

MARSHALLTOWN

— I O W A —

Subdivision Process Information Sheet

For additional information contact the Housing & Community Development Department at Ph: 641-754-5756 E-mail: bldginsp@marshalltown-ia.gov

Anytime a section of land is split into three (3) or more parcels or a previously divided lot is being split a subdivision is required by the City of Marshalltown. A subdivision requires a Preliminary and Final Plat to be approved by the Plan Zoning Commission and the Marshalltown City Council. The following is a detailed step-by-step description of the process. The City Planner can also determine an estimated timeline.

Meeting details and abbreviations:

CC: City Council, the City Council meets the 2nd and 4th Monday of each month at 5:30 PM in the City Council Chambers at 10 W. State Street. Deadline to be placed on the agenda is Wednesday at noon, the week prior to the meeting unless otherwise noted.

DRC: Development Review Committee, this is a committee made up of City staff, County representatives, and utility companies. These are private meetings held the 1st and 3rd Tuesday of each month at 10:00 AM or as needed in Housing and Community Development Basement Meeting room. The deadline to be placed on the agenda is one week prior to a meeting.

PZ: Plan Zoning Commission, this Commission meets the Thursday following a 1st City Council meeting of the month. Meetings are held at 5:00 PM in the City Council Chambers at 10 W. State Street. Deadline is one week prior to the meeting.

Developer: References to developer also include the property owner, engineer, attorney and any other appropriate representative.

PP: Preliminary Plat

FP: Final Plat

Please note: Some DRC meetings may be held virtually, a link will be provided.

Preliminary Plat Process:

1. Submit draft PP and contact information sheet attached to the City Planner by DRC deadline.
2. PP is distributed to DRC for review.
3. DRC meeting is held and comments are made to the developer so that revisions can be made and resubmitted.
4. PP should also be submitted to Marshall County for review prior to PZ
5. Revisions are made by the developer and resubmitted to the City Planner. If changes are significant they may be reviewed again by DRC.
6. Submit final PP and subdivision fee (**\$250 plus \$50 per acre**) to the City Planner 1 week prior to PZ meeting.
7. PP is reviewed by PZ and a recommendation is made to the CC.
8. If revisions are recommended by PZ changes must be made and resubmitted to the City Planner no later than noon on the Wednesday prior to CC.
9. City Planner prepares a resolution to approve the PP and submits the resolution and PP to the City Clerk by noon the Wednesday prior to CC.
10. CC meets on Monday to take action on the Preliminary Plat.

Improvement/Construction Process:

1. Plans and specifications are submitted to the appropriate department to begin construction on improvements including but not limited too, streets, water lines, sewer lines and storm sewer.
2. Appropriate inspections must be completed before improvements will be accepted.
3. All improvements must be complete and approved by the appropriate department prior to approval of the FP by the CC.

Final Plat Process:

1. Submit draft FP to the City Planner by DRC deadline.
2. FP is distributed to DRC for review.
3. DRC meeting is held and comments are made to the developer so that revisions can be made and resubmitted.
4. FP should also be submitted to Marshall County for review prior to PZ
5. Revisions are made by the developer and resubmitted to the City Planner. If changes are significant they may be reviewed again by DRC.
6. Submit revised FP and fee (**\$100 + \$50 per acre**) to the City Planner 1 week prior to PZ.
7. The following items (if applicable) must be received at least 1 week prior to PZ in order to be placed on the PZ agenda.
 - a. All applicable items required by the Marshall County Recorder (see attached form).
 - b. FP with original engineer's signature and box for City signatures as shown here:

Plan and Zoning Commission
Mayor Signature
Attest

- c. Dedication and resolution accepting dedication of any public land.
- 8. FP is reviewed by PZ at the regularly scheduled meeting and a recommendation is made to the CC.
- 9. DRC will have access to review all required documents prior to CC agenda deadline.
- 10. City Planner prepares a resolution to approve the FP and submits the resolution and all required paperwork to the City Clerk by noon the Wednesday prior to CC.
- 11. The CC can take action on the resolution at their regular meeting.
- 12. If all required documents have not been submitted and approved by staff the CC will **NOT** take action on the FP.
- 13. Following approval by the CC the City Clerk will prepare required documents to be recorded.
- 14. Once the City Clerk is finished the developer is responsible for submitting the documents to the County Recorder and paying for the recording fees.

Note: In some cases a PP and FP may be approved at the same time, all requirements must be met for both phases. Please refer to the timeline for the Final Plat shown below.

Estimated timeline:

Preliminary Plat

Date	Time	Location	Item/Meeting
<i>Due 1 wk prior to DRC</i>	12:00 PM	Planning Office	Submit PP to City Planner for DRC
	10:00 AM	Virtual	DRC meeting
<i>Due 1 wk prior to PZ</i>	12:00 PM	Planning Office	Submit PP and fee to City Planner for PZ
	5:00 PM	Council Chambers 10 W. State St.	PZ meeting
<i>Due 1 wk prior to Council</i>	12:00 PM	Planning Office	Submit revisions of PP if applicable to City Planner for CC
	5:30 PM	Council Chambers 10 W. State St.	CC meeting - action

Final Plat

Date	Time	Location	Item/Meeting
<i>Due 1 wk prior to DRC</i>	12:00 PM	Planning Office	Submit FP to City Planner for DRC
	10:00 AM	Virtual	DRC meeting
<i>Due 1 wk prior to PZ</i>	12:00 PM	Planning Office	Submit FP, all legal paperwork and fee to City Planner for PZ
	5:00 PM	Council Chambers 10 W. State St.	PZ meeting
<i>Due 1 wk prior to Council</i>	12:00 PM	Planning Office	Submit any revisions to FP paperwork to City Planner for CC (Deadline 1 week prior to CC)
	5:30 PM	Council Chambers 10 W. State St.	CC meeting - action

Complete the following contact information. (Please type or print clearly)

Owner Corporation Name	
Contact/Owner Name	
Owner Address	Owner Fax
Owner Phone	
Owner E-mail	

Name of Law Firm	
Attorney Name	
Attorney Address	Attorney Fax
Attorney Phone	
Attorney E-mail	

Engineer Firm Name	
Engineer Contact Person	
Engineer Address	
Engineer Phone	Engineer Fax
Engineer E-mail	