

INSTITUTIONAL DISTRICT PROCEDURE

New and amended Institutional Districts are reviewed at a Zoning Advisory Commission public hearing, and then at a City Council public hearing. Processing generally takes approximately 45 days. Filing an application does not guarantee approval. Fees are not refundable.

Step 1: Call or go to Planning Services Office, Second Floor, City Hall (589-4210). Schedule a pre-application conference. Review application procedure.

Step 2: Submit sketch plan at pre-application conference (see checklist). City departments review pertinent regulations, permits, and fees.

Step 3: Submit all the following application materials at one time to the Planning Services Office (see meeting schedule for deadlines and fees):

1. Planning Application Form.
2. Application fee, check payable to City of Dubuque.
3. Six (6) copies of the Conceptual Campus Plan (see checklist) and six copies of the general building design and overall character of development, if not shown on Conceptual Campus Plan. Additional copies will be requested following initial staff and Commission review.
4. Any other information that is available or required.

Step 4: Planning Services staff will review your application, contact you with any questions, and send notices to property owners within 200 feet of your property. Staff will provide a staff report to you and to the Zoning Advisory Commission one week before the Commission meeting.

Step 5: Present your request at the Zoning Advisory Commission public hearing (see meeting schedule for date, time and location). The Zoning Advisory Commission will approve, modify, table for more information, or deny your request.

Step 6: The City Council will set a public hearing date, usually in the same month. (Call the Planning Services Office at 589-4210 for date of Council hearing.)

Step 7: Present your request at the City Council public hearing. The City Council will approve, modify, table for more information, or deny your plan.

Step 8: If approved, continue through the City's development review process.

If denied, appeal the City Council's decision to District Court or submit revised proposal.

Attachments: Zoning Commission Schedule
Checklists for Sketch Plan and Conceptual Development Plan
Application Form

02/16/12

SKETCH PLAN CHECKLIST

1) Written information to be on the sketch plan:

- _____ Legal description and address of property.
- _____ Name, address and phone number(s) of the property owner(s).
- _____ Proposed construction and landscaping schedule.
- _____ Existing and proposed uses for all buildings or structures.

2) Graphic information to be on the sketch plan:

- _____ Complete property dimensions.
- _____ Location of all present and/or proposed streets or other paved surfaces.
- _____ Proposed parking and traffic circulation.
- _____ Location of all buildings, signs or structures, both proposed and existing.
- _____ Existing and proposed contours of the property.
- _____ General location of all significant existing natural land features.

CONCEPTUAL CAMPUS PLAN CHECKLIST

1) Written information to be on the conceptual plan:

- _____ Legal description and address of property.
- _____ Name, address and phone number(s) of the property owner(s).
- _____ Number, type and general location of structures.
- _____ Proposed development conditions for building setbacks, building height, sign and off-street parking restrictions (if any).

2) Graphic information to be on the plan:

- _____ General location and type of uses, including residential, commercial, office, classroom and recreational uses.
- _____ General location and type of recreational (passive and active) and open space (usable and non-usable) areas.
- _____ Location of existing infrastructure and utilities, including: streets with appropriate grades, sidewalks, access drives, water, sanitary sewer and storm sewer drainage systems, where appropriate.
- _____ Proposed access to public right-of-way, including approximate grades, traffic projections and general indication of traffic control measures.
- _____ Sketches to indicate the general design of building types and overall character of development.
- _____ Existing contours of the property taken at regular contour intervals.
- _____ Proposed parking facilities, including surface lots, ramps and loading/delivery areas.
- _____ Location of natural features, including woods, bluffs, waterway courses, floodways and meadows.
- _____ Conceptual landscape plan showing berms, plantings and fences.
- _____ Location map at appropriate scale showing general location and relation of the property to surrounding areas, including the zoning and land use pattern of adjacent properties, the existing street system and location of nearby public facilities.

PLANNING SERVICES DEPARTMENT

City Hall, 50 W. 13th Street, Dubuque, Iowa 52001 (563) 589-4210



FEE SCHEDULE

Effective July 1, 2025



DEVELOPMENT SERVICES APPLICATIONS

Billboard Inspection Fee per sign/year	\$ 62
Electronic Message Sign Inspection Fee per sign/year	\$ 62
Extension of Subdivision Bonding	\$ 42
Flood Plain Permit	\$ 190
Flood Way Permit	\$ 763
Limited Setback Waiver	\$ 153
Freestanding Solar Array Waiver	\$ 153
Sign Permit Reviews	\$ 46
Site Plan: Simple	\$ 230
Site Plan: Minor	\$ 410
Site Plan: Major	\$ 470
Simple Subdivision (Staff Review)	\$ 77
Simple Subdivision (Council Action Required)	\$ 510
Temporary Use Permit	\$ 184

OTHER PLANNING SERVICES FEES

Copies	\$0.25/page *
Maps, Reports & Ordinances	\$15 to \$51/document
Verification Letter, Report (i.e. Zoning, IDOT)	\$ 77

ZONING ADVISORY COMMISSION APPLICATIONS

Planned District, NEW (PUD) (ID)	\$ 920+ \$2/notice
Planned District, AMENDED (PUD) (ID)	\$ 765 + \$2/notice
Plat: Minor Subdivision	\$ 460 + \$20/Lot
Plat (FINAL): Major Subdivision	\$ 663
Plat (PRELIMINARY): Major Subdivision	\$ 663+ \$20 /Lot
Rezoning	\$ 663 + \$2/notice
Text Amendment	\$ 510
Waiver from Site Design Standards	\$ 460

ZONING BOARD OF ADJUSTMENT APPLICATIONS

Appeal	\$ 255
Conditional Use Permit	\$ 561+ \$2/notice
Special Exception	\$ 200
Variance	\$ 561+ \$2/notice

HISTORIC PRESERVATION COMMISSION APPLICATIONS

Design Review (including Economic Non-Viability & Demolition)	\$ 200
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*Fees higher for oversized/color copies

Revised 11/6/2024

Board and Commission Meeting Schedule January-December 2026

Submit Application to:		Long Range Planning Advisory Commission (LRPAC)	Historic Preservation Commission (HPC)	Port of Dubuque/ Chaplain Schmitt Island Design Review	Zoning Board of Adjustment (ZBA)	Zoning Advisory Commission (ZAC)	City Council	
Planning Services Department City of Dubuque 50 W. 13th Street Dubuque, IA 52001 planning@cityofdubuque.org		Meets Monthly	3rd Wednesday 5:30 p.m.	3rd Thursday 5:30 p.m.	4th Wednesday 3:00 p.m.	4th Thursday 5:30 p.m.	1st Wednesday 6:00 p.m.	3rd Monday 6:30 p.m.
* Agenda link		cityofdubuque.org/LRPAC	cityofdubuque.org/HPC	Design Guidelines	cityofdubuque.org/ZBA	cityofdubuque.org/ZAC	cityofdubuque.novusagenda.com/AgendaPublic/	
APPLICATION DUE BY	MEETING DATE	Dec 01	Dec 17	Dec 18	Dec 17	Dec 18	Jan 07	Tues. Jan 20
		Jan 05	Jan 21	Jan 15	Jan 28	Jan 22	Feb 04	Feb 16
		Feb 02	Feb 18	Feb 19	Feb 25	Feb 26	Mar 04	Mar 16
		Mar 02	Mar 18	Mar 19	Mar 25	Mar 26	Apr 01	Apr 20
		Mar 30	Apr 15	Apr 16	Apr 22	Apr 23	May 06	May 18
		May 04	May 20	May 21	May 27	May 28	Jun 03	Jun 15
		Jun 01	Jun 17	Jun 18	Jun 24	Jun 25	Jul 01	Jul 20
		Jun 29	Jul 15	Jul 16	Jul 22	Jul 23	Aug 05	Aug 17
		Aug 03	Aug 19	Aug 20	Aug 26	Aug 27	Sep 02	Sep 21
		Aug 31	Sep 16	Sep 17	Sep 23	Sep 24	Oct 07	Oct 19
		Sep 28	Oct 21	Oct 15	Oct 28	Oct 22	Nov 04	Nov 16
		Oct 26	Nov 18	Nov 19	Nov 18	Nov 19	Dec 02	Dec 21
		Nov 30	Dec 16	Dec 17	Dec 16	Dec 17	Jan 06	Tues. Jan 19

* Agenda contains meeting location information.

The agenda link connects to the Board or Commission website home page.

Scroll to 'Agendas & Minutes' and click on 'Most Recent Agenda'

APPLICATION FORM

Zoning Advisory Commission

- ☐ Amended PUD
- ☐ Rezoning/PUD/ID
- ☐ Text Amendment
- ☐ Simple Subdivision
- ☐ Preliminary Plat
- ☐ Major Final Plat
- ☐ Minor Final Plat
- ☐ Waiver from Site Design Standards

Zoning Board of Adjustment

- ☐ Conditional Use Permit
- ☐ Special Exception
- ☐ Variance
- ☐ Appeal

Development Services

- ☐ Annexation
- ☐ Limited Setback Waiver
- ☐ Site Plan Simple
- ☐ Site Plan Minor
- ☐ Site Plan Major
- ☐ Simple Subdivision
- ☐ Temporary Use Permit
- ☐ Port of Dubuque/
Chaplain Schmitt Island
Design Review

Historic Preservation Commission

- ☐ Demolition Review
- ☐ Historic Revolving Loan
- ☐ Certificate of Economic Non-Viability
- ☐ Design Review Certificate of Appropriateness
- ☐ Advisory Design Review (Public Projects)
- ☐ Historic Designation

Please complete the applicable sections below. Please type or print legibly.

A. Property Information

Site Location/Address: _____

Legal Description/Parcel ID#/Subdivision: _____

Existing Zoning: _____ Proposed Zoning: _____ Site Area (square feet/acres): _____

Historic District: _____ Landmark: ☐ Yes ☐ No

B. Describe proposal and reason for application (attach a letter of explanation, if necessary):

C. Applicant/Agent Information

Name: _____ Phone: _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

D. Property Owner(s) Information

Name(s): _____ Phone: _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

E. Certification: I/we, the undersigned, do hereby certify/acknowledge that:

1. Payment does not guarantee approval and fees are nonrefundable;
2. All additional required written and graphic materials are attached;
3. It is the property owner's responsibility to locate property lines and to review the abstract for easements and restrictive covenants; and
4. The information submitted herein is true and correct to the best of my/our knowledge and upon submittal becomes public record.

Applicant/Agent: _____ Date: _____

Property Owner(s): _____ Date: _____

FOR OFFICE USE ONLY

Fee \$ _____ Ck# _____ ☐ CC ☐ Cash Received by _____ Date _____