

**ADVISORY PLAN COMMISSION  
RICHMOND INDIANA**

- ✓ Petition - Completed in entirety, including signed and notarized.
- ✓ Filing fee of \$100.00, check payable to “City of Richmond”.
- ✓ Include site plan as specified on petition.
- ✓ Return Petition, complete with ALL information, by 4:30 P.M. on the last working day of each month.
- ✓ Plan Department staff prepares Legal Notice of Public Hearing and places the advertisement in local newspaper at least ten (10) days prior to hearing.
- ✓ Plan Department staff mails Notice of Public Hearing to Adjoining Property Owners at least ten (10) days prior to hearing.
- ✓ Petitioner or agent MUST be present at hearing.
- ✓ Hearings are 4<sup>th</sup> Thursday of each month at 7:00 p.m., Indiana time — held in Council Chambers on 3<sup>rd</sup> floor of Richmond Municipal Building, unless notice has been given for change of date.
- ✓ Board will hold Public Hearing and, in most cases, vote on the case the night of the hearing — six (6) votes are required for official action. Vote is a recommendation *ONLY*.
- ✓ Case then goes before Common Council for Public hearing and final action.
- ✓ Common Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Mondays each month. Please check with the Plan Department (765-983-7342 or 7343) for scheduled date of your petition.
- ✓ I / We agree to allow the Planning Office to place an informational sign in our yard for a minimum of 10 days before the Plan Commission Hearing.

*I, the undersigned, have read and understand the above requirements and conditions and will abide by them.*