



## Street and Alley Vacation Instructions and Application

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Before submitting a request for a street or alley vacation, 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.

### 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 street or alley vacation is \$300. 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.

### DOCUMENTS TO BE SUBMITTED AS EXHIBITS:

1. This application completed in full, with any additional information referenced and attached.
2. A site plan clearly showing all subject properties, existing streets and alleys, property lines, structures and other significant features which have a bearing upon the request. This plan should list the petitioner's name and contact information as well as any other parties such as an engineer, attorney, etc., participating in the vacation request.

### 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: \_\_\_\_\_

## Street and Alley Vacation Instructions and Application *(continued)*

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### PROPERTY INFORMATION:

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

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

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

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

Have you attached the required site plan? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you need assistance preparing the site plan, contact Planning Division staff at 319-743-6320 or [planning@cityofmarion.org](mailto:planning@cityofmarion.org).

### GENERAL DESCRIPTION OF REQUEST:

Please provide a general description of the request. (use additional sheets if necessary)

Property Owner 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).