


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