



**Planning & Development Division**

1225 6th Avenue, Marion, Iowa 52302

Phone: (319) 743-6320

Email: [planning@cityofmarion.org](mailto:planning@cityofmarion.org)

[www.cityofmarion.org](http://www.cityofmarion.org)

## Planning and Land Development Project Application

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**PROJECT NAME:** \_\_\_\_\_

**SITE LOCATION:** \_\_\_\_\_

**CONTACT INFORMATION:**

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

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

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

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

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

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

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

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

**Architect or Engineer:** \_\_\_\_\_

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

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.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

***– Project details and requirements on the following page –***

# Planning and Land Development Project Application *(continued)*

## PROJECT DETAILS:

Mark all corresponding project types associated with this project and fill in acreage if required.

X	PROJECT TYPE	ADDITIONAL FORM NEEDED	APPLICATION FEES*
	Preliminary Plat	Checklist	0-5 acres = \$500 5-20 acres = \$1,000 20-40 Acres = \$2,000 40+ Acres = \$3,000
	Final Plat	Checklist	\$250
	Preliminary Site Development Plan (PUD)	Checklist	\$500
	Final Site Development Plan (PUD)	Checklist	\$200
	Plat of Survey	Letter	\$200
	Rezoning	Checklist	\$250 (All districts except PUD) \$300 (PUD)
	Comprehensive Plan Amendment	Letter	\$250
	Architectural Design and Site Development Plan Review OR Central Corridor Review	Checklist	\$200

## REQUIRED MATERIALS TO BE SUBMITTED:

- ☐ This completed project application.
- ☐ A formal letter describing the project OR the completed required checklist for each project type.
- ☐ Hardcopies of plans (3) full size for each project type.  
(Exception: Architectural Design and Site Development Plan Review, Central Corridor Review – only 1 copy)
- ☐ Digital files of all associated documents sent to [planning@cityofmarion.org](mailto:planning@cityofmarion.org).

\*Staff will communicate payment methods after confirmation that the application submission is complete.