**GENERAL**
The following is a set of instructions to aid you in filing an annexation request with the City of Marion.

Before filing your request, please contact the Planning and Development Department at Marion City Hall 1225 6th Avenue, Marion, Iowa for a preliminary review of your proposed request.

After preparing the necessary information and documentation please confirm with the Planning Department Staff to ensure that all information is in proper form. You may then submit the request to the Marion Mayor and City Council.

If you should have any questions regarding the following instructions and application please contact Ama Bartlett at 319-743-6320 or at abartlett@cityofmarion.org.

**APPLICATION PROCEDURE**

1. Confer with the Planning and Development Department regarding the general nature of your request.

2. Prepare the required documents and exhibits and if necessary, recheck with the Planning and Development Department to confirm that they are in proper form. Incomplete applications will not be accepted.

3. There are no filing fees associated with the annexation request to the City of Marion.

4. After following the notification procedures in Section 368 of the Iowa Code, the City Council will set a public hearing regarding the annexation and vote for approval or denial of the request. The application will then be forwarded to the city Development Board (if annexation is located within two (2) miles of any other municipal corporate limits) or forwarded to the Secretary of State for approval.

**MATERIALS TO BE SUBMITTED**

An application completed in full with any additional information / exhibits referenced and attached.
Notice of Request for Annexation of property to the City of Marion, Iowa

CONTACT INFORMATION:

Owner 1: ____________________________________________
Company Name if Applicable: ____________________________________________
Address: ____________________________ City, State, Zip: ____________________________
Phone: ____________________________ Fax: ____________________________ Email: ____________________________

Owner 2: ____________________________________________
Company Name if Applicable: ____________________________________________
Address: ____________________________ City, State, Zip: ____________________________
Phone: ____________________________ Fax: ____________________________ Email: ____________________________

Owner 3: ____________________________________________
Company Name if Applicable: ____________________________________________
Address: ____________________________ City, State, Zip: ____________________________
Phone: ____________________________ Fax: ____________________________ Email: ____________________________

Please note: If additional space is required for owner contacts please make a copy of this page and attach to this application.

Applicant or Agent (if different than owner): ____________________________________________
Company Name if Applicable: ____________________________________________
Address: ____________________________ City, State, Zip: ____________________________
Phone: ____________________________ Fax: ____________________________ Email: ____________________________

Architect / Engineer / Other: ____________________________________________
Company Name if Applicable: ____________________________________________
Address: ____________________________ City, State, Zip: ____________________________
Phone: ____________________________ Fax: ____________________________ Email: ____________________________
Notice of Request for Annexation of property to the City of Marion, Iowa

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 Ama Bartlett at abartlett@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.

PROPERTY INFORMATION:

Area to be annexed: ________ Acres  Linn County Zoning Classification: __________________
Marion Land Use Map Designation: ______________________________
Any existing structures located on property to be annexed? Yes: ________ No: ________
If yes, please describe: ______________________________
Is a rezoning application being filed with the request? Yes: ________ No: ________
Is a preliminary plat being filed with the request? Yes: ________ No: ________

Legal Description: Please attach as Exhibit A
Please Note: Please attach a separate page with the legal description of the property to be annexed. The legal description which is attached as Exhibit A, shall match the legal description of the property as it appears on the deed(s). A digital copy is required to be submitted (MS Word) to abartlett@cityofmarion.org.

Property Ownership / Legal Description Confirmation: Please attach as Exhibit B
Please Note: Please include a photocopy of the property deed(s) of the property so allow the City to verify the legal description and ownership of the property to be annexed.

Annexation Map: Please attach as Exhibit C
Please Note: Please attach a separate page with a map of the property to be annexed. Whenever possible, the map should reference a known street intersection. The City may reject maps that do not provide clear representation of the property requested to be annexed.
APPtICATION LETTER:

The following page requires the following information:

First line – Clearly print / type the name(s) of the person(s) who will be signing the application.

APPLICATION FOR VOLUNTARY ANNEXATION
TO THE CITY OF MARION (LINN COUNTY), IOWA

To the Marion Mayor and City Council:

The undersigned, __________________________, owner(s) or Authorized representative(s) of the owner(s) of all the property legally described in Exhibit A, attached hereto and by this reference made a part hereof, and as shown on the attached map, Exhibit C, hereto and by this reference made a part hereof authorized to execute this application of the owners of the property legally described in Exhibit A respectfully requests the property to be annexed and become part of the City of Marion, Iowa.

Exhibits Attached:
   Exhibit A – Legal Description of the property to be annexed
   Exhibit B – Copy of Property Deed
   Exhibit C – Map of the property to be annexed

Owner(s):

Signature: _______________________________ Date: __________________

Please print name: __________________________________________________________________________

Signature: _______________________________ Date: __________________

Please print name: __________________________________________________________________________

Signature: _______________________________ Date: __________________

Please print name: __________________________________________________________________________

Signature: _______________________________ Date: __________________

Please print name: __________________________________________________________________________