

**CITY OF MANTORVILLE
CHECKLIST
METES AND BOUNDS SPLIT**

APPLICANT: _____ PID# _____

Date Application considered complete _____. 60 Day Rule begins

The following is a checklist that should be included in the file for every Metes and Bounds Split.

☐ **PERMIT APPLICATION:** Submitted On: _____

☐ **CERTIFICATE OF SURVEY** Submitted On: _____

☐ **AFFIDAVIT OF PUBLICATION:** Published On: _____

The original Affidavit of Publication for the Public Hearing should be kept with the file.
The publication must occur at least ten (10) days in advance of the hearing.

☐ **AFFIDAVIT OF MAILING:** Mailed On: _____

The original Affidavit of Mailing for the Public hearing should be kept with the file. This affidavit should include a copy of the notice sent to the property owners, a list of all parties sent a notice and the signature of the staff person principally responsible for mailing the notice. The notice must be mailed to adjacent property owners within 350 feet at least ten (10) days in advance of the hearing. However, failure to notify any adjoining property owners will not negate the public hearing process.

☐ **RETURNED NOTICES:** If any of the mailed notices are returned for any reason, these mail pieces should be kept in the file.

☐ **FINDINGS OF FACT:** Public Hearing Held On: _____

The "findings of fact" for approving or denying the application must be included in the file, and should be included in the resolution itself, if there is one.

☐ **RESOLUTION OR MINUTES APPROVING/DENYING REQUEST:**

Approved On: _____

☐ If a resolution is not utilized, an excerpt of the minutes or other certified copy of the minutes of the City Council meeting should be placed in the file.

☐ **NOTICE OF APPROVAL:** Recorded On: _____