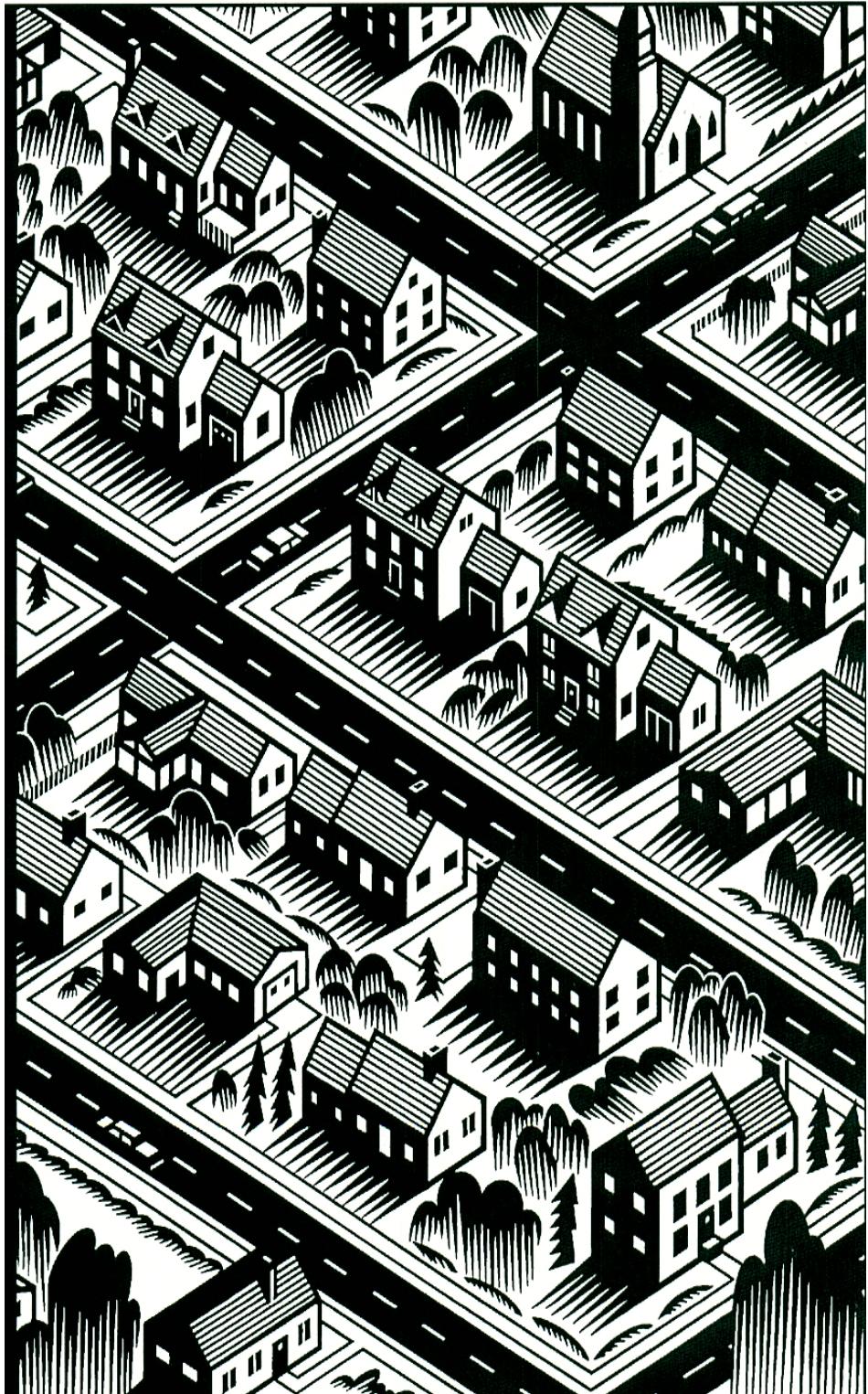


# Appeal Application

## to the Zoning Board of Adjustment



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.*

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
---	--------

## 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>

Port of  
Dubuque/  
Chaplain  
Schmitt Island  
Design Review

4th Wednesday 3:00 p.m.
<a href="#">Design Guidelines</a>

Zoning Board  
of Adjustment  
(ZBA)

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

Zoning  
Advisory  
Commission  
(ZAC)

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

City Council

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

\* 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 \_\_\_\_\_