

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.