To Whom It May Concern:

Due to the combined requirements imposed by the City-County Council office and the Marion County Recorder’s Office, all rezoning ordinances and documents submitted for recordation must be submitted in accordance with the following:

1) Documents must be submitted on 8.5” by 11” white paper.

2) Documents must be typewritten or computer-generated, with a minimum font size of 10 point type.

3) Margins of all documents submitted for recording must be:
   • first and last pages: 2” top, 2” bottom, 0.5” sides
   • middle pages: 0.5” all around

4) Documents submitted for recording must include the notarized signature of the current owner of record.

5) Documents submitted for recording must include an original and at least four (4) copies.

6) Rezoning ordinances must include an original and at least two (2) copies.

If the documents are not submitted in the correct format, they cannot be accepted; which will lengthen the time necessary for docketing or recording.