

Owner and/or Property Agent Information

Chapter 15.5 of the City of Marshalltown Ordinances requires that all owners/operators of rental properties provide the names, addresses and telephone numbers of the owner and/or operator of which one must be one natural person living close enough to the city so as to conveniently act as agent or operator, or such other person with whom the housing inspector will communicate with respect to the dwelling unit and the requirements of this chapter.

Owner Name:			
Address:			Mailing Address:
City, State & Zip Code:			
Telephone Number:		<input type="checkbox"/>	Preferred Contact
Cell Phone Number:		<input type="checkbox"/>	Preferred Contact
Work Number:		<input type="checkbox"/>	Preferred Contact
Fax Number:			
Email Address:			
Property Agent (as assigned by owner):			
Address:			Mailing Address:
City, State & Zip Code			
Telephone Number:		<input type="checkbox"/>	Preferred Contact
Cell Phone Number:		<input type="checkbox"/>	Preferred Contact
Work Number:		<input type="checkbox"/>	Preferred Contact
Fax Number:			
Email Address:			
Corporation Name:			
Corporation Primary Agent:			
Corp. Address:			Corp. Mailing Address:
City, State & Zip Code			
Corporation Telephone:			Corporation Fax:
Corporation Email:			

Preferred Billing Address:			
Preferred Contact for Inspection Scheduling:			

This application has been completed accurately to the best of my knowledge. I understand that my rental property/properties must comply with the City of Marshalltown Ordinances including the Housing Ordinance.

I understand that violation of the City Ordinances are subject to penalty and could result in a denial or revocation of the rental property's Letter of Compliance.

Signature of Owner or Authorized Agent

Date

Vendor ID Number:	Spanish Speaking: <input type="checkbox"/> Yes <input type="checkbox"/> No
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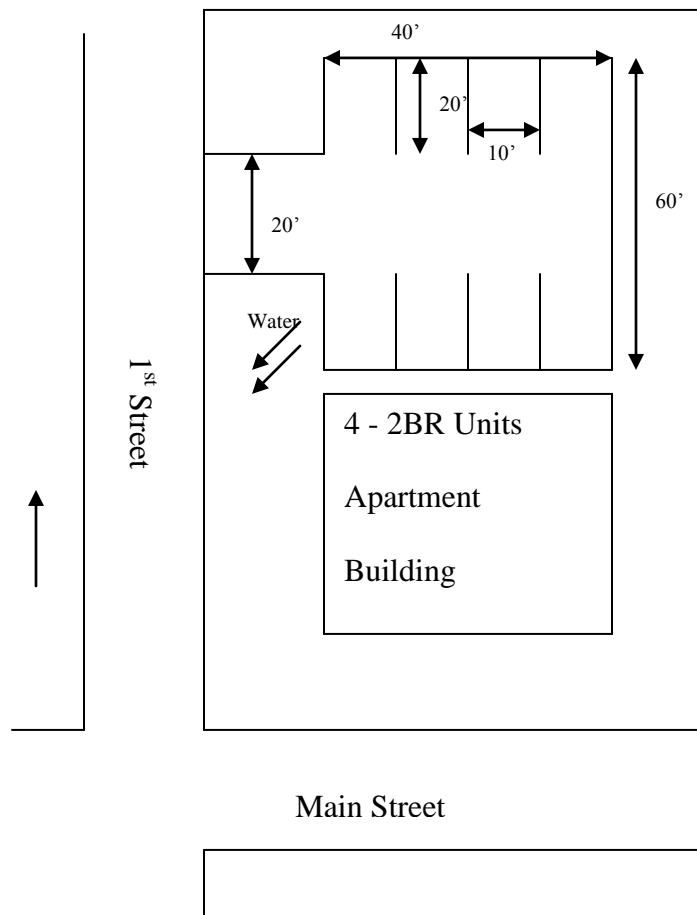
Site Plan Required

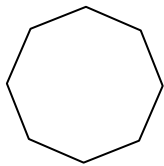
1. Standard Site Plan Requirements:

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, entrances and parking areas;
- 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

Name:

Address:

Date: