



Annexation Instructions and Application

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 Tracey Bellach at 319-743-6320 or at tbellach@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: _____

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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 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 tbellach@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.

Notice of Request for Annexation of property to the City of Marion, Iowa

APPLICATION 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: _____