



MARION COUNTY ZONING DEPARTMENT
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MAJOR SUBDIVISION APPLICATION

This application is for a: [] PRELIMINARY PLAT [] FINAL PLAT

*Refer to Chapter 56 of the Marion County Code of Ordinances for Subdivision Regulations.

Petitioner Information

Petitioner Name: _____ Phone: _____

Mailing Address: _____

Email: _____

Owner Information (if different than Petitioner)

Owner Name: _____ Phone: _____

Mailing Address: _____

Email: _____

Proposed Subdivision Name (All Subdivision Names must be approved by the Marion County Auditor's Office).

Legal Description of Proposed Subdivision (this information can be obtained from the Assessor's website)

Legal Description: _____

Zoning Classification: _____ Section _____ Township _____ Range _____

Parcel ID #(s): _____

Flood Plain: [] Yes [] No

Corp Easement (for ground bordering Lake Red Rock): [] Yes [] No

FEES:

- _____ Preliminary Plat - NO new public or private streets = \$200
_____ Preliminary Plat - WITH one or more new public or private streets = \$250
_____ Final Plat - NO new public or private streets = \$250
_____ Final Plat - WITH one or more new public or private streets = \$350

DEADLINE: Petitions, payment, and all pertinent information must be submitted to the Marion County Zoning Office on or before the 15th of the month prior to the petition being presented to allow time for processing.

Signature of Petitioner

Date

Signature of Owner (if other than Petitioner)

Date

**MAJOR SUBDIVISION
PRELIMINARY PLAT CHECKLIST**

1. Copies: One hard copy and one digital copy of the Preliminary Plat shall be submitted to the Zoning Commission for its review.	
2. Contents:	
A. Name of subdivision, date, point of compass, scale, and the legal description of the property being platted.	
B. Name and contact information of recorded owner and developer.	
C. Name and contact information of land surveyor and engineer.	
D. Existing buildings, railroads, underground utilities, and other rights-of-way.	
E. Location, names, and widths of all existing and proposed roads, alleys, streets, and highways in or adjoining the area being subdivided.	
F. Location and names of adjoining subdivisions, and the names and addresses of the owners of adjoining acreage parcels.	
G. Proposed lot lines with approximate dimensions and the square foot lot of each.	
H. Areas dedicated for public use, such as schools, parks, and playgrounds.	
I. Contour lines at intervals of not more than two (2) feet.	
J. Building setback lines.	
K. Boundaries of the proposed subdivision shall be indicated by a heavy line.	
L. Zoning classification of the area.	
M. Proposed utility service: 1) Source of water supply. 2) Provision of sewage disposal, drainage, and flood control.	
N. A vicinity sketch at a legible scale showing the relationship of the plat to its general surroundings.	
O. Lot numbers and the gross area, area included in the road right-of-way, and net area shall be shown for each lot.	
P. A table designating each lot or parcel as either buildable or for agricultural use only.	
Q. Note that all new streets in the subdivision shall be private, unless the Board of Supervisors, upon recommendation of the County Engineer, requires a new street to be public.	
R. A typical cross-section indicating the street width, material, and thickness for all public and private streets as well as size and location of the roadside drainage ditches.	
S. A note listing all waivers being requested for the construction of private streets such as concrete pavement, curb and gutter, sidewalks, and/or streetlights.	
T. Right-of-way easement widths.	
U. Easements for public utility purposes.	
V. Location and dimensions of sidewalks to be installed (only when the provisions of Section 354.9, Code of Iowa, or current 28E agreements with the individual municipality are waived by said jurisdiction).	

**MAJOR SUBDIVISION
FINAL PLAT CHECKLIST**

1. Copies: When the final plat of a proposed subdivision is to be submitted to the Board of Supervisors for consideration, it must first have been submitted and reviewed by the Zoning Commission. Three copies of the final plat shall be required. The final plat shall be required. The final plat shall be submitted at least two weeks before the next meeting of the Zoning Commission.	
2. Contents:	
A. Name of subdivision.	
B. Scale.	
C. Compass point.	
D. Curve data including delta angle, length of arc, degree of curve, tangent.	
E. Complete legal description of the property to be platted, including descriptive boundaries of the subdivision.	
F. Exact street name, location, right-of-way easement width, and centerline of all streets within the subdivision. All streets shall be noted as "private" unless specifically approved by the Commission or Board of Supervisors, upon recommendation of the County Engineer, as a public street.	
G. Easements for public and private utilities showing width and use intended.	
H. Building setback lines with dimensions.	
I. Lot numbers and the gross area, area included in the road right-of-way, and net area shall be shown for each lot.	
J. A table designating each lot or parcel as either buildable or for agricultural use only.	
K. Certification of registered land surveyor and engineer.	
L. Description and location of all permanent monuments set in the subdivision, including accurate references to known or permanent monuments, giving the bearing and distance from some corner of congressional division of Marion County. (Monumentation shall meet the requirements of Section 355.6 of the <i>Code of Iowa</i> .)	
M. The names and addresses of the owners and subdividers.	
N. Areas dedicated for public use; such as schools, parks, and playgrounds.	
O. Location and names of adjoining subdivisions.	
3. Accompanying Material:	
A. Any protective covenants or restrictions to be imposed upon the plat shall be submitted for review. If the subdivision includes private streets, the covenants should address private maintenance responsibilities for said streets.	
B. An easement to the County property executed, for all streets intended for public streets, and for any other property intended for public use.	
C. A certificate by the owner and spouse, if any, that the subdivision is with the free consent and is in accordance with the desire of the owners. This certificate must be signed and acknowledged by the owner and spouse before some officer authorized to take the acknowledgement of deeds.	
D. Performance bond, if any.	
E. A consent and waiver to be recorded with the final plat, signed by the property owner, for all private streets, sidewalks, or streetlights not constructed in conformance with the minimum standards required in Section 56.07(2)(N) provided such consent and waiver was approved by the Commission at the time of consideration of the preliminary plat and the Board at the time of consideration of the final plat.	
F. Where the subdivision includes public improvements, a set of plans of record showing as constructed improvements.	
4. Certificates. It shall be the responsibility of the owner to obtain and submit to the County Recorder the following certificates, prior to or at the time that the final plat is submitted for record.	
A. From the County Treasurer that the subdivision land is free from taxes.	
B. Other documents as required by Section 354.11 of the <i>Code of Iowa</i> .	