



# **MERIDIAN STREET PRESERVATION COMMISSION**

## **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

### **POSSIBLE PACKET ATTACHMENTS**

- Application for Certificate of Appropriateness
- Statutory Tests for Approving a Certificate of Appropriateness
- Application for Prior Approval of a Variance
- Statutory Tests for Approving a Variance
- Application for Prior Approval of a Rezoning
- Statutory Tests for Approving a Rezoning

Kathleen Blackham, Chair  
Meridian Street Preservation Commission  
200 East Washington Street, Suite 1821  
Indianapolis, IN 46204  
(office) 317- 327-5165  
(Email) [Kathleen.Blackham@indy.gov](mailto:Kathleen.Blackham@indy.gov)

## ~ 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, Len Pilarski (317-352-2949) or len\_pilarski@verizon.net) to assist you with the process and walk you through the Indiana Code and Design Guidelines that govern the district.

**CONTACTING A HISTORIC PRESERVATION EXPERT.** Applicants may receive expert opinion regarding their proposal prior to the hearings. Approval, however, from the MSPC is necessary and will be based on all documents and materials presented at the public hearing, testimony of applicants and remonstrators, and the commissioners' own analysis of the proposal.

**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.

**REVIEWING THE INDIANA CODE:** The Commission is established by Indiana Code 36-7-11.2, titled “Meridian Street Preservation,” (see at web site <http://www.in.gov/legislative/ic/code/title36/ar7/ch11.2.html>) 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.

**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 or 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
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 St Ste 1360  
 Indianapolis IN 46204-3321  
 Phone: 317-327-4907  
 Internet: [www.indy.gov/assessor](http://www.indy.gov/assessor)  
 Click the following link: [On-line Mapping](#)

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.

**For Assistance and Guidance regarding the appropriateness of a request:**

- Meridian Street Foundation Land Use Committee: Len Pilarski (317-352-2949 or len\_pilarski@verizon.net)
- 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).

- *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.
- Area *neighborhood organizations* may be able to provide assistance, although they do not represent the MSPC. *Neighborhood Contacts:*  
*Meridian Street Foundation, Len Pilarski, 317-352-2949; len\_pilarski@verizon.net*  
*Meridian-Kessler Neighborhood Association: Caroline Farrar, 317-283-1021;*  
*meridiankessler@aol.com*  
*Butler-Tarkington Neighborhood Association: Jeremy Stewart, stewart.jeremy.m@gmail.com*
- *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.

### **Helpful Websites:**

The text of the entire **State Statute IC 36-7-11.2** is available at:

<http://www.in.gov/legislative/ic/code/title36/ar7/ch11.2.html>

The text of the **Rules 925 IAC** is available at:

<http://www.in.gov/legislative/iac/title925.html>

**Application forms, information, design guidelines** are available at:

<http://www.meridianstreetfoundation.net>

National Park Service's **Preservation Briefs** is available at:

<http://www.cr.nps.gov/hps/tps/briefs/presbhom.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

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

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

Len Pilarski, President  
Meridian Street Foundation  
4122 North Meridian Street  
Indianapolis, IN 46208

Len Pilarski  
Land Use Committee Chair  
Meridian Street Foundation  
4122 North Meridian Street  
Indianapolis, IN 46208

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

Executive Director  
Meridian Kessler Neighborhood Association  
526 East 52<sup>nd</sup> Street  
Indianapolis, IN 46205

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.)*