



Urban Farm Permit Instructions and Application

APPLICATION PROCESS

- 1. Review Chapter 340-9.33, Urban Agriculture of the Marion City Code regarding urban farms.
2. Confer with Planning Division staff regarding the general nature of the request.
3. 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.
4. There are no fees associated with the Urban Farm Permit at this time. However, there are fees associated with obtaining a Conditional Use, Building Permit and/or an Electrical Permit, if any of these are required. These items can be addressed during discussion of your project with Planning Division staff.
8. Upon approval the issued Urban Farm permit will be mailed to the mailing address or emailed to the email address listed on the application.

MATERIALS TO BE SUBMITTED

- 1. This APPLICATION completed in full and signed by the applicant and property owner.
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. Photographs of existing site and adjacent properties to provide site context.
4. Irrigation plan and controls for storm water runoff as required by the City of Marion.
5. Signage plan showing proposed signs, if applicable.

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: _____

Urban Farm Permit Instructions and Application *(continued)*

GENERAL INFORMATION:

Have you read Chapter 340-9.33, Urban Agriculture?

Yes: _____ No: _____

Have you notified all adjacent property owners of your intention to maintain an Urban Farm?

Yes: _____ No: _____

Do you plan on establishing a Farmers Market? (The operation of a farmers' market requires all applicable permits as required by Iowa Administrative Code, 481 Chapter 30, Food and Consumer Safety)

Yes: _____ No: _____

Do you plan to have a farmstand⁽¹⁾? Ref: Chapter 304-9.33J(2), Farmers' markets and farm stands

Yes: _____ No: _____

⁽¹⁾A building permit is required for any structure over 120 square feet – Contact the Building Division at 319-743-6330 for assistance in getting the required building permit.

PROPERTY INFORMATION:

Property Address: _____

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

This dwelling is: Owner Occupied: _____ A Residential Rental: _____

Zoning District: _____

Lot Dimensions: _____ x _____ = _____ square feet

Have you attached the required Site Plan? Yes: _____ No: _____

If you need assistance preparing the site plan, contact Planning Division staff at 319-743-6320 or planning@cityofmarion.org.

URBAN FARM INFORMATION:

Ground Level: _____ Small (less than 1 acre) _____ Large (greater than 1 acre)⁽²⁾

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

⁽²⁾Conditional Use required for ground level urban farm over 1 acre.

Urban Farm Permit Instructions and Application *(continued)*

Will you have a composting area⁽³⁾? Yes: _____ No: _____

⁽³⁾Reference Chapter 340-9.33 for screening and buffering requirements

Will you be keeping Honey Bees (Maximum 2 hives)⁽⁴⁾? Yes: _____ No: _____

⁽⁴⁾Conditional Use required for keeping of Honey Bees.

Have you been denied, suspended or revoked of a permit per Chapter 340-9.33D(5) of the Marion Code of Ordinances? Yes: _____ No: _____

Pursuant to Chapter 340-9.33 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 Chapter 340-9.33K 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.

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.