



## Preliminary Plat Instructions and Application

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### GENERAL

The following is a set of instructions and application to aid you in filing a preliminary 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 6<sup>th</sup> Avenue for a preliminary review of your proposed request. Submit the preliminary 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 Tracey Bellach at 319-743-6320 or at [tbellach@cityofmarion.org](mailto:tbellach@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 preliminary plat submission (see below). Any submission without the filing fees will not be processed and will not be placed on the following Planning and Zoning Commission agenda.

Filing Fees                      \$15.00 / Acre, with \$150.00 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 3<sup>rd</sup> or 4<sup>th</sup> Thursday of the month).
5. The Planning and Zoning Commission considers all preliminary plats at their regular monthly meeting.
6. Upon the Planning and Zoning Commission making a recommendation, the preliminary plat is placed on the City Council agenda.
7. Once City Council approves the preliminary plat, the approved plat is valid for two (2) years. Any portion not final platted shall be subject to re-platting. After the two (2) year period, the preliminary plat shall be considered void unless some portion of the plat has been filed

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as a final plat or Council extends the validity of the preliminary plat. If a resubmit is required, the new preliminary plat is subject to current subdivision and zoning regulations.

### **MATERIALS TO BE SUBMITTED**

The applicant shall be required to submit the following information:

1. A completed preliminary plat application form (attached), and signed by all owners of the property..
2. A completed preliminary plat checklist.
3. Payment per the approved fee schedule.
4. Preliminary plat (full size) – 15 copies
5. Reduced size preliminary plat – 3 copies, no larger than 11"x17"
6. Digital copy submitted to [tbellach@cityofmarion.org](mailto:tbellach@cityofmarion.org) and [dhockett@cityofmarion.org](mailto:dhockett@cityofmarion.org)

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

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

Preliminary 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: \_\_\_\_\_

Proposed Future Land Use Map Designation(s) – if applicable: \_\_\_\_\_

Existing Zoning Designated: \_\_\_\_\_

Proposed Zoning Designation(s) – if applicable: \_\_\_\_\_

**The Preliminary 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: \_\_\_\_\_