



Final Plat Instructions and Application

GENERAL

The following is a set of instructions and application to aid you in filing a final plat with the City of Marion, Iowa.

Before filing your request, you may wish to check with the Planning and Development Department at Marion City Hall, 1225 6th Avenue for a final review of your proposed request. Submit the final plat application, checklist and appropriate filing fees to the Planning and Development Department.

If you should have any questions regarding the following instructions and application please contact Ama Bartlett at 319-743-6320 or at abartlett@cityofmarion.org.

APPLICATION PROCEDURE

1. Confer with the Planning and Development Department staff regarding the general nature of the request and to ensure that the contemplated uses are permitted in the zoning district being platted.
2. Prepare the required documents and drawings and, if necessary, recheck with the Planning and Development Department to confirm that they are in proper form.
3. Filing fees shall accompany the final plat submission (see below). Any submission without the filing fees will not be processed and will not be placed on a City Council agenda.

Filing Fees

\$15.00 / Acre, with \$75.00 minimum

4. Staff will hold a Subdivision Review meeting with the Developer and Engineer to go over comments they have regarding the plat. These meetings are held once a month, 10 calendar days after the deadline for submittal (typically the 3rd or 4th Thursday of the month).
5. If the final plat is in conformance with an approved preliminary plat, no review by the Planning and Zoning Commission is required. The Commission reviews final plats to the County, those that have significant changes from the approved preliminary plat and those small enough to not require a preliminary plat at their regular monthly meeting.
6. The final plat will be placed on the City Council agenda after Staff has received bound documents, required sewer hook-up or storm water fees, and any required surety.
7. Once City Council approves the final plat, the approved plat needs to be recorded by the applicant or developer with Linn County Recorder's Office.

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MATERIALS TO BE SUBMITTED

The applicant shall be required to submit the following information:

1. A completed final plat application form (attached), and signed by all owners of the property.
2. A completed final plat checklist.
3. Payment per the approved fee schedule.
4. Final plat (full size) – 15 copies
5. Reduced size final plat – 3 copies, no larger than 11"x17"
6. Digital copy submitted to Ama Bartlett at abartlett@cityofmarion.org

IMPORTANT DATES AND TIMES:

- Planning and Zoning Commission Deadline for the proceeding month's agenda: 2nd Monday of every month at 4:30 p.m.
- Subdivision Review Meeting: 10 calendar days after the submittal deadline (typically the 3rd or 4th Thursday of the month). Time slots are assigned as submissions are received (1st slot is at 1:00 p.m.).
- Planning and Zoning Commission: meets the 2nd Tuesday of every month at 6:00 p.m.
- Marion City Council: meets the 1st and 3rd Thursday of every month at 5:30 p.m.

Meeting dates and times are subject to change. Please call to confirm meeting dates and times or with any additional questions at (319) 743-6320 or via e-mail to Ama Bartlett at abartlett@cityofmarion.org.

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CONTACT INFORMATION:

Owner: _____

Company Name if Applicable: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Applicant or Agent (if different from Owner): _____

Company Name if Applicable: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Engineer: _____

Company Name if Applicable: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

PRE-APPLICATION INFORMATION:

Have you attended a pre-application conference with Staff? Yes: _____ No: _____

If yes, date of pre-application conference: _____

If no, contact the Planning and Development Department at 319-743-6320 or email Ama Bartlett at abartlett@cityofmarion.org to schedule a pre-application conference prior to submittal of the application. Failure to conduct a pre-application conference may result in processing delays of your request.

GENERAL INFORMATION:

Final Plat Name: _____

Site Location (general location if no assigned address): _____

Total Acres: _____ Approximate miles of Sanitary Sewer: _____

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Approximate miles of Public Street(s): _____

Approximate miles of Private Street(s): _____

Existing Future Land Use Map Designated: _____

Existing Zoning Designated: _____

The Final Plat Checklist must be included with this application to be accepted by the City of Marion.

Is the checklist attached? Yes: _____ No: _____

Any additional comments may be placed below:

Signature: _____

Date: _____

Please print name: _____