICATION CANNOT BE HEARD IF THE AFFIDAVIT IS NOT RETURNED.

**Step 8. Attend and present your application** at the public hearing. You or your designated representative must attend the Meridian Street Preservation Commission public hearing to present your application. A cumulative total of ten (10) minutes are allocated for the presentation by you and any of your representatives regarding your proposal. Other interested parties and neighbors are given an opportunity to speak. Be prepared to answer questions. If no one is present to represent your application, the commission will either continue it to the next month's meeting or dismiss it for want of prosecution.

National Park Service's **Preservation Briefs** is available at:  
<http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm>

### **Resources:**

- Indianapolis Historic Preservation Commission (IHPC) Staff (call 317-327-4406)  
The staff which supports and advises the IHPC on matters within locally designated districts, although they do not represent the MSPC, have experience and detailed knowledge about appropriate historic preservation, etc.
- Indiana Landmarks (call 317-639-4534), a private, not-for-profit preservation organization that provides preservation technical and design assistance to the public generally, although it does not represent the MSPC.
- Meridian Street Foundation Land Use Committee: Jason Sciortino (317-259-6000 or [jsciortino@talktotucker.com](mailto:jsciortino@talktotucker.com))
- Neighborhood Organizations:
  - Meridian-Kessler Neighborhood Association (MKNA):  
<http://mkna.org/>
  - Butler-Tarkington Neighborhood Association (BTNA):  
<http://butlertarkington.org/>
- North Meridian Street Preservation Area Design Guidelines, which was created by the Meridian Street Preservation Commission (MSPC). It is available on-line at [www.meridianstreetfoundation.net](http://www.meridianstreetfoundation.net) or may be purchased for \$5.00 from the Department of Metropolitan Development (call 317-327-5155).
- Preservation Briefs from the National Trust for Historic Preservation:  
<https://www.nps.gov/tps/how-to-preserve/briefs.htm>

**~ LIST OF INTERESTED PARTIES ~**  
**Officials and Organizations to be notified**

Governor  
4750 North Meridian Street  
Indianapolis, IN 46208, and

Governor  
State House  
Indianapolis, IN 46204

Mayor  
City of Indianapolis  
200 East Washington Street, Suite 2501  
Indianapolis, IN 46204

Deputy Mayor for Neighborhoods  
200 East Washington Street, Suite 2560  
Indianapolis, IN 46204

Division Director  
Department of Natural Resources of Indiana  
Div. of Historic Preservation & Archeology  
402 West Washington Street  
IGC South, Room W 274  
Indianapolis, IN 46204

Director  
Department of Natural Resources of Indiana  
402 West Washington Street  
IGC South, Room W 256  
Indianapolis, IN 46204

Director  
Indiana Historical Society  
315 West Ohio Street  
Indianapolis, IN 46204

Director  
Central Regional Office  
Indiana Landmarks  
1201 Central Avenue  
Indianapolis, IN 46202

President  
Butler-Tarkington Neighborhood  
Association PO Box 88234  
Indianapolis, IN 46208

Chelsea Marburger  
Meridian Kessler Neighborhood Association  
PO Box 30438  
Indianapolis, IN 46230

Jason Sciortino  
Land Use Committee Chair  
Meridian Street Foundation  
4007 Washington Blvd.  
Indianapolis, IN 46205

Commissioner  
Indiana Department of Transportation  
State Office Building, Room N755  
100 North Senate Avenue Indianapolis,  
IN 46204-2228

Administrator  
Division of Planning / Current  
Planning Dept. of Metropolitan  
Development 200 East Washington  
Street, Suite 1821 Indianapolis, IN  
46204

STATE OF INDIANA )  
 ) SS  
COUNTY OF MARION )

**~Affidavit of Notice of Public Hearing~  
Meridian Street Preservation Commission**

I, \_\_\_\_\_, do hereby certify that Notice of Public Hearing to consider a Petition For Approval of a Certificate of Appropriateness, Variance or Rezoning **was personally served or sent by first-class mail** to the last known address of each of the persons listed on the **attached list**, they being all persons to whom notice is required to be sent by the Rules, Regulations and Order of the Meridian Street Preservation Commission.

AND THAT SAID notices were personally served or mailed by first-class mail on \_\_\_\_\_, 20\_\_\_\_, in accordance with the requirements of the Commission Rules in 925 IAC 2-4-3.

\_\_\_\_\_  
Signature of Petitioner, Attorney or Authorized Agent

\_\_\_\_\_  
Printed name of signatory

\_\_\_\_\_  
Title of signatory

Subscribed and sworn to before me this day, the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public (Signature) \_\_\_\_\_

(Printed) \_\_\_\_\_

My Commission Expires \_\_\_\_\_, 20\_\_\_\_\_.

I am a resident of \_\_\_\_\_ County.

*(NOTE TO APPLICANT: Return this completed form to the MSPC Chairman at least one (1) week before the hearing date.)*



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Send **completed** application and check to:  
Meridian Street Preservation Commission  
200 E. Washington Street, Suite 1821  
Indianapolis, IN 46204

MSPC Case No.: \_\_\_\_\_

**Address of the Property where work is to be done:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX No: \_\_\_\_\_  
E-Mail address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Name of Owner(s):** \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address of Owner: \_\_\_\_\_ FAX No: \_\_\_\_\_  
E-Mail address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

The present Use of the property is: \_\_\_\_\_

The current Zoning Classification of the property is: \_\_\_\_\_

Will the Use change under the proposed work?  Yes  No  
If yes, to what? \_\_\_\_\_

The work being proposed will be on/for (check all that apply):  
 New building  Site Work/Landscaping  
 Renovation or Remodel of Primary structure  Demolition of Primary structure (partial or complete)  
 Renovation or Remodel of Accessory structure  Demolition of Accessory structure (partial or complete)  
 Other (describe): \_\_\_\_\_

Detailed Description of work to be done (attached additional sheets if necessary):

The work will be done by:  Owner  Contractor  Other

Contractor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Date of start: \_\_\_\_\_ Date of completion: \_\_\_\_\_

Documentation submitted (10 copies required of any information submitted):  
 Site Plan, legible & drawn to scale (required)  Photographs (required)  
 Building plans, elevations (required)  Samples/Swatches  
 Drawings/Sketches  Other

**I (we) affirm, under the penalties for perjury, that the foregoing representations are true.**

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Applicant (if different than Owner)*

\_\_\_\_\_  
*Date*



# MERIDIAN STREET PRESERVATION COMMISSION

## ~ Statutory Tests for Approving a Certificate of Appropriateness ~

The Commission may approve a certificate of appropriateness if the evidence establishes that the Commission can ANSWER **NO** TO ALL OF THE FOLLOWING (from IC 36-7-11.2-59):

1. **DENSITY**

Permit a residential usage that would be of a substantially **greater density** than that average of Meridian Street property lying within one thousand (1,000) feet of the property in question, excluding multiple family residential or commercial purposes.

2. **SIZE AND SCALE**

Appear **substantially smaller or larger in size and scale** than that average of the single and double family residential dwellings situated upon Meridian Street property lying within one thousand (1,000) feet of the property in question.

3. **FRONT SET-BACK**

Have a **set-back from Meridian Street significantly less** than that average of structures facing upon Meridian Street that are within one thousand (1,000) feet of the property in question.

4. **SIDE SET-BACK**

Have **side lots measuring less than fifteen (15) feet** from the property line of the subject property to the wall of the structure erected or altered.

5. **HOUSE SIZE**

If primarily a residential dwelling, have a **ground floor area of less than two thousand (2,000) square feet** or forty percent (40%) of the total area of the parcel of land upon which the dwelling lies, whichever is less.

6. **TOTAL LOT COVERAGE**

Including all other structures upon the parcel, have a **total ground floor area greater than fifty percent (50%) of the total area** of the parcel of land upon which the structure lies.

7. **VIEWS AND EXPOSURE**

Substantially **encroach upon the view and exposure** of a residential structure on a neighboring property.

AND ANSWER **YES** TO BOTH OF THE FOLLOWING (from IC 36-7-11.2-61):

1. **Appropriateness**

The proposed construction **will** be **appropriate to the preservation of the area** comprised of Meridian Street and bordering property; and

2. **Design Guidelines**

The proposed construction **will comply with the architectural and construction standards existing in the area**. In determining appropriateness, consideration given to the **historical and architectural style, general design, arrangement, size, texture, and materials** of the proposed work and the relation of the proposed work to the architectural factor of other structures in the area, in addition to other factors that the Commission considers pertinent.

WHEN DETERMINING **APPROPRIATENESS**, MINIMUM CONSIDERATION IS GIVEN TO:

- Historical and Architectural Style
- General Design
- Arrangement
- Relation of proposed work to the architectural factor of other structures in the area.
- Size
- Texture
- Materials