



# Building Permit Packet for Single-family and Two-family (Duplex) Residential uses

**Directions:** The following information is required for City staff to review a building permit application:

- A complete building permit application
- A site plan that meets the requirements listed
- Driveway/curb cut application (if applicable)

*\*\*If you are unable to complete the required information please contact the appropriate persons/professionals who can assist you in completing the required paperwork\*\**

**Return this packet to the zoning office, first floor of City Hall.**

Once submitted, the zoning administrator, the public works director, and the building official review the packet.

The applicant will be contacted by phone when the permit is approved. Permits are picked up and fees paid at the City Clerk's office, City Hall.

**The following permits/fees may be applied depending on the request. For more information contact the appropriate department.**

- Building Permit
- Demolition Permit
- Driveway/Entrance Permit
- Driveway Extension Permit
- Electrical Permit
- Excavation Permit
- Gas Permit
- Moving Permit
- Plumbing Permit
- Satellite Dish Permit
- Sewer Connection Permit
- Sewer Connection Fee
- Sidewalk Inspection Fee
- Sidewalk Staking Fee
- Sidewalk Escrow
- Water Connection Fee
- Water Tapping Permit

\*This is a list for general reference, and does not include all City permits/fees.

**Please contact the following with any questions:**

Building Official: 641-754-5737

Zoning Official: 641-754-5756

Public Works Director: 641-754-5734

## **HELP KEEP MARSHALLTOWN CLEAN**

Our neighborhoods need to be kept clean at all times. The law requires all debris to be placed in approved dumpsters or trash containers.

This rule is good for all of us. It helps keep the area attractive and safe for people working and living in the area as well as for sightseers who might be interested in purchasing a new home.

In the same way, please be aware that open burning of construction materials is also prohibited for the same safety and good neighbor reasons.

Please be considerate of others by obeying the laws regarding debris and trash. We want Marshalltown to be an attractive community from the start of a new neighborhood.

Thanks for your help.

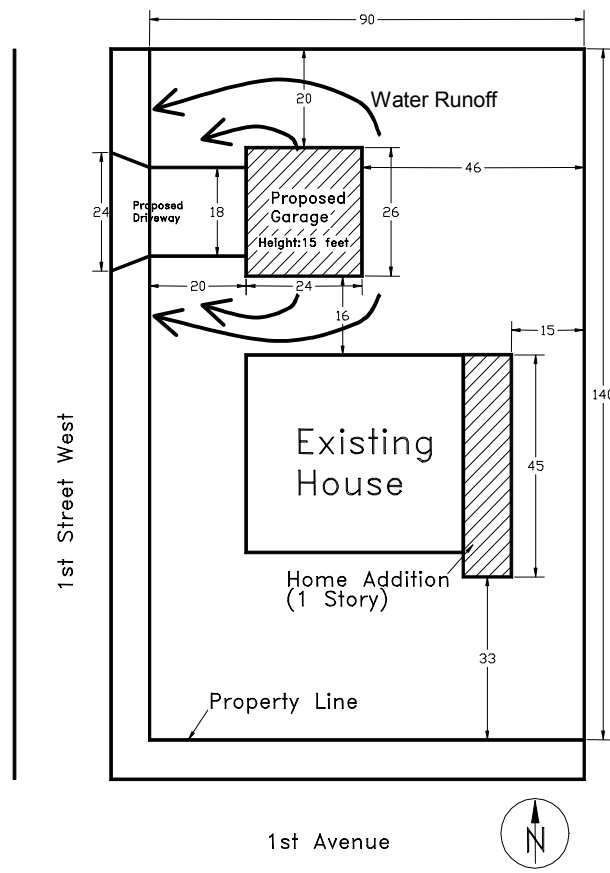
# Site Plan Required

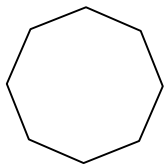
## 1. Standard Site Plan Requirements:

Standard site plans shall include the following information:

- a) Date of preparation and north arrow;
- b) A scale no larger than 1" = 10' and no smaller than 1" = 100';
- c) Name, address, and phone number of the owner of record of the property, applicant, and the person(s) or firm preparing the site plan;
- d) Property lines;
- e) Location and applicable dimensions of existing structures and applicable driveways and entrances;
- f) Location and dimensions of the proposed developments, including height.
- g) A storm water management plan that details the direction of surface flow, any detention and/or retention areas, and any outlet control structures and devices. Additional information may be required if deemed necessary by the City Engineer.
- h) Where applicable, elevation views of existing and proposed structures from all directions. These elevation views shall indicate shape, height, type and color of materials. All drawings shall be to scale, with the scale indicated.

## SAMPLE SITE PLAN





North Arrow

Name:

Address:

Date:

CITY OF MARSHALLTOWN, IOWA  
 BUILDING DEPARTMENT  
**APPLICATION FOR BUILDING PERMIT**  
 641-754-5737

DATE: \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS OF PROPOSED CONSTRUCTION \_\_\_\_\_  
 GENERAL CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 IOWA REGISTRATION NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_  
 LIABILITY INSURANCE CARRIER \_\_\_\_\_  
 CURRENT CERTIFICATE OF INSURANCE ON FILE? YES \_\_\_\_\_ NO \_\_\_\_\_  
 ELECTRICAL CONTRACTOR \_\_\_\_\_  
 PLUMBING CONTRACTOR \_\_\_\_\_  
 MECHANICAL CONTRACTOR \_\_\_\_\_

DESCRIPTION OF WORK CHECK \_\_\_\_\_ \$ \_\_\_\_\_  
 APPROPRIATE SPACE

NEW \_\_\_\_\_ REPAIR \_\_\_\_\_  
 ALTERATION \_\_\_\_\_ REMODEL \_\_\_\_\_  
 ENLARGE \_\_\_\_\_ DEMOLISH \_\_\_\_\_  
 SATELLITE \_\_\_\_\_  
 BUILDING USE: \_\_\_\_\_

DESCRIBE SCOPE OF WORK: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SIZE \_\_\_\_\_ X \_\_\_\_\_ SQ. FT \_\_\_\_\_  
 NUMBER OF STORIES \_\_\_\_\_  
 BASEMENT \_\_\_\_\_ CRAWL SPACE \_\_\_\_\_  
 CELLAR \_\_\_\_\_ OTHER \_\_\_\_\_

THIS FORM IS TO ACCOMPANY REQUIRED PLANS, FLOOR PLANS, ELEVATIONS, CROSS SECTION DETAILS AND OTHER INFO AS MAY BE REQUIRED.

APPLICANT'S SIGNATURE \_\_\_\_\_

THIS IS ONLY AN APPLICATION—WORK IS NOT TO BE STARTED UNTIL A BUILDING PERMIT IS GRANTED.

ESTIMATE COST OF CONSTRUCTION (TO INCLUDE LABOR, MATERIALS, PLUMBING, ELECTRICAL, MECHANICAL ETC.)

SPECIFICATIONS

FOUNDATION  
 MATERIAL SIZE \_\_\_\_\_  
 FOOTING SIZE \_\_\_\_\_  
 PIERS (NUMBER & SIZE) \_\_\_\_\_  
 DEPTH IN GROUND \_\_\_\_\_  
 FRAME      SIZE      SPACING      SPAN  
 \_\_\_\_\_  
 GIRDERS-BEAMS \_\_\_\_\_  
 FLOOR JOIST \_\_\_\_\_  
 RAFTERS \_\_\_\_\_  
 EXTERIOR WALLS \_\_\_\_\_  
 INTERIOR WALLS \_\_\_\_\_  
 CEILING JOIST \_\_\_\_\_  
 \_\_\_\_\_  
 SUBFLOOR \_\_\_\_\_  
 ROOF PITCH \_\_\_\_\_

COVERINGS – SPECIFY TYPE & THICKNESS  
 INTERIOR WALL \_\_\_\_\_  
 EXTERIOR WALL \_\_\_\_\_  
 CEILING \_\_\_\_\_  
 ROOFING \_\_\_\_\_

MISCELLANEOUS INFORMATION \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CITY OF MARSHALLTOWN  
DRIVEWAY APPLICATION AND PERMIT**

Zoning: 641-754-5756; Engineering: 641-754-5734 PERMIT # \_\_\_\_\_

***This permit must be filed with the building permit or before altering a driveway or extension. Please respond to all applicable sections.***

**Applicant Information**

Contractor:	Phone:
Property Owner:	Phone:
Address:	
Date:	

**Driveway, Driveway Extension, Curb Cut and Entrance Requirements**

1. No garage or 1 stall garage: 12' driveway allowed + one extension
2. 2 stall garage and larger: 24' driveway allowed + one extension
3. Driveway extension: 10' width of one vehicle allowed
4. Only one driveway is allowed in a front yard per street frontage. No driveway shall be located in front of a dwelling, but must be to the side of the dwelling, except for any dwelling area portions attached to and located above or behind a garage. If the dwelling has an attached garage, the driveway must be located on the same side as the garage. A driveway shall be connected and lead to only one curb cut or entrance.
5. A driveway extension must be contiguous and parallel to the driveway and must be located between the driveway and the side property line in the direction away from the dwelling, if there is sufficient space. If there is not sufficient space, the extension may be located on the opposite side by submitting a variance application to the Board of Adjustment.
6. Driveway and driveway extension surfaces on private property must be concrete, blacktop, asphalt, bricks, gravel, or crushed rock, constructed and maintained in quality, quantity and size to prevent the creation of ruts or deterioration or damage to the driveway, driveway extension or soil beneath from vehicle use. If concrete, asphalt, seal coat or brick surfacing is not used, a minimum of 3" thickness of 3/4" Class A crushed stone or Class C gravel shall be placed.
7. Residential lots greater than 0.5 acres and with a front yard depth greater than 75 feet are exempt from certain driveway and extension regulations. Contact zoning for additional information at 754-5756. A driveway permit is still required to be submitted and approved.
8. All work in the city right-of-way shall be subject to the approval of the City Engineer. Driveways and sidewalks within the street right-of-way must be paved with a minimum of 6 inches of full depth portland cement concrete or equivalent strength hot mix asphalt unless otherwise approved by the City Engineer.
9. It shall be unlawful for any person, firm or corporation to cut or remove any curbing for any purpose without first securing a written permit therefore from the City Engineer.
10. All contractors and individuals working in any portion of the street right-of-way shall be bonded and insured as provided in the code of Marshalltown and on file with the City Clerk.
11. All work shall be in accordance with the current City of Marshalltown specifications.
12. Approaches shall not project across the property line without the written permission from the abutting property owner placed on file with the City Engineer.
13. An inspection shall be requested from the City Engineer's Office (Phone: 754-5734) prior to the contractor placing the surface. Enough advance notice shall be given to provide ample time for the inspector to get to the job site and inspect the work so the contractor can make any changes required, before the surface material arrives.
14. A \_\_\_\_\_ diameter culvert (12-inch minimum) shall be installed as shown on the attached standard.

**(OVER)**

15. Culvert pipe required under the driveway entrance within street right-of-way shall be 1500-D Reinforced Concrete Pipe (RCP), A-2000 PVC meeting ASTM F-949, or High Density Polyethylene (HDPE) corrugated exterior with smooth interior walls meeting AASHTO M294/MP7-Type S and ASTM D-3350 with Minimum Cell Classification # 335420C unless otherwise approved by the City Engineer.
16. \_\_\_\_\_ See attached drawing for additional grade and cross section requirements.

**Please complete following information.**

Include a drawing and dimensions of the lot, including all structures and the driveway and/or extension.

1. Total width of driveway and extension after proposed construction:	
2. Driveway width:	Extension width:
3. Flare width per side:	Width of total curb cut:

I hereby state that I have read and understand the above regulations concerning driveways, driveway extensions, curb cuts and entrances.

Signature of contractor or property owner: \_\_\_\_\_

**For City Use Only**

- Permission is hereby **granted** by the Public Works Director/City Engineer to perform a curb cut or entrance as requested above.

\_\_\_\_\_  
Public Works Director/City Engineer

\_\_\_\_\_  
Date

- Permission is hereby **granted** by the Zoning Officer to install a driveway and/or driveway extension as requested above.

\_\_\_\_\_  
Zoning Officer, City of Marshalltown

\_\_\_\_\_  
Date

- Permission is hereby **denied** for the request because of the following reason(s):

\_\_\_\_\_  
City of Marshalltown

\_\_\_\_\_  
Date

**The following fees are required to be submitted before approval of the permit:**

- \$25.00 Driveway extension with authorization prior to the start of construction.
- \$50.00 Driveway extension without authorization prior to the start of construction.
- \$10.00 Entrance/Curb cut.     \$ 20.00 Driveway Inspection.     \$30.00 Sidewalk Inspection.

\_\_\_\_\_ Total

# Front Yard Parking Regulations

070500

City of Marshalltown  
Zoning Office, 754-5756  
24 N. Center Street  
www.ci.marshalltown.ia.us

The purpose of these regulations is to prevent the unreasonable diminishment or impairment of property values and aesthetics within the City of Marshalltown and to preserve public health, safety, and welfare. These regulations apply to any property used for a residential use in the City of Marshalltown.

## Yard Parking Regulations

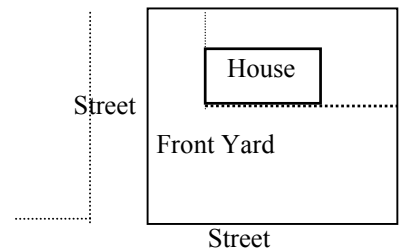
It is illegal for any vehicle to be parked in the front yard of a residential lot, unless the vehicle is parked on a driveway or driveway extension. This does not apply to vehicles being used to move, deliver, or provide a service for a reasonable amount of time.

## Composition of Driveway and Entrance Surface

A driveway and entrance shall be constructed of concrete, blacktop, asphalt, bricks, gravel, or crushed rock, constructed and maintained to prevent deterioration or damage to the soil from operation or parking of motor vehicles.

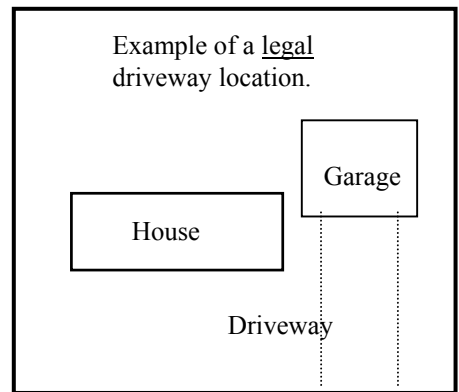
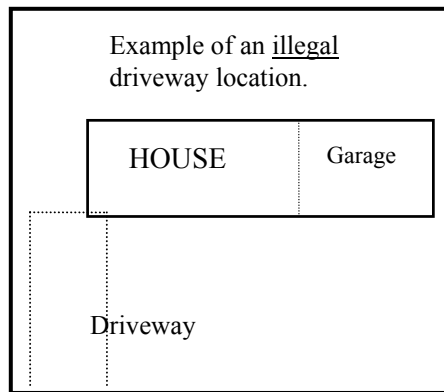
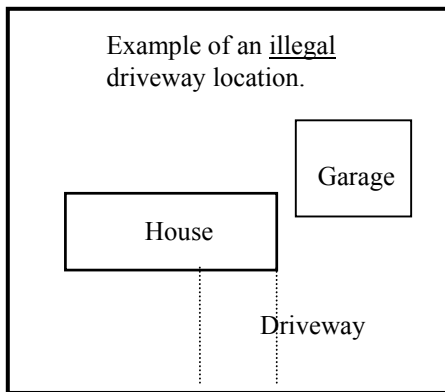
## Front Yard for Corner Lot

Any yard of a corner lot having a frontage on a street shall be considered a front yard.



## Location of Driveway

One driveway is allowed in a front yard per street frontage. No driveway shall be located in front of a dwelling, except for those leading to an attached garage. If the dwelling has an attached garage, the driveway must be located on the same side as the garage. A driveway must be connected and lead to only one curb cut or entrance.



## Width of Driveway

A driveway shall be no wider than the approved existing entrance, or shall be no wider than as follows:

- |                  |        |
|------------------|--------|
| 0-1 stall garage | 12 ft. |
| 2-3 stall garage | 24 ft. |

## Driveway Extension

A driveway extension is that portion of a driveway which is in excess of the allotted driveway width and consists of an appropriate surface which is contiguous to a driveway.

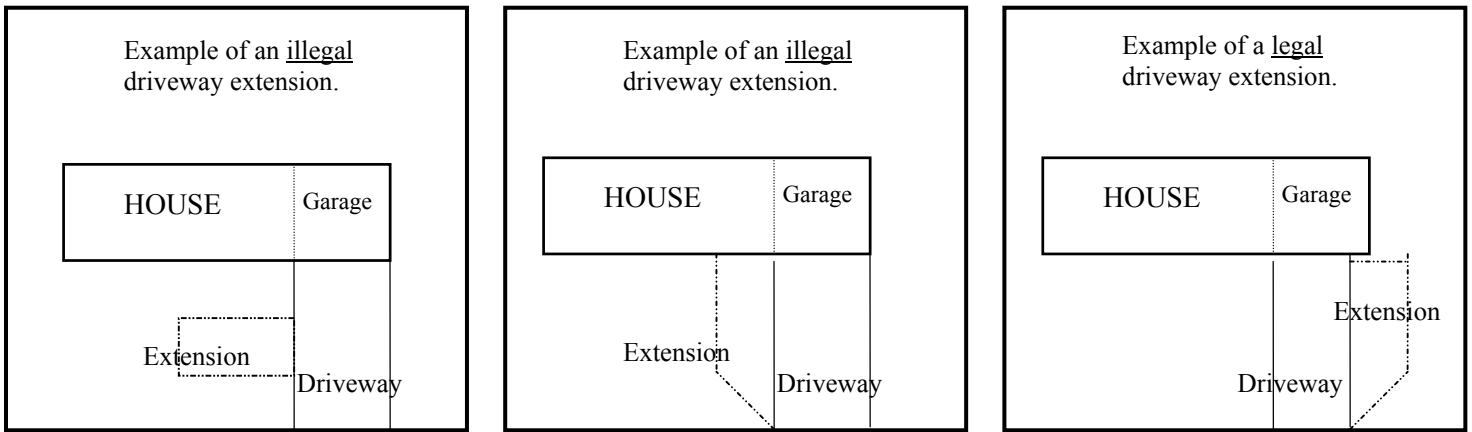
One legal driveway extension can be added to the maximum driveway width if:

- The approximate width of the extension is 10 ft.,
- The surface is appropriate,
- The extension is contiguous and parallel to the driveway, and

*Continued on next page.*



- The extension is located between the driveway and the side property line in the direction away from the dwelling. If there is not sufficient space to place an extension between the driveway and the property line, the owner may apply to the Board of Adjustment for a variance.



### “Grandfathered” Driveways and Extensions

Driveways and extensions, in existence on or before October 13, 1997, are “grandfathered” and allowed to remain and continue provided they meet the following regulations:

- Are located on the side of the driveway toward the dwelling,
- Are approximately 10 ft. wide,
- Are contiguous and parallel to the driveway, and
- Have an appropriate surface.

“Circle-type” or “horseshoe-type” driveways are also “grandfathered” whether located in front of the dwelling, provided the approximate width of the extension is 10 ft. and the surface is appropriate.

The “grandfather” exceptions in this section will automatically terminate if driveways or extensions are replaced, altered, or expanded on or after October 13, 1997. However, maintenance, without changing the configuration of a “grandfathered” driveway or driveway extension, will not terminate its status.

### Large Lot Exception

Residential lots greater than 0.5 acres and with a front yard of depth of 75 feet are exempt from driveway and driveway extension regulations.

### Permit Required

All driveways and driveway extensions require a permit. Submission of an application and \$25.00 fee is required. Applications are available at the Housing/Zoning Office and the Public Works Office, 24 N. Center St. or at [www.ci.marshalltown.ia.us](http://www.ci.marshalltown.ia.us). Decisions of the Zoning Officer may be appealed to the Board of Adjustment.

### Violations

The person held responsible and guilty of violations of regulations for the number, composition, location, and size of driveways and driveway extensions may be charged with a simple misdemeanor, which upon conviction is punishable by a fine not to exceed \$100.00, or imprisonment not to exceed 30 days, or a municipal infraction.

*This summary of provisions is provided for general information. It is not intended to address every situation. For more information please refer to Article VI of Chapter 20 of the Code of Ordinances. A copy of the Marshalltown Zoning Ordinance is available for examination at the Marshalltown Public Library, 754-5738, or a copy can be purchased at the Housing/Zoning Department office, 754-5756.*

Filing Requirements

- An application must be completed at the City Clerk's office by February 1<sup>st</sup> of the assessment year for which the exemption is first claimed, but not later than February 1 of the third year following the year in which the building permit was issued for the improvement for which the exemption is sought.

Information required in this application should include:

- Name of property owner
- Address - Phone Number
- Legal description of property
- Nature of improvements
- Cost of improvements
- Estimated or actual date of completion
- Building permit number.

A \$50.00 filing fee per unit must accompany the application.

**APPLICATIONS ARE AVAILABLE IN THE CITY CLERKS OFFICE**

Final Approval

All applications are approved by the City Council and forwarded to the County Assessor's office for review.

The County Assessor will:

- Make a physical review of all properties with approved applications.
- Determine the increase in actual value for tax purposes due to the improvements and notify the applicant of the determination.

(NOTE: A detailed copy of the Urban Revitalization Plan No. 3 as developed March, 1997 and as amended April 24, 2000, and June 28, 2004 is available at City Hall)



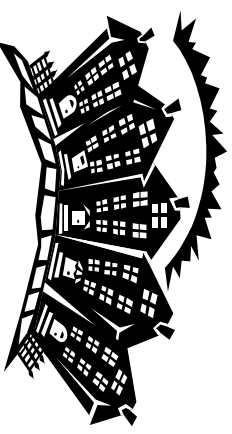
For further details:

County Assessor	754-6305
City Clerk	754-5700
City Admin.	754-5799
Finance Dir.	754-5760
Housing Dir.	754-5756

**HOUSING TAX ABATEMENT PROGRAM**

for

**Marshalltown, Iowa**



### Urban Revitalization Act

In an effort to encourage and stimulate rehabilitation of existing housing, as well as new construction, the City of Marshalltown has enacted into law the Urban Revitalization Act. Under this Act, qualified real estate may be eligible to receive a total exemption from property taxes on improvements for three years. This program is referred to as the Tax Abatement Program.

### Eligible Improvements

Eligible property improvements include rehabilitation and additions to existing residential structures. Additionally, new residential construction on vacant land or on land with existing structures is also eligible for tax abatement.

To qualify for tax abatement, the eligible improvement must increase the actual assessed value by at least 10%.  
Property assessed as residential under this program shall mean new construction of buildings and rehabilitation and additions to existing buildings.

Those properties assessed as commercial (containing 3 or more separate living quarters) with at least 75% of the total

space on the property used for residential purposes (in conformity with the Comprehensive Plan of 1995) will be eligible for 100% tax abatement for a period of 3 years on the increased valuation.

Only new construction of buildings and rehabilitation or additions to existing buildings which increase in actual assessed value by at least 10% shall qualify for tax abatement.

### Timeframe

Tax abatement under the present plan, shall be available until

December 31, 2008

At that time the plan will be reviewed and the need re-evaluated with the possibility of tax abatement being continued every two years.

### Exemptions

- All qualified real estate assessed as residential property shall be eligible for 100% tax abatement for a period of three years. There is no dollar limit for qualifying properties. Rehabilitation must add at least 10% to the current assessed valuation of the property to qualify for the three year 100% tax abatement on the improvements.

- Residential/Commercial: Qualified properties assessed as commercial which consist of 3 or more separate living quarters with at least 75% of the space used for residential purposes would also be eligible to receive tax abatement at a rate of 100% for a three year period on the improvements.