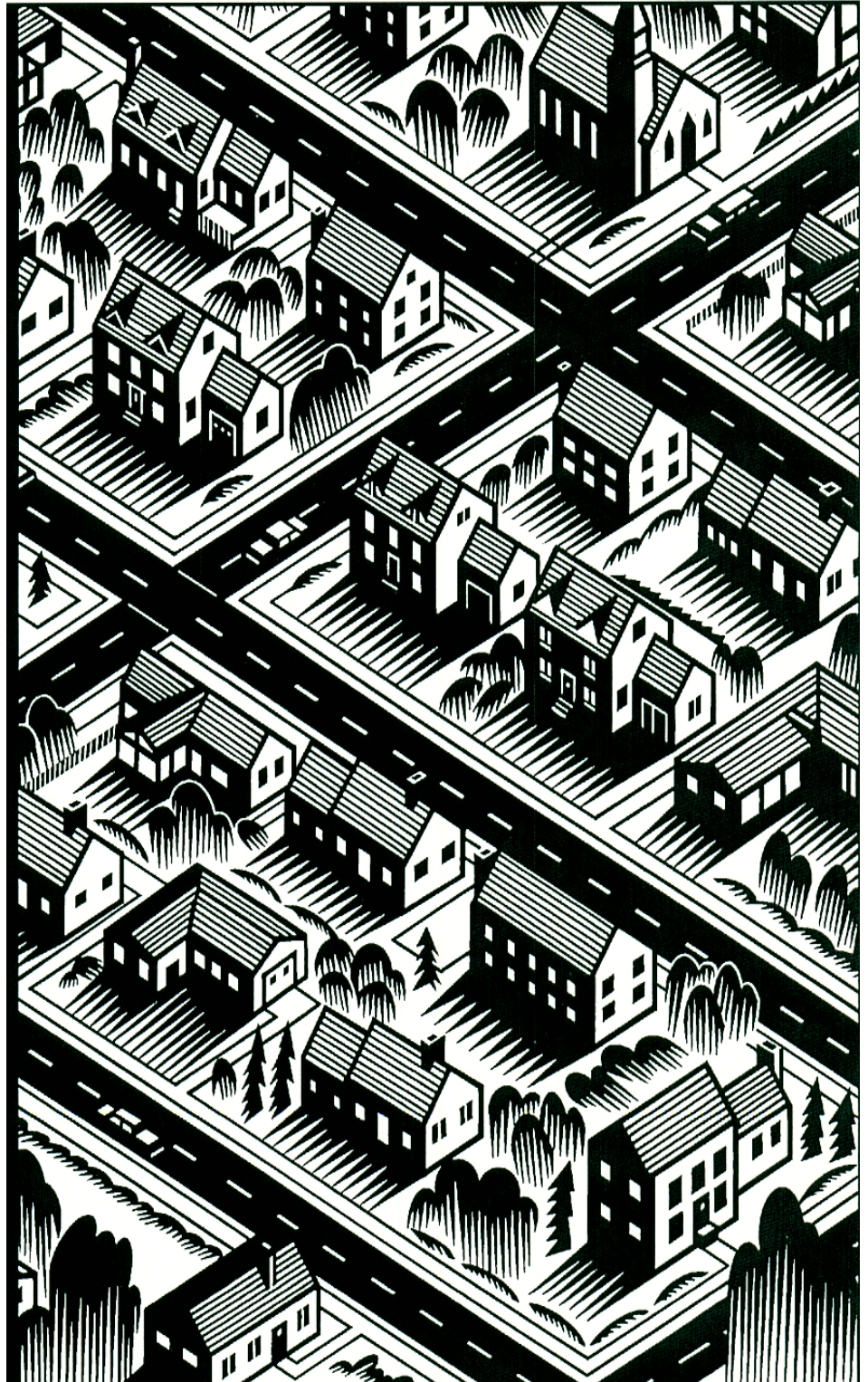


# Appeal Application

## to the Zoning Board of Adjustment



THE CITY OF  
**DUBUQUE**  
*Masterpiece on the Mississippi*

Dubuque  
All-America City  
2007•2012•2013  
2017•2019

Planning Services Department, 50 West 13th Street, Dubuque, IA 52001-4845  
(563) 589-4210; e-mail: [planning@cityofdubuque.org](mailto:planning@cityofdubuque.org)

# Appeal Procedure

## Guidelines to help you through the application process.

Appeal applications are reviewed by the Zoning Board of Adjustment at a public meeting. They generally take 30 days to process. Filing an appeal does not guarantee approval. Fees are not refundable.

**Step 1:** Call or go to Planning Services Office, Second Floor, City Hall (589-4210). Review the appeal application procedure.

**Step 2:** Submit all the following application materials at one time to the Planning Services Office within 30 days of receiving the letter, memo or notice you are appealing:

1. Planning Application Form.
2. Application fee, check payable to City of Dubuque (see Fee Schedule)
3. A copy of the Planning Services letter, memo or notice you are appealing.
4. A letter of explanation referring to the section(s) of the Unified Development Code that support(s) your appeal and stating the grounds for appeal.
5. Any other information that is available or required.

**Step 3.** Present your request at the Zoning Board of Adjustment meeting (see meeting schedule for date, time and location). The Zoning Board of Adjustment will approve, modify, table for more information, or deny your request.

**Step 4:** If approved, continue through the City's development review process.

If denied, appeal the Board's decision to District Court within 30 days, or comply with the Board's decision.

*This guide is not intended to cover every aspect of the Appeal application process, and should not be considered the final or definitive authority on any of the matters it addresses. It is only a general guide. Questions on specific projects should be addressed to the Planning Services Department, 50 W. 13th Street, Dubuque, Iowa 52001, phone (563) 589-4210, fax (563) 589-4221; e-mail: [planning@cityofdubuque.org](mailto:planning@cityofdubuque.org).*

Attachments: Meeting Schedule  
Fee Schedule  
Application Form

06/10

# 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 <a href="mailto:planning@cityofdubuque.org">planning@cityofdubuque.org</a>		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		<a href="http://cityofdubuque.org/LRPAC">cityofdubuque.org/LRPAC</a>	<a href="http://cityofdubuque.org/HPC">cityofdubuque.org/HPC</a>	<a href="#">Design Guidelines</a>	<a href="http://cityofdubuque.org/ZBA">cityofdubuque.org/ZBA</a>	<a href="http://cityofdubuque.org/ZAC">cityofdubuque.org/ZAC</a>	<a href="http://cityofdubuque.novusagenda.com/AgendaPublic/">cityofdubuque.novusagenda.com/AgendaPublic/</a>
APPLICATION DUE BY	MEETING DATE	Dec 17	Dec 18	Dec 17	Dec 18	Jan 07	Tues. Jan 20
		Jan 21	Jan 15	Jan 28	Jan 22	Feb 04	Feb 16
		Feb 18	Feb 19	Feb 25	Feb 26	Mar 04	Mar 16
		Mar 18	Mar 19	Mar 25	Mar 26	Apr 01	Apr 20
		Apr 15	Apr 16	Apr 22	Apr 23	May 06	May 18
		May 20	May 21	May 27	May 28	Jun 03	Jun 15
		Jun 17	Jun 18	Jun 24	Jun 25	Jul 01	Jul 20
		Jul 15	Jul 16	Jul 22	Jul 23	Aug 05	Aug 17
		Aug 19	Aug 20	Aug 26	Aug 27	Sep 02	Sep 21
		Sep 16	Sep 17	Sep 23	Sep 24	Oct 07	Oct 19
		Oct 21	Oct 15	Oct 28	Oct 22	Nov 04	Nov 16
		Nov 18	Nov 19	Nov 18	Nov 19	Dec 02	Dec 21
		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):

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### 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 \_\_\_\_\_