



Urban Farm Permit Instructions and Application

GENERAL

The following is a set of instructions and application to aid you in filing an Urban Farm Permit request with the City of Marion, Iowa.

After preparing the necessary information and documentation please confirm with the Planning Department Staff to ensure that all information is in proper form. Submit the Urban Farm Permit to the Planning and Development Department, 1225 6th Avenue, Second Floor.

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 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 fees associated with the Urban Farm Permit at this time. However, if a conditional use is required, there are associated fees that will need to be paid upon submitting the Urban Farm Permit and Conditional Use Application.
4. If a Conditional Use is required, please fill out our Conditional Use Application.

MATERIALS TO BE SUBMITTED

The applicant shall be required to submit the following information:

1. A completed application form (attached), and signed by the applicant.
2. A site plan of the property clearly indicating planting areas, footprint for all farm structures, existing structures, driveways, parking areas, and landscape buffers with dimensions and materials to be used.
3. A sketch of all farm structures
4. Photographs of existing site and adjacent properties to provide site context.
5. Irrigation plan and controls for storm water runoff as required by the City of Marion
6. Signage plan showing proposed signage

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CONTACT INFORMATION:

Owner: _____

Company Name if Applicable: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Applicant (if different from Owner): _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

GENERAL INFORMATION:

This dwelling is: Owner Occupied : _____ A rental: _____

Have you notified all adjacent property owners of your intention to maintain an Urban Farm? Yes: _____ No: _____

Comprehensive Farm Review

PROPERTY INFORMATION:

Is this a Single-Family Dwelling? Yes: _____ No: _____

Zoning District: _____

Lot Dimensions: _____ x _____ = _____ square feet

TYPE OF URBAN FARM:

Ground Level: _____ Small (less than 1 acre) _____ Large (greater than 1 acre)⁽¹⁾

Roof Level: _____ Small (less than 1 acre) _____ Large (greater than 1 acre)

⁽¹⁾ CONDITIONAL USE REQUIRED – please confer with the Planning & Development Department, 1225 6th Avenue, Suite 210; 319-743-6320 regarding the Conditional Use process.

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Will you have a composting area⁽²⁾ Yes: _____ No: _____
(Refer to Chapter 176.49-8 of the Marion Code Ordinances for requirements)

Will you be keeping Honey Bees (Maximum 2 hives)⁽³⁾ Yes: _____ No: _____
(Refer to Chapter 176.49-9 of the Marion Code Ordinances for requirements)

⁽²⁾ For screening and buffering requirements reference Chapter 176.49-7.G.(1).

⁽³⁾ CONDITIONAL USE REQUIRED – please confer with the Planning & Development Department, 1225 6th Avenue, Suite 210; 319-743-6320 regarding the Conditional Use process.

HAVE YOU ATTACHED THE FOLLOWING REQUIRED ITEMS:

Site Plan? Yes: _____ No: _____
(At minimum the site plan shall include a sketch showing agriculturally planted areas, footprints for all farm structures, driveways, parking areas, and landscape buffers)

Sketch Drawing of Farm Structures? Yes: _____ No: _____

Photos of existing site and adjacent properties? Yes: _____ No: _____

Proposed plans for irrigation and storm water runoff controls? Yes: _____ No: _____

Proposed signage plan? Yes: _____ No: _____

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

FARMER'S MARKET OR FARM STAND:

Are you planning on establishing a Farmer's Market? Yes: _____ No: _____
(A Farmers Market requires all applicable permits as required by Iowa Administrative Code 481, Chapter 30, Food and Consumer Safety)

Are you planning on having a Farm Stand? Yes: _____ No: _____

Farm Stand Dimensions⁽⁴⁾: _____ x _____ = _____ square feet
(A single Farm Stand shall not exceed 200 square feet in total floor area per Marion Code of Ordinances, Section 176.49—10.B.(1)(a))

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⁽⁴⁾A building permit is required for any structure over 120 square feet – confer with the Building Department, 1225 6th Avenue, Suite 220; 319-743-6330 regarding this process.

Have you read section 176.49 of the Marion Code of Ordinances regarding Urban Agriculture?

Yes: _____ No: _____

Have you been denied, suspended or revoked of a permit per Section 176.49-4.E of the Marion Code of Ordinances?

Yes: _____ No: _____

Pursuant to Section 176.49 of the City of Marion Municipal Code, a permit is required to be obtained from the City of Marion before growing or maintaining an Urban Farm. By signing this application, the applicant attests to have read and understood the requirements set forth within the ordinance and assures that all submitted information is true and correct. The applicant understands and agrees to maintain their Urban Farm and once the Urban Farm is no longer maintained the applicant understands and agrees to follow the removal requirements pursuant to Section 176.49-11 of the Marion Code of Ordinances. Failure to comply with the provisions of this or related ordinances shall result in fees, fines, penalties, and the possible revocation of this permit in accordance to law. This permit is intended for the applicant and is considered non-transferable.

Signature: _____ Date: _____

Please print name: _____