

SPECIAL USE PERMIT

Apply to: Housing & Community Development Department

The Board of Adjustment must approve a special use permit. The Zoning Ordinance regulates special use permits.

- Submit application, including legal description of the property, photographs of the property, site plan, and any other applicable information to the Zoning Office.
- Public Notice is required through publication in the newspaper, and placement of notification sign at the property.
- Plan & Zoning Commission must review application at their regular meeting and make a recommendation to the Board of Adjustment.
- The Board of Adjustment will review the request and any recommendations during a public hearing and then make a decision regarding the request.

This guide is designed to serve as a reference for development and permit procedures for residents, builders, contractors, developers and other individuals interested in Marshalltown. The requirements of the City Code and other regulations have been summarized in order to provide basic information. Specific questions and requests regarding the information provided should be directed to the appropriate department.

The City will not be financially liable for mistakes made in the development/construction process. City employees perform only limited roles in these matters and do not work directly for the developer, owner, lender, or contractor. Be certain to obtain competent expert advice from consulting engineers, planners, lawyers, and surveyors.