



## Annexation Instructions and Application

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Before submitting a request for annexation, contact the Planning Division at 319-743-6320 or email [planning@cityofmarion.org](mailto:planning@cityofmarion.org) to schedule a pre-application meeting for a preliminary review of your proposed request.

### APPLICATION PROCESS:

1. Confer with Planning Division staff regarding the general nature of the request.
2. Prepare the required documents and drawings and submit via email to: [planning@cityofmarion.org](mailto:planning@cityofmarion.org)
3. The application fee for the process of annexation is \$1,000. Staff will communicate payment methods after confirmation that the application submission is complete.
4. After following the notification procedures in Section 368 of the Iowa Code, the City Council will set a public hearing regarding the annexation and vote for approval or denial of the request. The application will then be forwarded to the City Development Board (if annexation is located within two (2) miles of any other municipal corporate limits) or forwarded to the Secretary of State for approval.

### DOCUMENTS TO BE SUBMITTED:

1. **Letter** officially requesting annexation into the City of Marion (see page 3 for letter format).
2. **Legal Description** of the property to be annexed. The legal description shall match the legal description of the property as it appears on the deed(s).
3. **Property Deed(s)** - a copy of the property deed(s) to allow the City to verify the legal description and ownership of the property to be annexed.
4. **Annexation Map** - a separate page with a map of the property to be annexed. Whenever possible, the map should reference a known street intersection. The City may reject maps that do not provide clear representation of the property requested to be annexed.

**Applicant or Agent (if different from Owner):** \_\_\_\_\_

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Architect/Engineer/Other):** \_\_\_\_\_

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Annexation Instructions and Application *(continued)*

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### CONTACT INFORMATION:

**Owner 1:** \_\_\_\_\_

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner 2:** \_\_\_\_\_

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner 3:** \_\_\_\_\_

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Note: If additional space is required for additional Owners and their contact info, make a copy of this page and attach it to this application.*

### PROPERTY INFORMATION:

Area to be annexed: \_\_\_\_\_ Acres      Linn County Zoning Classification: \_\_\_\_\_

Marion Land Use Map Designation: \_\_\_\_\_

Any existing structures located on property to be annexed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

Is a rezoning application being filed with the request? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Is a preliminary plat being filed with the request? Yes: \_\_\_\_\_ No: \_\_\_\_\_

## Annexation Instructions and Application *(continued)*

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### APPLICATION LETTER:

APPLICATION FOR VOLUNTARY ANNEXATION  
TO THE CITY OF MARION (LINN COUNTY), IOWA

### To the Marion Mayor and City Council:

The undersigned, \_\_\_\_\_,  
owner(s) or Authorized representative(s) of the owner(s) of all the property legally described in Exhibit A,  
attached hereto and by this reference made a part hereof, and as shown on the attached map, Exhibit C,  
hereto and by this reference made a part hereof authorized to execute this application of the owners of  
the property legally described in Exhibit A respectfully requests the property to be annexed and become  
part of the City of Marion, Iowa.

### Exhibits Attached:

Exhibit A - Legal Description of the property to be annexed

Exhibit B - Copy of Property Deed

Exhibit C - Map of the property to be annexed

### OWNER(S):

Owner 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner 3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_