

## Conditional Use Instructions and Application

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A Conditional Use from the zoning requirements of a particular zoning district is reviewed by the Planning and Zoning Commission and granted by the Zoning Board of Adjustment. Conditional Use requests require careful review of their location, design, configuration, and impacts to determine the desirability of permitting the request. Reference: Chapter 340-11.1F.

Before submitting a request for a Conditional Use, contact the Marion 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. Failure to conduct a pre-application meeting may result in processing delays of your 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 a conditional use request is \$150 (Residential) or \$275 (Commercial). Staff will communicate payment methods after confirmation that the application submission is complete.
4. Notification signs will be provided closer to the meeting date for the request. Staff will contact you when the notification signs are ready to be picked up. These signs must be posted on the property at least four (4) business days prior to the corresponding meeting and remain posted through the time of each meeting.

### **MATERIALS TO BE SUBMITTED:**

1. This application completed in full with any additional information referenced and attached.
2. A site plan clearly showing nearby streets, property lines, structures, existing zoning districts within 600' of the property and other significant features which have a bearing upon the request.

### **STANDARDS OF REVIEW:**

The more facts and details an applicant provides, the better opportunity for a fair and valid decision. Review Chapter 340-11.1F(5) for more information on the standards of review.

### **IMPORTANT DATES AND TIMES\*:**

- The deadline for Planning and Zoning Commission submittals is the first business day of the month for the following month's meeting.
- The Planning and Zoning Commission meets at 6:00 p.m. on the second Tuesday of every month.
- The Zoning Board of Adjustment meets at 7:00 p.m. on the third Tuesday of every month.

\*Meeting dates and times are subject to change and may be found on the City of Marion website.

## Conditional Use Instructions and Application *(continued)*

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### CONTACT INFORMATION:

**Property Owner:** \_\_\_\_\_

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

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

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

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

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

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

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

### PRE-APPLICATION INFORMATION:

Have you had a pre-application meeting (in-person, phone, virtual) with staff? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, date of pre-application meeting: \_\_\_\_\_

If no, contact the Marion Planning Division at 319-743-6320 or email [planning@cityofmarion.org](mailto:planning@cityofmarion.org) to schedule a pre-application meeting prior to submittal of the application. Failure to conduct a pre-application meeting may result in processing delays of your request.

### PROPERTY INFORMATION:

Property Address: \_\_\_\_\_

Full Legal Description: \_\_\_\_\_

Lot Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Square Feet (or attach a copy of Plat)

Zoning District: \_\_\_\_\_ Present Use of Property: \_\_\_\_\_

City Code Section regarding Conditional Use: \_\_\_\_\_

## Conditional Use Instructions and Application *(continued)*

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### GENERAL DESCRIPTION OF REQUEST:

State why the conditional use request is necessary. (use additional sheets if necessary)

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

You may return this application by mail or in person at 1225 6th Avenue, Marion, Iowa 52302 or email it to [planning@cityofmarion.org](mailto:planning@cityofmarion.org).