

City of Marshalltown

Voluntary Annexation Application

**For additional information contact the
Housing & Community Development Department at 641-754-5756**

Requests for voluntary annexation (with owner consent) will be considered by the City of Marshalltown upon receipt of a complete application. The estimated length of time from submission to final approval is 60 days. The following chart identifies the dates associated with the process based on application submission and is subject to change.

Date	Description
	Application received
	Item placed on discussion at the next Council meeting. No formal action taken, update on anticipated schedule and notices. (2 nd & 4 th Monday)
	Application mailed to County Board of Supervisors at least 14 business days prior to Council action. Mail certified copy on Friday 4 weeks prior to Council meeting.
	Notice of public hearing submitted to the newspaper 1 week prior to publication.
	Notice of Public Hearing posted in the newspaper at least 14 days prior to Council action. (publication should post on Friday 3 weeks prior to the meeting.
	Public Hearing held and Council resolution approved at the City Council Meeting (2 nd & 4 th Monday)
	Copy of resolution, map and legal description filed with the: <ul style="list-style-type: none">- Secretary of State- County Board of Supervisors- Each affected Public Utility- Iowa Department of Transportation
	Copy of resolution, map and legal description recorded with the Marshall County Recorder.
	Annexation is complete upon acknowledgement by the Secretary of State that the resolution, map and legal description have been received.

The following items must be submitted with the completed application:

- ☐ Completed application for annexation of identified property, signed and dated by all owners of record or their authorized representatives.
- ☐ Complete legal description of property to be annexed. A copy of the description can be obtained from the Marshall County Recorder for a fee.
- ☐ Map of property to be annexed.
- ☐ Description of the current use and expected use of the annexed property.
- ☐ \$250 application fee. (applicable to tax-exempt parcels only)

COMPLETE THE FOLLOWING INFORMATION.

(PLEASE TYPE OR PRINT CLEARLY)

Property Address:	
Parcel Identification Number (PIN): *Contact the Marshall County Assessor to determine the PIN*	
Owner of Record:	
Address of Owner of Record:	
Owner Phone:	Owner E-mail:
Authorized Agent:	
Address of Authorized Agent:	
Agent Phone:	Agent E-mail:

Please indicate if the property is involved in any of the following:

☐ Bankruptcy ☐ Contract ☐ Civil Suit ☐ Foreclosure

Provide a brief description of current and expected use as well as reason for request:

I hereby agree by signing below that I am requesting 100% voluntary annexation of my property into the incorporated City of Marshalltown territory.

Owner/Agent Signature

Date

Owner/Agent Signature

Date

Owner/Agent Signature

Date