



NOTICE OF PUBLIC HEARING

Notice is hereby given that on the _____ day of _____, 202____ at _____ P.M. a public hearing will be held by the (select one) *Lapel Plan Commission -or – Lapel Board of Zoning Appeals* in the **Lapel Eagles Annex, 110 E 9th Street, Lapel, Indiana or virtually**. Virtual meeting information can be seen at www.lapelindiana.org. The purpose of the public hearing is to consider a petition for a

on the following described real estate. The nature of the petition is as follows: (briefly describe the request)

ATTACH COPY OF LEGAL DESCRIPTION

The subject site is located on the N/S/E/W side of _____ between roads _____ and _____ in _____ Township with a street address/ city / zip of _____ . The purpose of the petition is to record a Subdivision Plat for _____ lots at this location.

Petitioner's Contact Information:

Contact Name	
Contact Address	
Contact Phone	
Contact Email	

Available Plans: The project plans are available for examination at the office of Lapel Town Hall.

Written Comments: Written comments on the application will be accepted prior to the public hearing and may be submitted to the Planning Commission.

All interested persons desiring to present their views on the petition will have an opportunity to be heard. Pursuant to the Americans with Disabilities Act, any individual interested in attending the hearing should contact the Town of Lapel Planning Commission and advise what, if any, accommodation is needed to attend the hearing. Said hearing may be continued from time to time without further notice.

For more information, contact the Town of Lapel Planning Commission at 765-534-3157. The Commission office is located at 825 N Main Street, Lapel, Indiana.

NOTE TO PUBLISHER: THIS NOTICE MUST APPEAR AT LEAST ONE (1) TIME NOT LESS THAN TEN (10) DAYS PRIOR TO THE HEARING DATE.



AFFIDAVIT OF PUBLIC NOTICE

STATE OF INDIANA)

COUNTY OF MADISON)

TO THE LAPEL PLAN COMMISSION AND/OR BOARD OF ZONING APPEALS

_____, verifies and states that he/she, at least fifteen (15) days prior to the scheduled hearing, has mailed notice by certified mail/certificate of mailing to all of the adjoining legal landowners within two property depths or 660 feet of the property which is the subject matter of the petition for:

_____ filed by _____

on the _____ day of _____, 20____ at the addresses obtained from the Office of the Auditor of Madison County, Indiana.

PETITIONER SIGNATURE

PETITIONER PRINTED NAME

NOTARY

SUBSCRIBED AND SWORN
TO BEFORE ME THIS

DATE _____

NOTARY PUBLIC
SIGNATURE _____

NOTARY PUBLIC PRINTED
NAME _____

MY COMMISSION EXPIRES _____

MY COUNTY OF
RESIDENCE _____



PROCEDURES FOR LEGAL NOTICE

FOR REZONING, APPROVAL, VARIANCE & SPECIAL EXCEPTION PETITIONS

As a petitioner seeking a rezoning, approval, variance, or special exception, YOU must notify surrounding property owners and other interested parties. The responsibilities and procedures that must be followed are set out in the Lapel Zoning Code. The procedures for notice are summarized below:

1. The Planning staff provides ONLY the following:
 - a. On-Site Notice Sign for posting
 - b. Affidavit of Notice of Public Hearing form. This form is one-sided and is to be returned to the Current Planning office upon completion (see paragraph 4).

Current Planning staff will call or email the Contact Person when these items are ready to be picked up. While every attempt is made to provide these items with plenty of lead-time, there may be only a short amount of time to pick-up, mail and post the notices in time. Before leaving the Current Planning office, check the legal notice for accuracy.

2. Public Notice (Newspaper): Notice shall be given by petitioner in a newspaper of general circulation in Lapel, Indiana, in the form prescribed by the Board of Zoning Appeals. The applicant shall cause the notice to be published at least ten (10) days, but not more than (30) days prior to the date set for the hearing.
3. Legal Notice of Public Hearing - The notice must be completed and mailed by you, the petitioner, by either first class (with or without confirmation), registered, or certified mail at least twenty-three (23) days before the hearing date. This Legal Notice of Public Hearing must be mailed to the following:
 - a. All property owners of all adjacent parcels of land surrounding the subject property to a depth of two (2) ownerships, but not exceeding 660 feet from the subject property. Such notice shall be given to owners of property outside of Madison County, regardless of jurisdiction, if their property is within a depth of two (2) ownerships or within 660 feet of the perimeter of the subject property described in the petition.
 - b. City Councilors.

You may request that the Planning staff research and provide a list of surrounding property owners for a fee of \$25 (Additional fees may apply if extensive research of properties is required). This service must be requested, and the fee must be paid at the time of filing. If this service is not requested, the petitioner must do their own research through the County Assessor's Office.

4. The On-Site Notice Sign must be posted in a conspicuous location along each street frontage of the property at least twenty-three (23) days before the hearing and remain there until the final hearing of the petition. There is a \$10.00 non-refundable fee for each On-Site Notice Sign that is required.
5. The Affidavit of Notice of Public Hearing must be completed, notarized, and then filed in or mailed to the Current Planning office within three (3) business days after the Legal Notice of Public Hearing was mailed. On the Affidavit of Notice of Public Hearing, the names and addresses of property owners, neighborhood organizations and City-County Councilors to whom you sent notice must be listed.

PLEASE NOTE - If these steps are not followed, the scheduled hearing may be postponed!