

## 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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## Board and Commission Meeting Schedule January-December 2026

### Submit Application to:

Planning Services Department

City of Dubuque  
50 W. 13th Street  
Dubuque, IA 52001

[planning@cityofdubuque.org](mailto:planning@cityofdubuque.org)

### APPLICATION DUE BY

Dec 01  
Jan 05  
Feb 02  
Mar 02  
Mar 30  
May 04  
Jun 01  
Jun 29  
Aug 03  
Aug 31  
Sep 28  
Oct 26  
Nov 30

### MEETING DATE

Long Range  
Planning  
Advisory  
Commission  
(LRPAC)

Meets Monthly	3rd Wednesday 5:30 p.m.
* Agenda link	<a href="http://cityofdubuque.org/LRPAC">cityofdubuque.org/LRPAC</a>

Dec 17  
Jan 21  
Feb 18  
Mar 18  
Apr 15  
May 20  
Jun 17  
Jul 15  
Aug 19  
Sep 16  
Oct 21  
Nov 18  
Dec 16

Historic  
Preservation  
Commission  
(HPC)

3rd Thursday 5:30 p.m.
<a href="http://cityofdubuque.org/HPC">cityofdubuque.org/HPC</a>

Dec 18  
Jan 15  
Feb 19  
Mar 19  
Apr 16  
May 21  
Jun 18  
Jul 16  
Aug 20  
Sep 17  
Oct 15  
Nov 19  
Dec 17

Port of  
Dubuque/  
Chaplain  
Schmitt Island  
Design Review

4th Wednesday 3:00 p.m.
<a href="http://cityofdubuque.org/DesignGuidelines">Design Guidelines</a>

Dec 17  
Jan 28  
Feb 25  
Mar 25  
Apr 22  
May 27  
Jun 24  
Jul 22  
Aug 26  
Sep 23  
Oct 28  
Nov 18  
Dec 16

Zoning Board  
of Adjustment  
(ZBA)

4th Thursday 5:30 p.m.
<a href="http://cityofdubuque.org/ZBA">cityofdubuque.org/ZBA</a>

Dec 18  
Jan 22  
Feb 26  
Mar 26  
Apr 23  
May 28  
Jun 25  
Jul 23  
Aug 27  
Sep 24  
Oct 22  
Nov 19  
Dec 17

Zoning  
Advisory  
Commission  
(ZAC)

1st Wednesday 6:00 p.m.
<a href="http://cityofdubuque.org/ZAC">cityofdubuque.org/ZAC</a>

Jan 07  
Feb 04  
Mar 04  
Apr 01  
May 06  
May 18  
Jun 03  
Jun 15  
Jul 01  
Aug 05  
Aug 17  
Sep 02  
Sep 21  
Oct 07  
Oct 19  
Nov 04  
Dec 02  
Jan 06

City Council

3rd Monday 6:30 p.m.
<a href="http://cityofdubuque.org/novusagenda.com/AgendaPublic/">cityofdubuque.org/novusagenda.com/AgendaPublic/</a>

Tues. Jan 20  
Feb 16  
Mar 16  
Apr 20  
May 18  
Jun 15  
Jul 20  
Aug 17  
Sep 21  
Oct 19  
Nov 16  
Dec 21  
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 \_\_\_\_\_