

MSPC APPROVAL PROCESS CHART

1. Project Idea



Contacting the Chair of the Meridian Street Foundation Land Use Committee and the MSPC Staff person to discuss the project concept as soon as possible is highly recommended.

Online Resources-
Go to the web site www.meridianstreetfoundation.net to find the following:
MSPC Application Packet with information regarding how to file a case.
Title 925 of the Indiana Administrative Code
Indiana Code 36-7-11.2
North Meridian St. Preservation Area Design Guidelines
Meridian St. Preservation Area Plan
MSPC Meeting Schedule
Boundary map of area governed by MSPC



Petitioner describes project in draft form

2. Refine Project

Suggested Review Meetings
Meet with MSPC staff
Meet with Meridian Street Foundation Land Use Committee
Meet with neighborhoods and/or interested parties
Discuss with surrounding neighbors

Refine project based on comments
If significant changes are made to project, go back to MSPC staff, MSF Land Use Committee, neighborhoods, interested parties and surrounding neighbors with changes.
Finalize plans & documentation & complete application forms

3. File Application

File Application with MSPC
File and pay fee in room 1821 of the City/ County Building no later than 30 days prior to public hearing

4. Legal Notice

Obtain surrounding property owner names and addresses from Assessor

Review legal notice prepared by MSPC

Serve legal notice
Serve personally or mail legal notice to surrounding property owners & interested parties no later than 20 days prior to public hearing

Complete Affidavit of Notice of Public Hearing & submit to MSPC Chair no later than 7 days prior to public hearing

5. Meridian Street Preservation Commission Public Hearing

Public Hearing
Petitioner seeks approval of project by demonstrating how application meets the statutory tests for approval
Attendance at public hearing required

Continued to 2nd public hearing 30 days later if necessary

Public Hearing Results
Certificate of Appropriateness¹
Prior Approval of a Variance¹
Prior Approval of a Rezoning¹
Denial (Can be re-filed in 6 months)
Dismissal

6. City Permits/ Approval

Seek necessary permits/ approval from City of Indianapolis

¹Note-Orders issued by the MSPC contain a provision that the work shall be commenced within 18 months of the date of the issuance of the Order. If work is not commenced within such time period, the order shall expire, and the petitioner will need to file a new petition to pursue the work. Prior to the expiration of an order, one extension of time, not to exceed six months, may be sought from the MSPC Chair.



Meridian Street Preservation Commission Approval Process

3-4-08