

City of Marshalltown

Voluntary Severing of Property Application

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

Requests for voluntary severing of property from the corporate City limits of Marshalltown (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. An application shall be submitted for each individual parcel along with the application fee (\$250 per parcel). The application fee is not refundable if the request is denied.

Tentative Date	Description
	Complete application received by the City including all required attachments and application fee at least 2 weeks prior to the initial City Council meeting.
	Application is forwarded to the following departments and/or utility providers for comment. <ul style="list-style-type: none">• City Zoning Administrator• City Engineer• Fire Department• Sewer Division• Water Service Department• Utility Provider (Electric and Gas)• Iowa Department of Transportation• County Zoning Administrator
	Application is placed on discussion at the next available Council meeting. No formal action taken this is a discussion opportunity. (Council meets the 2 nd & 4 th Monday of the month)
	Resolution is placed on the agenda for action at the next Council meeting following initial discussion. (Council meets the 2 nd & 4 th Monday of the month)
	Copy of resolution, map and legal description filed with the: <ul style="list-style-type: none">- Secretary of State- County Board of Supervisors- Iowa Department of Transportation
	Copy of resolution, map and legal description recorded with the Marshall County Recorder.
	Severance 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 voluntary severing of property from the corporate City limits of Marshalltown, signed and dated by all owners of record.
- ☐ Complete and accurate legal description of property to be severed from the corporate limits.
- ☐ Map of property to be severed showing property dimension and city limits.
- ☐ Description of the current use and expected use of the property to be severed.
- ☐ \$250 application fee per parcel.

COMPLETE THE FOLLOWING INFORMATION FOR EACH PARCEL

(PLEASE TYPE OR PRINT CLEARLY)

Property Address:	
Parcel Identification Number (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 (use additional paper if needed):

- ☐ Complete and accurate legal description of property to be severed from the corporate limits.
- ☐ Map of property to be severed showing property dimension and city limits.
- ☐ \$250 application fee per parcel.

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

Owner/Agent Signature

Date

Owner/Agent Signature

Date