



Street and Alley Vacation Instructions and Application

Before submitting a request for a street or alley vacation, 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.

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 submittal fee of \$50 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 the corresponding meeting and remain posted through the time of each meeting.

DOCUMENTS TO BE SUBMITTED AS EXHIBITS:

- 1. This APPLICATION completed in full with any additional information referenced and attached.
2. A SITE PLAN clearly showing all subject properties, existing streets and alleys, property lines, structures and other significant features which have a bearing upon the request. This map should list the petitioner's name and contact information as well as any other parties such as an engineer, attorney, etc, participating in the vacation 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.

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: _____

Street and Alley Vacation Instructions and Application *(continued)*

PROPERTY INFORMATION:

Property Address: _____

Legal Description: _____

Lot Size: _____ X _____ = _____ Square Feet (or attach a copy of Plat)

Zoning District: _____ Present Use of Property: _____

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.

GENERAL DESCRIPTION OF REQUEST:

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

Property Owner 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.