



# Public Improvement Cost Sharing Policy

## Revision #

Implementation Date 2/22/2024

Last Reviewed/Update Date 2/22/2024

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Resolution # 31797

## 1. Purpose

There are circumstances in which it is in the best interest of the City to participate in cost sharing for public improvements associated with private development projects.

The purpose of this policy is to have a consistent way for developers to submit their requests for cost sharing for public improvements to the City so that the City can process these payments with the required information. Developers may submit requests for anticipated future costs or for reimbursement of costs already incurred.

## 2. Applicability

This policy applies to all projects in which a developer/owner wants the City to participate in the cost of public improvements.

City Council has set forth certain public improvement costs that are eligible for cost sharing. Current eligible costs are:

1. Overwidth of subgrade prep
2. Overwidth of subbase and geogrid
3. Overwidth and overdepth of paving for streets and trails
4. Sanitary sewer oversizing above 8" diameter to serve offsite land.
5. Storm sewer oversizing above 36" diameter along City identified Major Streets
6. Any other cost authorized by City Code or Policy

## 3. Procedure

The Developers shall submit the "Application for Cost Sharing for Public Improvements Associated with Private Development Projects" along with all applicable supporting information.

No cost sharing or reimbursement will be approved without having the application filled out fully and all supporting information submitted. Any application which is not filled out completely or which does not provide the required supporting information may be rejected. Applicants may correct any deficiencies in the application or supporting information and resubmit a rejected application.

City staff will review the applications to determine if the requested costs are eligible for cost sharing under this policy and if funding is available in the requested fiscal year. If funding is not available, costs may, at the discretion of City Council, be deferred or delayed at no cost to the City.

City staff will present all applications and staff recommendations to City Council for approval or denial. Approval or denial shall be at the discretion of City Council.



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#### **4. Questions**

Any questions concerning the Public Improvement Cost Sharing Policy should be directed to the Engineering Department:

City of Marion, Engineering Department  
1225 6th Avenue  
Marion, IA 52302  
engineering@cityofmarion.org | 319-743-6340



## APPLICATION FOR COST SHARING FOR PUBLIC IMPROVEMENTS ASSOCIATED WITH PRIVATE DEVELOPMENT PROJECTS

Return completed form to: City of Marion Engineering Department, 1225 6th Ave, Ste 200, Marion, IA 52302 or [jstark@cityofmarion.org](mailto:jstark@cityofmarion.org). Please call 319-743-6340 or email if you have any questions.

Date: \_\_\_\_\_

### **REQUESTOR INFORMATION**

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

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

Phone number: \_\_\_\_\_

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

### **PROJECT INFORMATION**

Project Name: \_\_\_\_\_

Project Limits: \_\_\_\_\_

Description of work: \_\_\_\_\_

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### **TYPE OF REQUEST**

Is this application for work that has already been completed?

1. ☐ **NO** - Submit the following with this application:
  - ☐ Preliminary or Approved Plan of Improvements
  - ☐ Engineers Estimates of Costs for Said Improvements
2. ☐ **YES** - Submit the following with this request:
  - ☐ Vendor Maintenance Form to City (see Finance Department)
  - ☐ W-9 form (see Finance Department)

**SPECIFIC REQUESTS**

Check items included in your request. Submit engineering estimates for the preconstruction application and submit contractor invoices for post-construction request.

- ☐ Overwidth of subgrade prep
- ☐ Overwidth of granular subbase and geogrid
- ☐ Overwidth and overdepth of paving- streets and trails
- ☐ Sanitary sewer oversizing above 8" dia. as required to serve offsite land.
- ☐ Storm sewer oversizing above 36" dia. along City identified Major Streets
- ☐ Other \_\_\_\_\_

Total Requested Amount: \_\_\_\_\_

This amount is for: ☐ anticipated costs  
☐ actual costs already incurred

Anticipated Reimbursement Date for preconstruction submittal: \_\_\_\_\_

**ACKNOWLEDGEMENT**

Cost reimbursement requests should be in compliance with the City of Marion's Public Improvement Cost Sharing Policy.

This application does not guarantee City funds are available at this time, and reimbursement may be delayed until a future fiscal year. Funding in the Subdivision Major Streets Reimbursement Program, Sanitary Sewer Reimbursement Program, and Storm Sewer Reimbursement Program are subject to City Council discretion in each fiscal year and reimbursement requests may exceed the fund balances in some years.

Any reimbursement will be at City Engineer's discretion if significant construction is not completed and/or request is not made prior to requested payment date.

If there is any change to the amount requested or the requested payment date, a revised application shall be submitted as soon as possible.

I understand that all cost sharing is subject to available funding at the time of request.

I understand the final payment will not be made until all applicable bonds are submitted to the City and punch list items completed.

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