



Plat of Survey Instructions and Application

GENERAL

The following is a set of instructions and application to aid you in filing a Plat of Survey 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 application 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.

APPLICATION PROCEDURE

1. Confer with the Planning and Development Department staff regarding the general nature of the request.
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 Plat of Survey submission (see below). Any submission without the filing fees will not be processed and will not be placed on a City Council agenda.

Filing Fee	\$50.00
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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. The plat will be placed on the City Council agenda once Staff has reviewed any revised documents and the filing fee has been paid.
6. Once City Council approves the Plat of Survey, 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 Plat of Survey application form (attached), and signed by all owners of the property.
2. Payment per the approved fee schedule.
3. Plat of Survey (8½" x 11") – 15 copies
4. Digital copy submitted to tbellach@cityofmarion.org and dhockett@cityofmarion.org

IMPORTANT DATES AND TIMES:

- 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.).
- 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 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: _____

GENERAL PROJECT INFORMATION:

Plat of Survey Number: _____

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

Total Acres: _____ Existing Zoning Designation: _____

Existing Future Land Use Map Designated: _____

Signature: _____ Date: _____

Please print name: _____