MERIDIAN STREET PRESERVATION COMMISSION

Caroline Emenaker, Chair

Caroline.Emenaker@indy.gov
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, 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 (one hard copy and an electronic copy, 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 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 (360º 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://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 (360º) 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: Will Hoffman, wrhoffman2@gmail.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 meridianstreetfoundation.org 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 Assoc.
Association PO Box 88234
Indianapolis, IN 46208

Meridian Kessler Neighborhood Association
PO Box 30438
Indianapolis, IN 46230

Meridian Street Foundation
Land Use Committee, Chair
4409 North Meridian Street
Indianapolis, IN 46208

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 PRIOR APPROVAL OF A VARIANCE

MSPC Case No.: V-_____

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

Address of the Property where work is to be done:	

Applicant's Name: _____ Phone No: _____
Address: _____ FAX No: _____
_____ Zip Code: _____
E-Mail address: _____

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

Is the applicant the owner of one hundred percent (100%) of the property involved in the petition? ☐ Yes ☐ No

Legal Description (check one):
- ☐ Complete Metes and Bounds legal description attached.
- ☐ Platted site within a recorded subdivision, copy of plat map attached.
  Lot No(s). _____ Section No(s) ____ in _____ Subdivision
  Recorded in Plat Book _____ page(s) _____ in the Marion County Recorder's Office,
  Or recorded as Instrument No. _ in the Marion County Recorder's Office.

Is this property the subject of any code enforcement action? ☐ Yes ☐ No

Was this property the subject of any previous petition(s)? ☐ Yes ☐ No
If yes, list the original case number(s) _

The present Use of the property is: _____
The current Zoning Classification of the property is: _____
List of the Existing Improvements on the property are: _____

Approval is for a Variance of (check one):
☐ Use ☐ Development Standards ☐ Use and Development Standards

Provide a **detailed description** of the proposal; **state the specific ordinance(s), standard(s), and/or regulation**(s) sought to be modified; **state the specific reason** approval should be granted. Attach additional pages, if necessary.

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 Test for Approving a Variance ~

The Commission may approve a variance if the evidence establishes the correctness of the following conclusions:

ANSWER **NO** TO ALL THE FOLLOWING (from IC 36-7-11.2-53)

1. **EFFECT ON CHARACTER**
   Tend to undermine or **detract from the general residential character** of:
   - Meridian Street,
   - Meridian Street property, or the
   - Bordering Property lying between Meridian Street property and the property for which the variance is sought.

2. **EFFECT ON SINGLE FAMILY USAGE**
   Affect in an **adverse manner the value for single family usage** of:
   - Meridian Street property or the
   - Bordering Property lying between Meridian Street property and the property for which the variance is sought.

3. **EFFECT ON CHARACTER AND STYLE**
   Alter or adversely affect, either in inherent nature or method of implementation, the historic or architectural character or style of the area comprised of:
   - Meridian Street and bordering property or
   - The part of the area comprised of the property lying within 500 feet of the subject property.

4. **VIOLATE A RULE**
   Violate a rule or regulation that the Commission has adopted to accomplish the purposes of IC 36-7-11.2.