

1. Project Idea



Contacting the Chair of the Meridian Street Foundation Land Use Committee 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 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 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

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

4. Legal Notice

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