



**CONTRACTOR
&
DEVELOPER
GUIDE**

2022

CITY GUIDE

Thank you for your interest in the City of Marion. Every effort will be made to provide you with the best service possible. Cooperation between interested parties and city departments is beneficial to all involved.

The City of Marion has designed this guide to serve as a reference to be used by citizens, contractors, developers, and other individuals interested in the City of Marion. This guide includes department responsibilities, permitting procedures, and city regulations. Specific questions and requests should be directed to the appropriate departmental staff through various forms of communications.

It is important to note that this guide is a general overview and does not describe all the detailed information that may be required. City staff performs only limited roles in these matters and do not work directly for the owner, developer, lender or contractor. Be certain to obtain competent expert advice from consulting engineers, planners, lawyers and surveyors.

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City Profile at a Glance

GENERAL INFORMATION

Named after: General Francis Marion

Date of Incorporation: 1839

Form of Government: Council/City Manager

Size: 17.89 square miles

City Zoning: Yes

Subdivision Ordinance: Yes

Parks & Recreation:

- 20 city parks covering 535 acres
- 17.9 miles of trails with 11 of those being paved
- Hunters Ridge Golf Course (private)
- Indian Creek Country Club (private)
- YMCA
- Municipal Swimming Pool

Population: 41535 per the 2020 estimated census

Education: Linn-Mar Community Schools K-12
Marion Independent Schools
St. Joseph's Catholic School

City Website: www.cityofmarion.org

★ COMMUNITY DEVELOPMENT ★

BUILDING DIVISION

1225 6TH Avenue, Marion, IA 52302

Phone 319-743-6330

Website: www.cityofmarion.org

Email: ghansen@cityofmarion.org

RESPONSIBILITIES

- ✧ Administer building, plumbing, mechanical, electrical, and assorted construction codes.
- ✧ Administer Nuisance and Property Maintenance Codes.
- ✧ Review all construction plans and specifications.
- ✧ Issue permits and conduct the necessary inspections during the construction process.

A building permit (with few exceptions) is required to erect, construct, enlarge, alter, repair, move, or convert any building or structure in the City of Marion.

BUILDING PERMITS

(Current building codes: 2021 International Residential and 2021 International Building Code with local amendments) Adopted amendments and additional information available at City Hall or on the City of Marion website: www.cityofmarion.org

Apply to: Building Division – 1225 6th Avenue, Marion, IA 52302

Phone 319-743-6330

Permit Submittals to buildingpermits@cityofmarion.org

Website: www.cityofmarion.org Email: ghansen@cityofmarion.org

Residential Building Permit Electronic Submittal Procedures:

Single and Two-family Dwellings

1. Email permit application and plans to buildingpermits@cityofmarion.org
2. Supply application information (owner and contractor names, phone numbers, lot number, address, subdivision)
3. Submit a detailed site plan including drainage, lot lines, elevations, easements, distances to lot lines, existing buildings, driveway locations and width.
4. Digitally submit complete set of to-scale construction plans for review (include site plan, foundation plans, home elevations, floor plans with all dimensions, square footage, building and stair cross sections).
5. Plans will be reviewed by the building department and the permit applicant will be notified upon completion. Expected review time for issuance is 3-5 working days if all information is furnished.
6. All permits are to be obtained prior to performing any work.
7. The permit applicant is responsible for calling for the inspections.

Multi-family Dwellings (3 or more dwellings)

1. Email permit application and plans to buildingpermits@cityofmarion.org
2. Supply application information (owner and contractor names, phone numbers, lot number, address, subdivision)
3. Submit a detailed site plan including drainage, lot lines, elevations, easements, distances to lot lines, existing buildings, driveway locations and width.
4. Digitally submit a complete set of to-scale construction plans for review (include site plan, landscaping, foundation plans, elevations, floor plans with all dimensions, square footage, building and stair cross sections). Plans for residential buildings containing more than 12 family units or more than 3 stories in height are to have the **signature and seal of a registered architect or engineer licensed to practice in State of Iowa**
5. Plans will be distributed to the various departments for review and the permit applicant will be notified upon completion. Expect 2 to 4 weeks for most project reviews.
6. All permits are to be obtained prior to performing any work.
7. The permit applicant is responsible for calling for the required inspections.
8. Multi-family dwellings 5 units or more shall have the square foot of imperviousness of the entire site listed on the cover sheet. **Contact Engineering for more details.**

Accessory Buildings for One & two family dwellings (*i.e. detached garages & sheds*)

1. Complete Steps 1, 2, 3, & 4, as presented in Single & Two-Family Dwellings as listed above. (Complete information on “Residential Detached Building” form located on website or City Hall.

Exception: A building permit is not required for a one-story detached structure used as a storage shed provided the floor area is less than 120 square feet. (Structure must still be located on property per the zoning regulations.)

Commercial, Office, & Industrial Building Permit Procedures:

1. Email permit application and plans to buildingpermits@cityofmarion.org
2. Supply application information (owner and contractor names, phone numbers, lot number, address, subdivision)
3. Submit a detailed site plan including drainage, lot lines, elevations, easements, distances to lot lines, existing buildings, driveway locations and width.
Digitally submit a complete set of a to-scale construction plan for review (include site plan, storm water detention with calculations, landscaping, foundation plans, elevations, floor plans with all dimensions, square footage, building and stair cross sections soil reports, structural calculations,). Plans to be Architect/Engineer designed unless exempt by the State of Iowa and exemption form completed. (This can be found on the city website)

4. Plans will be distributed to the various departments for review and the permit applicant will be notified upon completion.
5. Non-residential properties shall have listed the square footage of imperviousness of the entire site on the cover sheet.

DEMOLITION PERMIT

Building Division – Phone 319-743-6330
Website: www.cityofmarion.org
Email: buildingpermits@cityofmarion.org

A demolition permit is required before demolishing or removing a building.

- ✧ Obtain and complete form from City of Marion website.
- ✧ Permit fees are computed by square footage and number of stories.
- ✧ Schedule all inspections with appropriate departments.
- ✧ Call Building Dept. for final inspection once all inspections are completed.
- ✧ Expect 48-hours for issuance.

ELECTRICAL PERMIT

Building Division – Phone 319-743-6330
Website: www.cityofmarion.org
Email: buildingpermits@cityofmarion.org

An electrical permit is required to install, alter, replace, or remodel any electrical system as established by the City of Marion Electrical Code which includes the 2020 National Electrical Code with some amendments. This ordinance is available at the Building Department counter or the city website: www.cityofmarion.org

- ✧ Prior to starting work, complete the “Electrical Permit Application” filling in all required information and calculate the fee.
- ✧ Submit electronically the application to the Building Department.
- ✧ All work is to be performed by State of Iowa licensed electricians.
- ✧ Owners of a stand-alone single-family dwelling can install wiring in their own home after purchasing an electrical permit.
- ✧ Prior to covering and upon completion of work, the applicant is to call for the proper inspections.

PLUMBING PERMIT

Building Division – Phone 319-743-6330
Website: www.cityofmarion.org
Email: buildingpermits@cityofmarion.org

A plumbing permit is required for any plumbing work involving construction, alteration, and relocation of the water drain, waste, or vent systems. A permit is not required for cleaning of stoppages or the stopping of leaks. The City of Marion Plumbing Code consists of the State of Iowa Plumbing Code. The City of Marion Plumbing Ordinance is available on the city web site or at the Building Dept.

- ✧ Prior to starting work, complete the “Plumbing Permit Application” available at the Building Dept. or the city web site. Fill in all required

information and calculate the fee.

- ✧ Digitally submit the application and fees to the Building Department email
- ✧ All work is to be performed by State of Iowa licensed plumbers.
- ✧ Owners of a standalone single-family dwelling can install plumbing in their own home after purchasing a plumbing permit.
- ✧ Prior to covering and upon completion of work, applicant is to call for the proper inspections.
- ✧ DWV stack test is required on all new construction permits.

MECHANICAL PERMIT

Building Division – Phone 319-743-6330

Website: www.cityofmarion.org

Email: buildingpermits@cityofmarion.org

A mechanical permit is required when installing, altering, or replacing a mechanical system. The City of Marion Mechanical Code consists of the State of Iowa Mechanical Code, 2021 International Mechanical Code with several amendments. The Mechanical Ordinance is available on the city web site or at the Building Dept.

- ✧ Prior to starting work, complete the “Mechanical Permit Application” available at the Building Dept. or the city web site. Fill in all required information and calculate the fee.
- ✧ Digitally submit the application to the Building Department email.
- ✧ All work is to be performed by State of Iowa licensed mechanical contractors.
- ✧ Owners of a standalone single-family dwelling can do mechanical work in their own home after purchasing a mechanical permit.
- ✧ Prior to covering and upon completion of work, the permit applicant is to call for the proper inspections.

*** COMMUNITY DEVELOPMENT * PLANNING DIVISION**

1225 6TH Avenue, Marion, IA 52302

Phone 319-743-6320 Fax 319-373-4260

Contact: Tom Treharne, Dave Hockett,

Kesha Billings, or Nicole Behrens

Email: abartlett@cityofmarion.org

RESPONSIBILITIES

- ✧ Administer planning and zoning matters, including providing technical assistance to the City Council, Planning and Zoning Commission, Zoning Board of Adjustment and the Historic Preservation commission.
- ✧ Review subdivision and similar platting matters. Administer street and alley vacations, variances and conditional uses.
- ✧ Review site plans for compliance with the Zoning Ordinance, such as permitted land uses, building setbacks, landscaping, parking, signs, etc.
- ✧ Assist in the preparation and administration of grant applications and provide assistance to existing and new business for the purpose of economic development.

ANNEXATION

Apply to: Planning Division – Phone 319-743-6320 FAX 319-373-4260
Email: abartlett@cityofmarion.org

City Council approval is required for voluntary annexation of land within the territory adjoining the City of Marion. For most annexations, approval by the State of Iowa City Development Board is also required.

- ✧ Property owner of land contiguous to the City limits must submit in writing a request for voluntary annexation.
- ✧ Application must include a legal description of the property and a map of the property showing its location in relationship to the City.

CONDITIONAL USE REQUEST (Fee: \$100)

Apply to: Planning and Development Department – Phone 319-743-6320
FAX 319-373-4260 Email: abartlett@cityofmarion.org

The Zoning Board of Adjustment reviews and approves a conditional use permit. The Marion Zoning Ordinance regulates permitted conditional uses.

- ✧ Submit the application, including legal description of the property, photographs of the property, site plan, fee, and any other applicable information to the Planning Department.
- ✧ Public Notice is required through publication in the newspaper, and placement of a notification sign on the property.
- ✧ The Planning and Zoning Commission will review the application at their regular meeting and make a recommendation to the Zoning Board of Adjustment.
- ✧ The Zoning Board of Adjustment will review the request and any recommendations and then make a decision regarding the request.
- ✧ The Zoning Board of Adjustment may impose such conditions, including restrictions and safeguards, upon the property benefited by the conditional use as a considered necessary to prevent or minimize adverse effects upon other property in the vicinity or upon public facilities and services. Such conditions shall be expressly set forth in the approval of the conditional use. Violations of such conditions shall be a violation of the ordinance.

FENCES

Apply to: Planning and Development Department – Phone 319-743-6320
FAX 319-373-4260 Email: abartlett@cityofmarion.org

The height and location of all fences and walls is regulated in the Zoning Ordinance.

- ✧ In residential and commercial zoning districts fences may not exceed six feet (6') in height.
- ✧ In industrial zoning districts, fences may not exceed eight feet (8') in height.
- ✧ Special provisions related to the creation of a visual clearance zones apply to corner lots and placement of solid privacy fences. Please verify with the Planning Department before construction.
- ✧ No permit is required for fences six feet (6') and under.

- ✧ A drainage hold harmless agreement is required for fences built in a drainage easement, please contact the Planning Department for verification of easements
- ✧ Contact the Planning & Development Department for regulations pertaining to the use of barbed wire.

HOME OCCUPATIONS

Apply to: Planning and Development Department – Phone 319-743-6320
 FAX 319-373-4260 Email: abartlett@cityofmarion.org

Home Occupation regulations are designed to protect and maintain the residential character of a neighborhood while permitting certain limited commercial activities.

- ✧ No person who is not a member of the family and residing on the premises shall be employed in the home occupation activity.
- ✧ No sign other than a one square foot nameplate is permitted.
- ✧ All aspects of the home occupation must be conducted entirely within an enclosed building.
- ✧ The following business or activities are specifically prohibited:
 - Motor vehicle and accessory sales or rental, repair, and/or painting, including trailer rental and sales.
 - Medical or dental clinic.
 - Restaurant.
 - Kennel (contact the Planning & Development Department).
 - Funeral home.
 - Nursery school, but not day care centers with six or fewer children.
 - Repair shops or service establishments, except small item repairs such as: appliances, typewriters, and computers.
 - Beauty and barber shops are permitted with conditions, please contact the Planning Department for additional regulations.

REZONING REQUEST

Apply to: Planning and Development Department – Phone 319-743-6320
 FAX 319-373-4260 Email: abartlett@cityofmarion.org

Fees: \$100.00 for 1-2 family
 \$150.00 for all other *except*
 \$200.00 for PUD
 \$ 5.00 Initial Rezoning Signs
 \$ 5.00 Replacement Signs

A rezoning request must be made in writing and submitted to the Planning and Development Department.

- ✧ Submit a legal description of the property, a map showing the location of the property and written request to the Planning Department for review.
- ✧ The Planning and Zoning Commission must review the request, hold a public hearing, and make a recommendation to the City Council.
- ✧ The City Council must review the request, including three readings of the proposed ordinance change and a public hearing, before final action can be taken.

SIGN PERMIT

Apply to: Planning and Development Department – Phone 319-743-6320
FAX 319-373-4260 Email: abartlett@cityofmarion.org

A Sign Permit is required for most new, altered, changed, repaired, or relocated signs.

- ✧ Please submit a sign permit application, available from the Planning & Development or Building Department, or via the website, a site plan and detailed plans of the proposed sign including overall height and size.
- ✧ The size, number, and location of the signs are regulated by the Marion Zoning Ordinance.
- ✧ For electrical wiring, a separate Electrical Permit is required and a Metro- licensed electrician must perform the work.

SITE PLAN REVIEW

Apply to: Planning and Development Department – Phone 319-743-6320
FAX 319-373-4260 Email: abartlett@cityofmarion.org

- ✧ Site plans shall be submitted to the Planning Department and will be dispersed to other departments from there.
- ✧ Please reference the “SITE DEVELOPMENT PLAN CHECKLIST” found in the ENGINEERING SECTION of this booklet.

STREET ADDRESSES

Apply to: Planning and Development Department – Phone 319-743-6320
FAX 319-373-4260 Email: abartlett@cityofmarion.org

Street addresses for new and existing lots are provided through the Planning and Development Department.

- ✧ No permit is required
- ✧ Addresses are typically assigned after the Final Plat has been approved by the City Council.
- ✧ If building is being subdivided into additional units, new addresses must be assigned to new units.

STREET/ALLEY VACATION

Apply to: Planning and Development Department – Phone 319-743-6320
FAX 319-373-4260 Email: abartlett@cityofmarion.org

City Council approval is required in order to vacate public streets and/or alleyways and purchase of those properties if vacation is approved.

- ✧ Submit “application for request” to vacate public streets and/or alleys.
- ✧ All requests are reviewed by the staff and all local utility companies.
- ✧ All abutting property owners to the street or alley to be vacated and all utility companies must agree to the proposed vacation.
- ✧ The Planning and Zoning commission will review the request and determine if the street and/or alley is essential to public transportation and utilities and

- make a recommendation to the City Council.
- ✧ The City Council will review the recommendation and make a decision on vacation and sale price of the vacated street or alley.

SUBDIVISIONS

Apply to: Planning and Development Department – Phone 319-743-6320
FAX 319-373-4260 Email: abartlett@cityofmarion.org

The subdivision platting process involves the review and approval by City Departments, utilities, the Planning and Zoning commission and the City Council. (Refer to Subdivision Ordinance, Chapter 175 on city website.)

- ✧ It is recommended that a “concept plan” be submitted to the Planning Department for review prior to any final plat for general comment from City Departments.
- ✧ Submit Preliminary Plat to the Planning Department for review by staff and utilities.
- ✧ Preliminary Plat is reviewed and the Planning and Zoning Commission makes a recommendation to the City Council.
- ✧ City Council reviews and makes a decision regarding the Preliminary Plat.
- ✧ Submit a Final Plat to the Planning Department for review by staff and utilities.
- ✧ Final Plat is reviewed by the City Council. The Planning and Zoning Commission review the plat only if it is not in substantial compliance with the approved preliminary.
- ✧ Public Improvements must be installed and accepted by the City or Performance Security posted prior to the City Council’s consideration of the Final Plat.
- ✧ Bound copies, a signed memorandum of agreement, and security documents for completion of the plan of improvements must be submitted no later than noon, the Friday prior to the City Council work session.

TAX INCREMENT FINANCING

Apply to: City Manager’s Office – Phone 319-743-6301
FAX 319-373-4260 Email: lpluckhahn@cityofmarion.org

The City encourages employment and tax base growth by offering tax increment financing in certain areas of the community. Guidelines governing the use of tax increment financing have been adopted by the City. Contact the City Manager’s Office to verify project eligibility.

URBAN REVITALIZATION DISTRICTS

Apply to: City Manager’s Office – Phone 319-743-6301
FAX 319-373-4260 Email: lpluckhahn@cityofmarion.org

The City encourages development and redevelopment throughout existing commercial districts. Approved projects are able to utilize a three-year, 100% property tax abatement or a ten-year sliding percent property tax abatement on the costs of the improvements. The tax abatement is only offered in certain areas of the community. Contact the City Manager’s Office to verify project eligibility.

VARIANCE REQUEST/NOTICE OF APPEAL (ZONING)

Apply to: Planning and Development Department – Phone 319-743-6320
FAX 319-373-4260 Email: abartlett@cityofmarion.org

Fees: \$ 50.00b Residential
 \$ 100.00 Commercial
 \$ 6.00 Variance Initial sign
 \$ 6.00 Replacement sign

The Zoning Board of Adjustment hears and decides an appeal where it is alleged there is an error in any order, requirement, decision or determination made by the Zoning Official in the enforcement of the Zoning Ordinance. A variance may be requested to a zoning district requirement such as setbacks or sign requirements where there are unusual conditions and circumstances, which cause a hardship when the provisions of the Zoning Ordinance are strictly applied. The Zoning Board of Adjustment must approve a variance request. A variance can only be granted if a **HARDSHIP** exists.

- ✧ Request for an appeal shall be submitted to the Planning and Development Department in order to be placed on the Zoning Board of Adjustment agenda.
- ✧ Submit an application, including a legal description of the property, photographs of the property, site plan, fee and any additional information applicable to the Planning Department.
- ✧ Public Notice is required through publication in the newspaper, mailed notice sent to adjacent property owners, and placement of a notification sign on the property.
- ✧ The Zoning Board of Adjustment will review the request and any recommendations and make a decision regarding the request.

*** ENGINEERING DEPARTMENT ***

1225 6th Avenue, Marion, IA 52302
Phone 319-743-6340 Fax 319-373-4260
Contact: Mike Barkalow, Darin Andresen, or Jacob Hahn
Email: jperschek@cityofmarion.org

RESPONSIBILITIES

- ✧ Review all construction plans and specifications.
- ✧ Verify all installations comply with the Statewide Urban Design and Specifications (SUDAS).
- ✧ Approve engineering concerns on building permits.
- ✧ Engineering field inspectors conduct necessary inspection during construction process. (i.e. sanitary sewer service connections, sidewalk & driveway inspection, grading inspections)

SANITARY SEWER SERVICE CONNECTION PERMIT (\$50.00 Fee)

Apply to: Engineering Department – Phone 319-743-6340 Fax 319-373-4260

Email: jperschek@cityofmarion.org

A sanitary sewer service connection permit is required. Call 743-6340 prior to installation. (\$50.00 Fee)

- ✧ Company or pipe-layer must be bonded and insured to do work in Marion.
- ✧ Installation must be inspected by an engineering field inspector.
- ✧ Contractor must call for the inspection.
- ✧ Erosion control measures must be installed on the lot before any ground is disturbed. The city will not inspect the sanitary sewer service unless the erosion control measures are in place.

STREET OCCUPANCY PERMIT (\$40.00 fee) (Cutting into public street)

Apply to: Engineering Department – Phone 319-743-6340 Fax 319-373-4260 Email: jperschek@cityofmarion.org

When cutting into the public street, a Street Occupancy Permit (\$40.00 Fee) is required.

- ✧ Contractor must be bonded and insured to cut into a public street.
- ✧ Installation must be inspected by an engineering field inspector.
- ✧ Contractor must call for the inspection.
- ✧ Permit includes work described below.

Excavation in the Right of Way (\$30.00 fee) (Work in public right of way)

Apply to: Engineering Department – Phone 319-743-6340 Fax 319-373-4260
Email: jperschek@cityofmarion.org

Any work in the public Right of Way (excluding work on the public street) requires a \$30.00 Excavation in the Right of Way Permit.

- ✧ Contractor must be bonded and insured to do work.
- ✧ Installation must be inspected by an engineering field inspector.
- ✧ Contractor must call for the inspection.

SITE PLAN CHECKLIST

All site plans must be submitted through Marion's Community Development Planning Division. This is to ensure the proposed use is allowed for the area that it is being proposed in. When submitting a Site Plan, please use the following checklist to verify that all necessary information is shown.

- ✧ Project name and date.
- ✧ Identification: owner's name, location of property, petitioner's name, address, and phone number, agent's phone number if involved in the request.
- ✧ Submit a detailed site plan including lot lines and dimensions, elevations, easements, distances to lot lines, existing buildings and drives, proposed driveway locations and widths, drainage patterns, erosion controls, sediment controls, concrete washout location, and waste containment.
- ✧ Any site over 1 acre requires a Major Erosion Control Permit Application (\$100 fee) and includes the authorization number for and Iowa Department of Natural Resources General Permit #2

- as well as a Storm water Pollution Prevention Plan (SWPPP).
- ✧ If the site is under 1 acre, a Minor Erosion Control Permit Application (\$25 fee) must be submitted and include plans as required by the Building Department. For construction activity which is part of a larger common plan of development that is covered under the IDNR General Permit #2 (such as individual housing lots in a residential development) where the ownership changes, a Transfer of Ownership Agreement is required between the Buyer and the Seller.
 - ✧ Plan is drawn at a scale of 1 inch = 20 feet or larger, and shall be prepared by an engineer, landscape architect, architect, or other similar professional.
 - ✧ The total lot area and exterior lot dimensions; existing and proposed lot lines and easements, the square footage and percentage of the lot(s) covered by existing and proposed structures(s) and hard surfacing; and area of required yards and open space.
 - ✧ Existing and proposed utilities including Water, Sanitary Sewer, and Storm Sewer systems.
 - ✧ Location of FEMA Floodway and Floodplain is applicable.
 - ✧ Storm water detention location.
 - ✧ Storm water calculations for required site detention per Iowa Storm water Manual and SUDAS. (Statewide Urban Design and Specifications) post-
 - ✧ The number of parking spaces required, and number provided.
 - ✧ The existing physical site conditions including contours at maximum 2-foot intervals; water courses and floodplains; unique natural features; and all trees 5 inches or more in diameter measured 4 feet above natural ground line or general wooded areas and proposed finished contours.
 - ✧ The location and dimensions of all existing and proposed principal and accessory buildings and any other significant structures on the subject property and also showing separation between building and location and dimensions of yards.
 - ✧ Identity of building types by usage, floor area, number of units within each building, such as number of dwelling units, offices and the like.
 - ✧ Location and dimensions of vehicular and pedestrian circulation elements including streets; driveways and entrances and exits thereto; off-street parking spaces, loading spaces and access aisles; and sidewalks, walkways and pathways.
 - ✧ Existing and proposed utility systems including sanitary and storm sewers and water, electric, gas, and telephone lines; surface drainage and any impoundment areas.
 - ✧ General location and height of proposed fences and plantings and the type of material used.
 - ✧ Elevations and architectural renderings of structures and improvements sufficient to lay the basic architectural intent of the proposed improvements.
 - ✧ Each site plan **shall** include the following 2 insets, and data within the insets **shall** be current:

Contact person	
Telephone Number	
Mailing Address	
Date Submitted	
Date Revised	

This document approved by:	
_____	_____
City Engineer	Date

* FINANCE DEPARTMENT *

1225 6TH Avenue, Marion, IA 52302
 Phone 319-743-6350 Fax 319-377-7892
 Email: lcairy@cityofmarion.org
 Contact: Lianne Cairy

RESPONSIBILITIES

- ✧ Processes invoices for payment and prepare list for City Council approval.
- ✧ Receives and deposits daily cash receipts.
- ✧ Issues permits and licenses (liquor, cigarette, amusement, solicitors, ambulance, cab drivers, auctioneer, and other miscellaneous licenses).
- ✧ Maintains permanent records of Council minutes, resolutions, and ordinances.
- ✧ Maintains records of all billings.

* CITY CLERK'S OFFICE *

1225 6TH Avenue, Marion, IA 52302
 Phone 319-743-6327 Fax 319-377-7892
 Email:
rbolender@cityofmarion.org
 Contact: Rachel Bolender

RESPONSIBILITIES

- ✧ Issues permits and licenses (liquor, cigarette, amusement, solicitors, ambulance, cab drivers, auctioneer, and other miscellaneous licenses).
- ✧ Maintains permanent records of Council minutes, resolutions, and ordinances.

BEER & LIQUOR PERMIT

1. Beer/Liquor License applications are completed online at the State of Iowa Alcoholic Beverages Division (ABD) website.
<https://abd.iowa.gov/licensing>
2. Submit the following documents to the City Clerk (can be found on the City Clerk's page of our website www.cityofmarion.org)
 - a. Notarized Signature Form

- b. State of Iowa Criminal History Record Check Request Form. Complete the gray shaded area only and sign. One form is needed for EACH owner. The fee for the background check is \$17.00 per person. Please make check payable to the City of Marion.
 - c. A copy of your lease agreement or proof of ownership.
 - d. Drawing of your premises showing the size of area, restrooms, cooler area, and outdoor service area, if any.
3. Contact Shawn Fluharty with the Fire Department at 319-377-8086. He will coordinate with the Marion Building Department for a building Inspection
 4. Contact the Linn County Public Health Department at 319-892-6000 to apply for a health permit and schedule a health inspection
 5. Contact your insurance agent and have him/her update or endorse your dram shop insurance on the Iowa ABD website.
 6. After all documents have been submitted and background checks and inspections have been completed, your liquor license will be placed on the City Council agenda for approval. Council meetings are held the 1st and 3rd Thursdays of each month. Council packets are mailed the week prior to the meeting, so please have everything ready to go at a minimum of two weeks prior to the council meeting.
 7. Once the license has been approved by Council, the City Clerk's Office will approve it on the Iowa ABD website. The Iowa ABD will review the application and issue the license at the State level. After approval, the State will mail the hard paper copy of your license to the City Clerk's Office. The City Clerk's Office will make a copy and mail the original to you.

CIGARETTE PERMIT (Annual permit – July 1 to June 30)

1. Complete the Cigarette/Tobacco Permit found at the following website:
<https://www.cityofmarion.org/government/administration/city-clerk/licenses-permits>
 2. After completion, forward the application, either by mail or in person, to Marion City Hall, City Clerk's Office, 1225 6th Ave, Marion, IA 52302.
 3. Include payment as follows:
 - Permit Issued July through September - \$100.00
 - Permit Issued October through December - \$75.00
 - Permit Issued January through March - \$50.00
 - Permit Issued April through June - \$25.00
- Make checks payable to "City of Marion".
- ✧ All permits expire on June 30th of each year.

★ FIRE DEPARTMENT ★

100 Irish Drive, Marion, IA 52302
Phone 319-377-8237 Fax 319-377-0554
Contact: Fire Chief Deb Krebill

RESPONSIBILITIES

- ✧ Provides emergency response for fire, emergence medical, hazardous materials release, and special rescue.
- ✧ Enforces the 2018 International Fire Code.
- ✧ Permitting for Temporary LP gas tanks, Underground Tanks, and Tents.

FIRE PREVENTION BUREAU

Fire Department located at 100 Irish Drive, Marion, IA 52302 Phone
319-373- 8085 Fax 319-377-0554
Contact: District Chief Wade Markley
Email: wmarkley@cityofmarion.org

The Fire Prevention Bureau performs plan reviews on all new and remodeling commercial construction projects. Inspections as required by the International Fire Code are as follows:

- ✧ Daycare Fire Inspections (annual)
- ✧ Health Care Facilities (annual)
- ✧ Beer & Liquor License renewal (annual)
- ✧ Construction completion
- ✧ Explosives storage and handling
- ✧ Commercial businesses

Commercial, Office, & Industrial Building Permit Procedures for Sprinkler and Alarm Plans:

- ✧ Supply application information (owner and contractor names, phone numbers, lot number, address, subdivision) to Marion Fire email above.
- ✧ Fire Alarm Systems: Digitally submit via email, detailed sets of plans with manufacturer's specs on all equipment to be installed.
- ✧ Fire Sprinkler System: Digitally submit via email, detailed sets of plans with hydraulic calculations and manufacturer's specs on all appliances to be installed.
- ✧ Fire and Alarm plans must be NICET II, NICET III or Life safety certified stamped. This is a state code and all others will be rejected.
- ✧ Plans will be distributed to the various departments for review and the permit applicant will be notified upon completion in 2 to 4 weeks.

✧

*** PARKS & RECREATION ***

Administration & Operations

343 Marion Blvd, Marion, IA 52302
Phone 319-447-3580 Fax 319-447-4851

Contact: Seth Staashelm_
sstaashelm@cityofmarion.org

Recreation and Aquatics

4500 10th Street, Marion, IA 52302
Phone 319-447-3590 Fax 319-447-4851
Contact: Karlene Hummel

RESPONSIBILITIES

- ✧ Provide and maintain quality parks, facilities, open/natural space, programs, and service to enhance the physical, social, and emotional well-being of all the citizens of the community.
- ✧ Call for information on the following:
 - Tree permits for planting/removal in the right of way.
 - Memorial Trees
 - Rental of park pavilions, Community meeting rooms, facilities, and ball diamonds.
 - Swimming pool/swimming lessons.
 - Senior Activity Site.
 - Recreation programs.
 - Oak Shade Cemetery.
 - Weed ordinance
 - Sidewalk snow ordinance

*** POLICE DEPARTMENT ***

3911 Katz Drive, Marion, IA 50302
Phone 319-377-1511 Fax 319-377-3389
Contact: Police Chief Mike Kitsmiller

RESPONSIBILITIES

- ✧ Enforce the laws of the State of Iowa and the City of Marion fairly and impartially.
- ✧ Uphold public peace and order while protecting the safety of all citizens.
- ✧ Proactively promote in all ways a feeling of safety and security through Police services.

*** PUBLIC SERVICE DEPARTMENT ***

195 35TH Street, Marion, IA 52302
Phone 319-377-6367 Fax 319.-377-5147
Contact: Ryan Miller
Email: rmiller@cityofmarion.org

RESPONSIBILITIES

- ✧ Provide street maintenance and snow removal services.
- ✧ Provide sanitary & storm sewer maintenance.
- ✧ Provide solid waste collection for residential customers.
- ✧ Provide recycling and compost drop off sites for residential customers.
- ✧ Provide traffic signal & sign maintenance.

*** WATER DEPARTMENT ***

3050 5th Avenue, Suite 150, Marion, IA 52302

Phone 319-743-6310

Contact: Todd Steigerwaldt

tsteigerwaldt@cityofmarion.org

Inspector Contact: Brian Wedemeier

Cell: 319-440-1700

bwedemeier@cityofmarion.org

RESPONSIBILITIES

- ✧ Inspect all new water main installations on new construction.
- ✧ Enforce local, state, and federal standards.
- ✧ Enforcement of the cross-connection program for the City.
- ✧ Review all plan of improvements and coordinates installations with Fire department.
- ✧ Provide a checklist of requirements to obtain approval for water main installation.
- ✧ See city website for fees, testing charges, material costs, and water main application forms.

Commercial, Office, & Industrial Building Permit Procedures:

Developers/Builders purchase new meters from the Marion Water Department. The Marion Water Department will set the new meter. Builder must use copper water pipe unless approved prior to installation. Builder must size the water meter and call department to order. Non-stock meters can take up to 4-5 weeks to receive.

Both new and remodeled commercial and industrial buildings need to have a Reduced Pressure Backflow Device (RPZ) installed for each water meter service.

Residential, Commercial, Office, & Industrial Procedures:

Builder must call 743-6310 for installation of water meter as soon as internal water lines are installed and tested. (Building must have permanent heat source operating.)

New buildings with drywall installed, trim and carpet placed etc., are subject to \$250 fine if no meter is set and above work is completed.

Temporary construction meters and fire hydrant meter sets are available upon request. Deposit required prior to placement. Call 743-6310 for more information.