



## Street and Alley Vacation Instructions and Application

---

### GENERAL

The following is a set of instructions to aid you in completing the Street and Alley Vacation Application with the City of Marion, Iowa.

Before filing your request, please contact the Marion Planning & Development Department at the Marion City Hall, 1225 6<sup>th</sup> Avenue for a preliminary review of your proposed request.

After preparing the necessary information and documentation, recheck with City Staff to insure that all the information is in proper form. Submit the vacation request and the appropriate filing fees to the Planning and Development Department.

Upon receipt of the documentation, it will be stamped received and dated, then placed on the next regular City Council agenda for referral to the City Planning and Zoning Commission for review and recommendation.

### APPLICATION PROCEDURE

1. Confer with the Planning and Development Department regarding the general nature of your request.
2. Confer with the City Attorney regarding legal proceedings involved with the vacation request (OPTIONAL).
3. After the required documents and exhibits have been prepared (See Materials to be Submitted section) reconfirm with the Planning and Development Staff to insure that they are in proper form and contain the correct information.
4. File the request with the City of Marion and pay the appropriate filing fee of \$50.00.
5. Obtain alley vacation notification signs from the Planning and Development Department, \$6.00 each (staff will determine the number of signs needed).
6. Request will then be processed by the City Council and referred to the City Planning and Zoning Commission and appropriate City Departments for review and recommendation. City Staff will also advise utility companies and adjoining property owners that this request has been submitted.
7. After the Planning and Zoning Commission has made its recommendation, the request and the Commission's recommendation will be forward to Marion City Council for final consideration. The Commission considers all requests at their regular meeting, which is held the second Tuesday of each month at 6:00 p.m., Marion City Hall (1225 6<sup>th</sup> Avenue).

## Street and Alley Vacation Instructions and Application

---

8. The Planning & Development Department will publish the notices in the paper for both the Planning and Zoning Commission meeting and City Council meeting. Required public notices in local papers will be billed directly to the applicant via the Finance Department.
9. Purchasing payment must be received before documents will be prepared for any street or alley sale.
10. The Planning & Development Department and City Attorney's Office will prepare the necessary documents needed for the vacation and/or sale of the street or alley. The City will have the documents recorded with Linn County Recorder's Office. An invoice will be mailed to the applicant for the deed and recording fees from the Finance Department. It is the responsibility of the applicant to pay for all recording fees.

### **MATERIALS TO BE SUBMITTED**

An Application for a street or alley vacation shall be filed with the Planning and Development Department and shall in all instances contain the following documents and information:

1. A completed APPLICATION FORM (attached).
2. A VICINITY SKETCH MAP containing the following information shall be submitted (See sample vicinity sketch map).
  - a. An appropriate scale of 1" to 300' or 1" to 100'
  - b. A sheet of 8 ½ x 11 inch preferred – Please change sheet size when necessary to conform to scale requirements.
  - c. Show subject properties on location map either highlighted or in cross hatches
  - d. Identify all existing street and alleys
  - e. Include petitioner's name and telephone number on location map, in addition to the name and telephone number of any other parties such as an engineer, attorney, etc, participating in the vacation request.

Please provide 15 copies of the Application and vicinity maps to the Marion Planning and Development Department.

## Street and Alley Vacation Instructions and Application

---

### 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: \_\_\_\_\_

**Applicant or Agent (if different from Owner):** \_\_\_\_\_

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.

### PROPERTY INFORMATION:

Property Address (if different from Owner Information): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Square Feet (or attach a copy of Plat)

Zoning District: \_\_\_\_\_ Present Use of Property: \_\_\_\_\_

City Code Section regarding Conditional Use: \_\_\_\_\_

## Street and Alley Vacation Instructions and Application

---

### GENERAL DESCRIPTION OF REQUEST:

Please provide a general description of the request. (Use additional sheets of paper if necessary)

### SITE PLAN:

Have you attached a site plan? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please remember a site plan must be submitted and be to a reasonable scale. If you should require assistance please contact the Planning and Development Department.

### IMPORTANT DATES AND TIMES:

- Marion City Council: meets the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month at 5:30 p.m.
- Planning and Zoning Commission Deadline: 2<sup>nd</sup> Monday of every month at 4:30 p.m.
- Planning and Zoning Commission: meets the 2<sup>nd</sup> Tuesday of every month at 6:00 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)

Name: \_\_\_\_\_  
(Signature)

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