

Conditional Use Instructions and Application

A Conditional Use from the zoning requirements of a particular zoning district is reviewed by the Planning and Zoning Commission and granted by the Zoning Board of Adjustment. Conditional Use requests require careful review of their location, design, configuration, and impacts to determine the desirability of permitting the request. Reference: [Chapter 340-11.1F](#).

Before submitting a request for a Conditional Use, contact the Marion Planning Division at 319-743-6320 or email planning@cityofmarion.org to schedule a pre-application meeting for a preliminary review of your proposed request. Failure to conduct a pre-application meeting may result in processing delays of your request.

APPLICATION PROCESS

1. Confer with Planning Division staff regarding the general nature of the request.
2. Prepare the required documents and drawings and, if necessary, recheck with staff to confirm that they are in proper form. Incomplete applications cannot be processed.
3. Submit this application with the \$100 submittal fee, plus the notification sign fee required for your lot, \$6 per sign (staff will determine number of signs needed as multiple signs may be required).
4. Staff will contact you when the notification signs are ready to be picked up. These signs must be posted on the property at least four (4) business days prior to each meeting and remain posted through the time of the meetings. Failure to post signs will result in the Planning and Zoning Commission and Zoning Board of Adjustment being unable to act on the request.

MATERIALS TO BE SUBMITTED

1. This APPLICATION completed in full with any additional information referenced and attached.
2. A SITE PLAN clearly showing nearby streets, property lines, structures, existing zoning districts within 600' of the property and other significant features which have a bearing upon the request.
3. PAYMENT of fees, by check made payable to the City of Marion or by credit card in person or over the phone. Required public notices in the newspaper will be billed directly to the applicant after publication.

STANDARDS OF REVIEW

The more facts and details an applicant provides, the better opportunity for a fair and valid decision. Review [Chapter 340-11.1F\(5\)](#) for more information on the standards of review.

IMPORTANT DATES AND TIMES*:

- The deadline for Planning and Zoning Commission submittals is the first business day of the month for the following month's meeting.
- The Planning and Zoning Commission meets at 6:00 p.m. on the second Tuesday of every month.
- The Zoning Board of Adjustment meets at 7:00 p.m. on the third Tuesday of every month.

*Meeting dates and times are subject to change and may be found on the City of Marion website.

Conditional Use Instructions and Application *(continued)*

CONTACT INFORMATION:

Property Owner: _____

Company Name if Applicable: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Applicant (if different from Owner): _____

Company Name if Applicable: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

PRE-APPLICATION INFORMATION:

Have you had a pre-application meeting (in-person, phone, virtual) with staff? Yes: _____ No: _____

If yes, date of pre-application meeting: _____

If no, contact the Marion Planning Division at 319-743-6320 or email planning@cityofmarion.org to schedule a pre-application meeting prior to submittal of the application. Failure to conduct a pre-application meeting may result in processing delays of your request.

PROPERTY INFORMATION:

Property Address: _____

Full 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: _____

Conditional Use Instructions and Application *(continued)*

GENERAL DESCRIPTION OF REQUEST:

State why the conditional use request is necessary. (use additional sheets if necessary)

Property Owner Signature: _____ Date: _____

Print Name: _____

Applicant Signature: _____ Date: _____

Print Name: _____

You may return this application by mail or in person at 1225 6th Avenue, Suite 210, Marion, Iowa 52302 or email it to planning@cityofmarion.org.