

MAJOR SUBDIVISION REVIEW PROCEDURE

Division of Land with Improvements

Major Subdivision Review is required to subdivide any parcel within the City or within two (2) miles of the City limits into three or more lots with public or private improvements (streets, water and sewer). Major subdivisions are reviewed by the Zoning Advisory Commission and City Council. Processing generally takes 45-120 days, depending on the quality of the submitted subdivision plat and improvement plans. Filing of a subdivision plan does not guarantee approval. Fees are not refundable.

Overview

These regulations are intended to facilitate and to coordinate the subdivision of land within the City; to establish a consistent policy for plats submitted to the Zoning Advisory Commission and the City Council, and to enable the Commission and City Council to ascertain whether such plats conform to the applicable statutes and ordinances.

The intent of these regulations is as follows:

1. To guide the future growth and development of the community consistent with the City of Dubuque's adopted Comprehensive Plan;
2. To help identify those areas appropriate for development and those areas appropriate for conservation;
3. To preserve open space and environmentally sensitive areas such as wildlife habitat, riparian/wetland areas, by concentrating development, where feasible;
4. To provide open space areas for passive and/or active recreational use;
5. To provide for a diversity of lot sizes, housing choices and building densities;
6. To provide buffering between residential development and non-residential uses; and
7. To protect environmentally sensitive areas and biological diversity, preserve existing trees, and maintain environmental corridors.

PRE-APPLICATION CONFERENCE. Call or go to the Planning Services Department, 2nd Floor, City Hall (589-4210). Schedule a pre-application conference. During the meeting, City staff will review the application procedure, subdivision regulations, permits, City construction standards and fees.

Attachments: Preliminary Plat Review Procedure
Preliminary Plat Checklist
Preliminary Plat Process Schedule
Final Plat/Improvement Plan Review Procedure
Final Plat/Improvement Checklist
Final Plat/Improvement Process Schedule
Article 11: Land Subdivision
Storm Water Facility Design Requirements
Storm Water Review Checklist
Detention analysis Checklist
Meeting & Fee Schedules
Planning Application Form

PRELIMINARY PLAT REVIEW PROCEDURE (Reviewed by the Zoning Advisory Commission).

Step 1. Submit all the following application materials at one time to the Planning Services Department (see meeting schedule for deadlines and fees):

1. Completed Planning application form.
2. Application fee (checks made payable to the City of Dubuque).
3. **Six (6)** copies of the preliminary plat (see Preliminary Plat checklist).

Step 2. Attend Development Review Committee meeting (Thursdays at 10:00 a.m. at Municipal Service Center, 925 Kerper Court). Planning Services coordinates review with City departments and the applicant. The applicant and/or engineer responsible for preparation of the Plat are encouraged to attend the Development Review Committee meeting to improve communication between City staff reviewing plans and the applicant. City staff from the Building, Engineering, Fire, Water and Planning Departments approves or recommend changes to the submitted preliminary plat. Revise preliminary plat, if necessary, and resubmit 10 days prior to scheduled Zoning Advisory Commission meeting.

Step 3. Planning Services sends written recommendation to approve, modify, table for more information or deny the submitted preliminary plat to you, your engineer, and the Zoning Advisory Commission one week before the Commission meeting.

Step 4. Present your preliminary plat at the Zoning Advisory Commission public meeting (see meeting schedule for date, time and location). The Zoning Advisory Commission will approve, modify, table for more information, or deny your request.

Step 5. If the Zoning Advisory Commission approves the preliminary plat, the next step is to have the final plat and improvement plans prepared by a licensed Land Surveyor and Licensed Engineer.

Optional Steps:

- A. Preliminary Grading: Preliminary grading of the site may be permitted only after complying with State of Iowa NPDES requirements, obtaining a City of Dubuque Erosion and Sedimentation Control Permit, and written approval from the City Engineer and City Planner.
- B. Preliminary Construction Work: Preliminary construction work on utilities may be permitted subject to submitting a written request to the City Manager. The City Manager will forward the request to the City Engineer and City Planner for their review. The written request must include a written waiver of claims against the City by the property owner. A draft waiver is attached to this packet.

PRELIMINARY PLAT CHECKLIST

- ___ a. Completed Planning application form.
- ___ b. Application fee (checks made payable to City of Dubuque).
- ___ c. Six (6) copies of the preliminary plat drawn at a minimum scale of one-inch equals 100 feet on a sheet not exceeding 22" by 34" and clearly marked "Preliminary Plat."
- ___ d. Preliminary grading, erosion control plan and storm water pollution Prevention Plan.
- ___ e. Graphic or written materials demonstrating compliance with Section 11-10 of the Unified Development Code (attached); Sustainable Subdivision Development Tools.
- ___ f. Preliminary layout for proposed public and private streets, sanitary storm sewer and water main facilities, wells, storm water runoff facilities/methods, sidewalk and street lighting construction.
- ___ g. Location, width, dimensions, approximate grades and proposed names of all public and private streets.
- ___ h. Typical cross-section of proposed street(s).
- ___ i. Existing and proposed zoning of the proposed subdivision and adjoining property.
- ___ j. Provide information on quantity (if any) of material to be removed from project site (rock, soil, etc.).
- ___ k. Indicate location(s) of slopes exceeding 3:1.
- ___ l. Existing and proposed topography of the subdivision, showing contours at appropriate vertical intervals.
- ___ m. Location of all existing easements, buildings, water courses, tree masses, flood plains, floodways, and other features located within 100 feet of the subdivision.
- ___ n. Location of present and proposed utility systems, including sanitary sewer, storm sewer, water lines, wells, septic systems and other facilities within 100 feet of the subdivision.

- ___ o. Existing and proposed easements showing locations, widths and purposes.
- ___ p. General summary description of any covenants, easements or restrictions.
- ___ q. Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or public or semi-public purposes.
- ___ r. A key map showing the general location of the subdivision in relation to surrounding development.
- ___ s. All adjacent streets and subdivisions, and the names of the owners of record of all adjacent property.
- ___ t. Total area of the proposed subdivision.
- ___ u. Total area proposed or in the public right-of-way.
- ___ v. Layout, numbers, approximate dimensions, and area of proposed lots.
- ___ w. North arrow and graphic scale.

SUSTAINABLE SUBDIVISION DEVELOPMENT TOOLS

1. The subdivider shall submit a preliminary plat and other written or graphic materials necessary to demonstrate what sustainable subdivision tools will be incorporated into the proposed subdivision.
2. New subdivisions shall achieve a minimum score of 40 points by utilizing the following list of sustainable subdivision development tools.

Conservation Subdivision: Development is clustered to optimize open space, preserve natural features, protect environmentally sensitive areas, and minimize infrastructure demands.	40
Solar Subdivision: Development includes 70% "solar lots" that have a minimum north-south dimension of 75 feet and a front line orientation that is within 30 degrees of the true east-west axis.	30
Cottage Design Subdivisions: Development reflects traditional neighborhood design, with smaller lots, reduced setbacks, narrower rights-of-way, smaller building footprints, alleys and/or clustering.	30
The development incorporates walking/bike trails. These trails should be connected to the development and trails outside the development to the greatest extent possible.	15
Permeable street pavement throughout the subdivision.	15
Complete street design throughout the subdivision.	15
Rain gardens required by covenant for at least 80% of lots throughout the subdivision.	10
Green Building Code compliance for 100% of dwelling units throughout the subdivision.	10
Green Building Code compliance for 50% of dwelling units throughout the subdivision.	5
Native and regionally appropriate trees and vegetation are preserved or planted which limits turf grass, limits water demand, improves infiltration or filtration, and enhances the natural environment. Such vegetation is phased so denuded areas are quickly vegetated. Turf grass should not exceed 30% of the landscaped area.	5

Specify the planting of trees on private property to increase site shading and reduce energy needs for houses. Place trees that lose their leaves in the fall on the south and west sides of the house to provide shade to lower cooling costs. Evergreen trees planted on the north and west sides protect against winter winds, which can help reduce heating costs.	5
The development improvements include innovative infiltration or filtration techniques, such as rain gardens, bioswales, French drains, etc.	5
Parkway/street trees are planted at approximately 35-foot intervals to reduce wind speeds, help stabilize the soil, and improve air quality.	5
No curb or gutter on city streets with appropriate bioswales and sidewalks. The development incorporates detention basins for property on-site stormwater management. Retention basins can be used as an open water amenity feature for on-site storm water management.	5
Use of any pavement that reduces the heat island effect throughout the subdivision, such as light-colored concrete.	5
Other best management practices, as per City Planner or City Engineer	5

PRELIMINARY PLAT PROCESS SCHEDULE

Action	Week	Comments
Pre-application consultation with Planning staff and other City departments, if necessary.	--	May be done any time before submittal date.
Deadline: Application materials and fee paid.	0	Application deadline is generally first Monday of each month (see attached schedule).
Planning staff prepares agenda. Holds internal project review meeting.	1	Planning staff reviews application. If additional information is needed, applicant will be contacted by staff. Agenda is published two weeks prior to meeting.
Planning staff schedules Development Review committee meeting. Applicant and Engineer are encouraged to attend.	2	Development Review Committee meetings are held at 10 a.m. at the Municipal Services Center, 925 Kerper Ct.
Planning staff prepares staff report and supporting documentation after revisions are received.	3	Revisions to preliminary plat based on comments from Development Review Committee must be received 10 days prior to Commission meeting.
Zoning Advisory Commission is mailed packet of information one week prior to meeting.	4	Applicant receives a copy of staff report.
Zoning Advisory Commission meeting.	5	Wednesdays at 6:00 p.m. held in City Council Chambers. Please attend to present case.
If approved, proceed with final plat/improvement plan preparation.	--	Checklists for final plat/improvement plans are in major subdivision packet.
If tabled, revise and resubmit preliminary plat based on comments received at meeting.	--	Please contact City staff with any questions.
If denied, applicant may request City Council review of preliminary plat.	--	City Council has discretion to review denied preliminary plat.

This "typical" schedule is based on the assumption that no delays occur during the rezoning process. Delays may result from incomplete or inaccurate submissions, tabling at the request of the petitioner or by the Zoning Advisory Commission or City Council, failure to sign acceptance of conditions or from other circumstances.

FINAL PLAT/IMPROVEMENT PLAN PROCESS SCHEDULE

Action	Week	Comments
Application materials submitted and fee paid.	--	There is no established deadline for final plats/improvement plans to be submitted.
Planning staff distributes information to Engineering, Water and Fire Marshal.	1	Planning staff reviews application. If additional information is needed, applicant will be contacted by staff.
Planning staff schedules Development Review Committee meeting. Applicant and engineer are encouraged to attend.	2	Applicant's engineer revises final plat/improvement plans based on comments.
Planning staff prepares staff report and supporting documentation.	3-4	Planning staff does not schedule final plat to be on City Council agenda until final plat/improvement plans are approved by Water and Engineering Departments.
City Council meeting.	5	Mondays at 6:30 p.m. held in City Council Chambers. Please attend to present case.

This "typical" schedule is based on the assumption that no delays occur during the final plat process. Delays may result from incomplete or inaccurate submissions, tabling at the request of the petitioner or by the City Council, failure to sign acceptance or from other circumstances.

FINAL PLAT/IMPROVEMENT PLAN REVIEW PROCEDURE **(Reviewed by City Council)**

Step 1. Submit all the following information to the Planning Services Department (see schedule for fees):

1. Planning application form (attached).
2. Application fee (checks to be made payable to the City of Dubuque)
3. **Three (3)** copies of the final plat (see final plat checklists).
4. Original and one (1) copy of the surveyor's certificates. Original certificates must have the surveyor's signature, attorney's signature, and owner's signature when submitted.
5. Improvement plans for street, sanitary sewer, storm sewer, water main, well, septic system, drainage, sidewalk and street light construction.

Step 2. Attend Development Review Committee meeting (Thursdays at 10 a.m. in the Municipal Services Center Conference Room, 925 Kerper Court). Notice of the meeting will be sent to the applicant at least 24 hours in advance. Planning Services coordinates review with City departments and the applicant. The applicant and/or the engineer responsible for preparation of the Plat are encouraged to attend the Development Review Committee meeting to improve communication between City staff reviewing plans and the applicant. City staff from the Building, Engineering, Fire, Water, and Planning Services Departments review the submitted Final Plat/improvement plans for compliance with City Codes. Revised Final Plat and/or improvement plans, if necessary, are resubmitted for further review by City staff.

Step 3. Planning Services sends written recommendation to approve, modify, table for more information or deny the final plat/improvement plans to you, your engineer, and the City Manager one week before the City Council meeting, once the Engineering and Water Departments have finished their review. The City Manager agrees or disagrees with the staff recommendation, and forwards the final plat request to the City Council five days prior to the City Council meeting. (Call the Planning Services Department at 589-4210 for date of City Council meeting.)

Step 4. Attend the City Council meeting to answer any questions. The City Council will approve, modify, table for more information or deny your request.

Step 5. If approved, pay sanitary sewer and water connection fees at the Utility Billing Office located on the 1st floor of City Hall. Sign the resolution acceptance and file performance guarantees with the City Clerk's Office located on the 1st Floor of City Hall and pay inspection fee. Record the final plat and signed certificates at the Recorder's Office located in the Dubuque County Court House at 7th Street and Central Avenue.

If denied, modify and resubmit the proposal or appeal the City Council's decision to District Court within 30 days.

FINAL PLAT/IMPROVEMENT PLAN CHECKLIST

- _____ a. Complete planning application form.
- _____ b. Application fee (check made payable to the City of Dubuque).
- _____ c. Original and three (3) copies of the surveyor's certificates. Original certificates must have the surveyor's signature, the attorney's signature, and the owner's signature when submitted.
- _____ d. Copy of any presently applicable and/or proposed restrictions or covenants of all types that affect or will affect the subdivision.
- _____ e. Final grading and Stormwater Pollution Prevention Plan (SWPPP).
- _____ f. Existing and proposed topography of the subdivision, showing contours at approximate vertical intervals or cross section of all streets at 50' intervals.
- _____ g. Location and documentation of any required easements.
- _____ h. Location of present and proposed utility systems, including sanitary and storm sewers, water lines, wells, septic systems, and other facilities located within 100 feet of the subdivision.
- _____ i. Six (6) copies of the final plat for the proposed subdivision, drawn at a standard engineering scale on a sheet size not to exceed 11" by 17", at a minimum scale of one-inch equals 100 feet.
- _____ j. Six (6) copies of all improvements, including streets, sanitary sewer, storm sewer, water main, well, septic system, storm water runoff facilities/methods, sidewalk, street lighting, and including all private utilities such as gas, electric, cable TV, telephone, fiber optics and steam/geothermal. Plan and profile sheets shall be drawn at a minimum scale of 1" = 50'. A larger scale may be necessary if sewer, water, street paving and utilities are shown on the same street.
- _____ k. Any other pertinent information as required by the City Planner or City Engineer.
- _____ l. Proof of NPDES Publication.
- _____ m. Upon final approval furnish an electronic file of the final plat and improvement plans on media compatible with the Dubuque Area Geographic Information System (DAGIS).
- _____ n. Two major corners of the final plat shall be tied to Dubuque Area Geographic Information System coordinates with said coordinates shown on the plat.

FINAL PLAT/IMPROVEMENT PLAN PROCESS SCHEDULE

Action	Week	Comments
Application materials submitted and fee paid.	--	There is no established deadline for final plats/improvement plans to be submitted.
Planning staff distributes information to Engineering, Water and Fire Marshal.	1	Planning staff reviews application. If additional information is needed, applicant will be contacted by staff.
Planning staff schedules Development Review Committee meeting. Applicant and engineer are encouraged to attend.	2	Applicant's engineer revises final plat/improvement plans based on comments.
Planning staff prepares staff report and supporting documentation after revisions are received and reviewed/approved by staff.	3-4	Planning staff does not schedule final plat to be on City Council agenda until final plat/improvement plans are approved by Water and Engineering Departments.
City Council meeting.	5	First and Third Mondays of the month at 6:30 p.m. held in City Council Chambers. Please attend to present case.

This "typical" schedule is based on the assumption that no delays occur during the rezoning process. Delays may result from incomplete or inaccurate submissions, tabling at the request of the petitioner or by the Zoning Advisory Commission or City Council, failure to sign acceptance of conditions or from other circumstances.

SECTION 3—LAND DEVELOPMENT REGULATIONS**Chapter 11: Land Subdivision****11-1 Purpose and Intent**

- A. The purpose of these regulations is to protect the public health, safety and general welfare. These regulations are intended to facilitate and to coordinate the subdivision of land within the City; to establish a consistent policy for plats submitted to the Zoning Advisory Commission and the City Council; and to enable the Commission and City Council to ascertain whether such plats conform to the applicable statutes and ordinances.
- B. The intent of these regulations is as follows:
1. To guide the future growth and development of the community consistent with the City of Dubuque's adopted Comprehensive Plan;
 2. To help identify those areas appropriate for development and those areas appropriate for conservation;
 3. To preserve open space and environmentally sensitive areas such as wildlife habitat, riparian/wetland areas, by concentrating development, where feasible;
 4. To provide open space areas for passive and/or active recreational use;
 5. To provide for a diversity of lot sizes, housing choices and building densities;
 6. To provide buffering between residential development and non-residential uses;
 7. To protect environmentally sensitive areas and biological diversity, preserve existing trees, and maintain environmental corridors; and
 8. To preserve significant archaeological sites, historic buildings and their settings.

11-2 Applicability

- A. Land Divided Within City Limits Or Within Two Miles Of The City Limits: These regulations shall apply to all land to be divided which is within the limits of the city or within two (2) miles of the limits of the city as provided in Iowa Code section 354.9.
- B. These regulations shall not apply to plats vacating public right-of-way or disposal of excess right-of-way per Iowa Code section 306.23.

11-3 Recording of Subdivision Plats

No person shall subdivide any tract of land to which this Chapter applies without recording a plat thereof in the Office of the County Recorder, which plat shall first have been prepared and approved in conformity with the provisions of this Chapter and of state law.

11-4 Exception of Specific Subdivision Requirements

The Zoning Advisory Commission and City Council, when acting upon an application for preliminary or final subdivision approval, shall have the power to grant such exceptions from the requirements of this Chapter for subdivision approval as may be reasonable and within the general purpose and intent of the provisions for subdivision review and approval of this Chapter if the literal enforcement of one or more provisions of this Chapter is impracticable or will exact an undue hardship because of peculiar conditions pertaining to the land in question.

11-5 Application Fee for Subdivision Plat Review Required

No plat shall be considered filed for review, unless and until said plat is accompanied by a fee in the amount as established by resolution of the City Council in an official schedule of planning and zoning fees.

11-6 Subdivisions Classified

- A. Plats vacating public right-of-way.

- B. Simple Division: Any subdivision or consolidation of property in which no new streets, public or private, are proposed, which does not require the construction of any public improvements, and which creates fewer than three lots.
- C. Minor Subdivision: Any subdivision or consolidation of property in which no new streets, public or private, are proposed and which does not require the construction of any public improvements and which creates three or more lots.
- D. Major Subdivision: Any subdivision or consolidation of property which is not a simple subdivision or a minor subdivision and requires the construction of any public improvements.

11-7 Application Requirements and Review Process

A. General Information:

1. All applications for land subdivision approval shall be prepared to show all information currently required by the City, a list of which shall be available from the Planning Services Department.
2. Preliminary grading, not to include the removal of excavated material from the site, may be permitted only after a grading and erosion control plan has been submitted, reviewed and approved by the City Engineer and the City Planner.
3. Final grading and utility construction in accordance with the City standards and this Code, and/or the removal of excavated material from the site, may be permitted with the written approval of the City Manager, provided that the owner first waives, in writing, any claims against the City which may result from the denial of or changes required for approval of the final plat and/or improvement plans.
4. Prior to commencing any grading or construction of improvements, the owner shall also obtain any State or Federal permits which may be required.

B. Simple Divisions and Plats Vacating Public Right-of-Way:

1. Simple divisions that are determined to be in compliance with this Code and plats vacating public right-of-way shall be reviewed and approved by the City Planner.
2. The City Planner may set conditions to ensure that the simple division meets the requirements of all applicable City codes.
3. Simple divisions that require a waiver of bulk regulations shall be submitted to the Zoning Advisory Commission and City Council for approval.
4. No plats for simple divisions shall be recorded unless the City has approved the plat.

C. Minor Subdivisions:

1. A preapplication conference shall be encouraged, but not required for a minor subdivision.
2. A preliminary plat is not required for a minor subdivision. The Zoning Advisory Commission may require any additional information necessary to adequately review the plat.
3. The owner shall submit six copies of the final plat to the Planning Services Department. The final plat must show all information required by the City.
4. The Zoning Advisory Commission shall review final plats to determine whether said plat is in substantial conformance with this Code and the Comprehensive Plan. If the Commission finds that the plat conforms to all applicable City and State codes, and the Comprehensive Plan, the Commission shall approve the plat. The Commission shall submit its findings regarding the final plats to the City Council, who must act within 60 days of the filing of the final plat with the Planning Services Department.
5. If the Zoning Advisory Commission fails to recommend approval of the final plat, or approves it with conditions, the Commission shall transmit its findings, required conditions and/or reasons for its denial to the owner and City Council.
6. The City Council shall review final plats to determine conformance to this Code, State law, and the Comprehensive Plan. If the plat conforms, the City Council shall approve the plat and shall cause its approval to be entered on the plat. The City Council may require as a condition of approval of the plat that

the owner comply with such other reasonable requirements as the City Council may deem necessary for the protection of the public interest.

D. Major Subdivisions:

1. A preapplication conference shall be required for all major subdivisions.
2. An approved preliminary plat shall be required for a major subdivision. After the preapplication conference, the owner shall submit six copies of the preliminary plat as required by the City Planner. The preliminary plat must show all information required by the City. The preliminary plat shall be reviewed by the Zoning Advisory Commission only except when a preliminary plat is submitted that includes a private street, in which case both the Zoning Advisory Commission and the City Council shall review and approve the submitted preliminary plat. In a case where the Zoning Advisory Commission votes to deny a preliminary plat, the City Council shall have the discretion to review the preliminary plat and override the Commission's denial. The review shall be to determine compliance with all relevant sections of this Code and the Comprehensive Plan. Approval granted by the Commission shall remain in effect for a period of two years. Within this two-year time frame, a final plat must be filed with the Planning Services Department. The Zoning Advisory Commission shall have the authority to grant a maximum of one two-year extension, provided the preliminary plat is still in compliance with all current City codes and ordinances.
3. The owner shall submit six copies of the improvement plans to the Planning Services Department. The improvement plans shall include all information required by the City. Any application for approval of improvement plans that does not contain all required information, including a draft copy of the final plat, shall not be accepted by the City Planner. The City Engineer shall review all improvement plans to determine whether the plans are in substantial conformance to all applicable City standards.
4. The owner shall submit six copies of the final plat to the City Planner. The final plat must show all information required by the City. Any application for final plat approval that does not contain all required information, including improvement plans approved by the City Engineer, shall not be accepted by the City Planner. The City Planner shall review final plats to determine whether or not said plat is in material conformance to the preliminary plat for the property, this Code and the Comprehensive Plan. The City Planner shall submit findings and recommendations on the final plat to the City Council. The City Council shall act within 60 days of the acceptance of a complete final plat application by the City Planner.
5. Preliminary plats shall include the entire proposed subdivision when fully built, and shall also indicate the presence of all contiguous property under common ownership, in order to allow the City to plan for the future extension of streets and utilities. Proposed street names for public or private streets shall be labeled on the submitted preliminary plat.
6. The City Council shall review final plats to determine conformance to this Code, State law, and the Comprehensive Plan. If the plat conforms, the City Council shall approve the plat and shall cause its approval to be entered on the plat. The City Council may require as a condition of approval of the plat that the owner of the land bring all streets to a grade acceptable to the City Council, and comply with such other reasonable requirements in regard to installation of public utilities or other improvements as the City Council may deem requisite for the protection of the public interest.
7. Preliminary and final plats shall not be concurrently reviewed or considered for approval.

E. Fringe Area Development Standards:

1. Fringe Area Subdivision Requirements:
 - a. All subdivisions must comply with this Chapter.
 - b. Each subdivision will be required to provide sufficient easements for the extension of city water and sanitary sewer utility systems to serve each individual lot within the subdivision.
 - c. Each major subdivision shall comply with the city of Dubuque sustainability requirements for new subdivisions, including obtaining score of forty (40) points as established in this chapter.

- d. New streets access city or county roadways must comply with SUDAS for sight visibility as determined by the city engineer.
 - e. To facilitate planned and orderly growth, developers of major subdivisions must provide a preliminary plat for the entire area anticipated to be developed as part of the subdivision.
 - f. Subdivisions and developments which are approved prior to annexation shall provide a mechanism for transfer of public right of way (ROW) ownership for county roads to the city upon annexation.
 - g. Private roads and streets in subdivisions and developments that are not under the county's ownership prior to annexation shall remain as private roads and streets upon annexation to the city, unless and until such time as they are brought into compliance with city standards and accepted by the city as public streets.
 - h. Developers shall be required to utilize stormwater management and erosion control measures and stormwater retention/detention facilities where appropriate in accordance with applicable federal, state, county and city laws, regulations and policies.
2. Exception of Specific Subdivision Requirements: The Zoning Advisory Commission and City Council, when acting upon an application for preliminary or final subdivision approval, has the power to grant such exceptions from the requirements of this chapter for subdivision approval as may be reasonable and within the general purpose and intent of the provision for subdivision review and approval of this chapter, if enforcement of one or more provisions of this chapter are impracticable or will exact an undue hardship because of unique conditions pertaining to the land in question. (Ord. 31-14, 4-21-2014)

11-8 Subdivision Design Standards

A. Subdivision Design:

1. Design of the subdivision shall be in conformance with this Code, the Comprehensive Plan, and all applicable City standards.
2. To the maximum extent practicable, the subdivision shall be designed to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impacts and alteration of the natural features.
3. The subdivision shall be laid out to avoid adversely affecting ground water and aquifer recharge; to reduce cut and fill; to avoid unnecessary impermeable cover; to prevent flooding; to provide adequate access to lots and sites; and to mitigate adverse effects of shadow, noise, odor, traffic, drainage, and utilities on neighboring properties.
4. The subdivision shall be laid out to create lots which provide sufficient area for development outside utility easements. No buildings, fill, or grading shall occur within the utility easements without approval of the City Engineer.
5. No more than 40 platted lots shall be allowed in any phase, combination of phases, or contiguous subdivisions having only one exit.
6. All streets, sidewalks, and bike/hike trails shall connect to other streets, sidewalks and bike/hike trails within the subdivision, and to the property lines, to provide for their extension to adjacent properties. Each subdivision shall connect to the existing and planned street network of the City to ensure connectivity between properties, distribution of traffic, and access for public and emergency services.

B. Installation of Improvements: Public improvements including streets, sanitary sewers, storm sewers, stormwater management facilities, water mains, street lighting, street trees, and sidewalks shall be installed in accordance with the City standards.

C. Corners to be marked: Every corner of each lot shall be marked by a land surveyor licensed in the State of Iowa.

D. Open space: In subdividing property, consideration shall be given to the dedication of suitable sites for parks, playgrounds, schools and other open space areas, so as to conform, as nearly as possible, to the Comprehensive Plan and the needs of the City and the adjacent area. Such provision may be indicated on the pre-

liminary and final plats for consideration by the Commission and City Council when, whether, and in what manner such sites will be dedicated to the public.

11.9 Recreational Open Space

The purpose of this section is to provide recommendations for recreational open space in newly developing residential areas.

11-9.1 Computation of Recreational Open Space Required

- A. The suggested amount of recreational open space in a proposed development generally should be 500 square feet per proposed detached single-family home and 300 square feet per proposed multiple-family unit. The multiple-family dwelling unit rate applies to any residential dwelling unit other than detached single-family dwellings. When a plat is requested for mixed land uses, this paragraph shall apply only to those areas of the plat devoted to residential uses.
- B. The recreational open space may include waterways, detention/retention areas, and ponds provided that those areas do not constitute more than 50 percent of the amount of recreational open space required in paragraph A of this subsection.
- C. Where the proposed subdivision abuts undeveloped lands, the recreational open space land may be located adjacent to the subdivision boundaries with the undeveloped land, at the discretion of the City Council, to allow the recreational open space to be increased in size when the adjacent property develops.

11-9.2 Responsibility for Site Preparation

- A. The subdivider or developer shall grade and seed the recreational open space.
- B. Where the recreational open space is located adjacent to a street, the subdivider or developer shall be responsible for the installation of utilities and other improvements required along that street segment. The developer shall also provide utility service laterals for water and sewer.

1. Conservation Subdivision: Development is clustered to optimize open space, preserve natural features, protect environmentally sensitive areas, and minimize infrastructure demands.	40
2. Solar Subdivision: Development includes 70 percent “solar lots” that have a minimum north-south dimension of 75 feet and a front line orientation that is within 30 degrees of the true east-west axis.	30
3. Cottage Design Subdivision: Development reflects traditional neighborhood design, with smaller lots, reduced setbacks, narrower rights-of-way, smaller building footprints, alleys and/or clustering.	30
4. The development incorporates walking/bike trails. These trails should be connected to the development and trails outside the development to the greatest extent possible.	15
5. Permeable street pavement throughout the subdivision.	15
6. Complete street design throughout the subdivision.	15
7. Rain gardens required by covenant for at least 80 percent of lots throughout the subdivision.	10

8. Green Building Code compliance for 100 percent of dwelling units throughout the subdivision.	10
9. Green Building Code compliance for 50 percent of dwelling units throughout the subdivision.	5
10. Native and regionally appropriate trees and vegetation are preserved or planted which limits turf grass, limits water demand, improves infiltration or filtration, and enhances the natural environment. Such vegetation is phased so denuded areas are quickly vegetated. Turf grass should not exceed 30 percent of the landscaped area.	5
11. Specify the planting of trees on private property to increase site shading and reduce energy needs for houses. Place trees that lose their leaves in the fall on the south and west sides of the house to provide shade to lower cooling costs. Evergreen trees planted on the north and west sides protect against winter winds, which can help reduce heating costs.	5
12. The development implements innovative infiltration or filtration techniques such as rain gardens, bioswales, French drains, etc.	5
13. Parkway/street trees are planted at approximately 35-foot intervals to reduce wind speeds, help stabilize the soil, and improve air quality.	5
14. No curb and gutter on City streets with appropriate bioswales and sidewalks. The development incorporates detention basins for property on-site stormwater management. Retention basins can be used as an open water amenity feature for on-site storm water management.	5
15. Use of any pavement that reduces the heat island effect throughout the subdivision, such as light-colored concrete.	5
16. Other best management practices, as per City Planner or City Engineer.	5

- C. The subdivider or developer shall be responsible for installing satisfactory ground cover and controlling erosion on recreational open space that has been disrupted as a result of development activities.

11-9.3 Ownership and Management

The recreational open space may be owned and managed by one or a combination of the following:

- A. A property owners' association;
- B. A non-profit conservation organization; or
- C. Public dedication.

11-10 Sustainable Subdivision Development Tools

- A. After the effective date of this Code, the sustainable subdivision development tools apply to all new major subdivisions.
- B. After a preapplication conference, the subdivider shall submit a preliminary plat and other written or graphic materials necessary to demonstrate what sustainable subdivision tools will be incorporated into the proposed subdivision.
- C. New subdivisions shall achieve a minimum score of 40 points by utilizing the following list of sustainable subdivision development tools:

11-11 Conservation Subdivision

Conservation Subdivision: A development that is characterized by compact lots and common open space, and where the natural features of the land are maintained to the greatest extent possible.

11-11.1 Design Criteria

- A. Land Suitability. Land may be developed unless it is unsuitable for any proposed use if identified as being environmentally sensitive. Areas identified as being environmentally sensitive include, but are not limited to:
 - 1. All areas mapped as floodplain by FEMA or IDNR, including a 75-foot buffer.
 - 2. All areas identified as wetlands by the IDNR, including a 75-foot buffer.
 - 3. Areas identified as wetlands by the IDNR that are known to provide habitat for rare, threatened or endangered species.
 - 4. Historic buildings and sites, archaeological sites and burial sites.
- B. Residential Lot Requirements
 - 1. The lot configuration shall comply with the standards established by the existing zoning district, unless a subdivision qualifies for a development bonus.
 - 2. Lots shall be configured to minimize the amount of impermeable surfaces.
 - 3. Most lots shall take access from interior local streets.
 - 4. Lots shall be configured to minimize the amount of road length required for the subdivision.
 - 5. Development shall be configured to minimize loss of woodlands.
 - 6. All lots within a neighborhood shall abut open space on at least one side. A local street may separate lots from the open space.
 - 7. Stormwater management best management practices (BMPs) shall be followed in conformance with the Sustainable Subdivision Development Tools in **Section 11-10**.
- C. Residential Cluster Siting Standards:
 - 1. Residential lots and dwellings shall be grouped into clusters. Each cluster shall contain no less than five units.
 - 2. Residential clusters shall be located to minimize negative impacts on the natural, scenic and cultural resources of the site and conflicts between incompatible uses.
 - 3. Residential clusters shall avoid encroaching on environmentally-sensitive areas identified by the IDNR.
 - 4. Whenever possible, open space shall connect with existing or potential open space lands on adjoining parcels and local or regional recreational trails.
 - 5. Residential clusters should be sited to achieve the following goals, to the extent practicable.
 - i. Minimize impacts to prime farmland soils and large tracts of land in agricultural use, and avoid interference with normal agricultural practices.
 - ii. Minimize disturbance to woodlands, wetlands, grasslands and mature trees.
 - iii. Minimize downstream impacts due to runoff through adequate on-site storm water management practices.
 - iv. Protect archaeological sites and existing historic buildings or incorporate them through adaptive reuse.
- D. Common Open Space Design
 - 1. Open space may be designated as part of the development. The minimum required open space to qualify for a development bonus is 40 percent of the subdivision.

2. Open Space Conservation Ranking (in order of significance). The areas to be preserved shall be identified on a case-by-case basis in an effort to conserve and provide the best opportunities to restore and enlarge the best quality natural features of each particular site.
 - i. First priority will be given to intact natural communities, rare and endangered species, environmental corridors, natural and restored prairies, significant historic and archaeological properties, and steep slopes.
 - ii. Second priority will be given to areas providing some plant and wildlife habitat and open space values.
 - iii. Third priority will be given to areas providing little habitat but providing viewshed, recreation, or a sense of open space.
3. The following areas or structures may be located within the open space area and shall be counted toward the overall open space percentage required.
 - i. Parking areas for access to and use of the open space developed at a scale limited to the potential users of the open space.
 - ii. Privately held buildings or structures provided they are accessory to the use of the open space.
4. Road rights-of-way shall not be counted towards the required minimum open space.
5. No more than 50 percent of the required open space may consist of water bodies, ponds, floodplain or wetlands.
6. That portion of open space designed to provide plant and animal habitat shall be kept as intact as possible. Trails shall be designed to avoid fragmenting these areas.
7. A pathway system connecting open space areas accessible to neighborhood residents, and connecting these areas to neighborhood streets and to planned or developed trails on adjacent parcels shall be identified in the plan.
8. The designated common open space and common facilities may be owned and managed by one or a combination of the following:
 - i. A property owners' association;
 - ii. A non-profit conservation organization;
 - iii. Public dedication; or
 - iv. An individual who will use the land for open space purposes as provided by a conservation easement.
9. Public Dedication of Open Space. The City may accept the dedication of fee title or dedication of a conservation easement to the common open space. The City may accept the common open space provided:
 - i. The common open space is accessible to the residents of the City;
 - ii. The City agrees to and has access to maintain the common open space.
10. Individual Ownership. An individual may hold fee title to the land while a nonprofit or other qualified organization holds a conservation easement uses for the common open space.

11-11.2 Development Bonus

In consideration for setting aside areas determined as environmentally sensitive, public park land, and common open space, a conservation subdivision shall qualify for a development bonus.

- A. Development yield analysis. The subdivider shall submit a table showing the maximum number of dwelling units that would be permitted by the underlying zoning designation, consistent with the minimum lot size, lot widths, setbacks and other provisions of this Code and compare it to the number of dwelling units proposed. Land that is undeveloped because of other laws and ordinances that prohibit development in certain areas (e.g., floodplains, wetlands, steep slopes, and drainageways) shall be excluded from the development yield analysis.

- B. **Development Bonus.** The development bonus shall equal the overall development density as determined by the development yield analysis, plus 20 percent.
- C. **Smaller Lot Development.** To accommodate a qualified development bonus, the subdivider may submit a plat for smaller lot development. Despite the lot size, yard, and bulk regulations of this Code, and any other applicable requirements of the City, the Zoning Advisory Commission and City Council may approve a development bonus for conservation subdivisions with lot area and dimensions less than required by this Code, and those lots shall be buildable, provided that:
 - 1. The purpose of creating the conservation subdivision with smaller than normal lots is to encourage and promote flexibility, economy, and environmental soundness in layout and design of residential developments only;
 - 2. It is the intent of this Section to allow lots that are smaller than normally allowed by this Code where all or most of the lots in the conservation subdivision are of a similar size. It is not the intent of this Section to allow the creation of small remnant lots in subdivisions where most lots meet the requirements stated herein;
 - 3. No lot may be created that is so narrow, has such little area, or that is so irregularly shaped that it would be impractical, as determined by the Zoning Advisory Commission at the time of the subdivision review, to construct a principal structure on it that:
 - i. Could be used for purposes that are permissible in that zoning district; and
 - ii. Would satisfy all applicable lot coverage and setback requirements for the zoning district in which the development is located.

11-12 Solar Subdivision

- A. **Solar Subdivision:** A development that includes at least 70% “solar lots,” which have a minimum north-south dimension of 75 feet and a front line orientation that is within 30 degrees of the true east-west axis.
- B. To facilitate solar access, streets in a solar subdivision shall be oriented in an east-west direction to the maximum extent possible or to within 20 degrees of such orientation. This requirement shall not apply to preliminary plats approved prior to the effective date of this Code, provided the final plat of the preliminary plat is submitted within six months, or to final plats submitted within six months of the preliminary plat approval or to portions of the subdivision where the applicant demonstrates that:
 - 1. There are other means of assuring solar access to lots in question, including but not limited to cluster development on large parcels or through the use of building setback or solar access easements;
 - 2. Topographic conditions on or surrounding the land being subdivided make such orientation unreasonable;
 - 3. The shape and size of the property being subdivided make such orientation unreasonable;
 - 4. Adopted storm water management plans or policies indicate a different street orientation;
 - 5. Existing or approved future development contiguous to the subject property precludes adequate solar access to the portion in question;
 - 6. Existing street patterns contiguous to the subject property make such orientation unreasonable;
 - 7. Specific adverse environmental impacts would occur on the site if such orientation were achieved;
 - 8. Desirable street circulation patterns require some streets to be in a more north-south direction; and
 - 9. The final platting of only a portion of an approved preliminary plat precludes changes in remaining portions of the preliminary plat which are necessary to provide adequate solar access to the portion in question.

11-13 Cottage Design Subdivision

The following regulations apply to cottage housing developments (CHDs):

- A. **Bulk Regulations.**

1. The minimum lot area for a CHD shall be 2,500 square feet.
2. The height limit permitted for structures in CHDs shall be 18 feet.
3. The ridge of pitched roofs with a minimum slope of 6:12 may extend up to 25 feet. All parts of the roof above 18 feet shall be pitched.
4. The maximum lot coverage permitted for principal and accessory structures in CHDs shall not exceed 50 percent.

B. Yards

1. Front yards. The front yard shall be 10 feet.
2. Rear yards. The minimum rear yard shall be 10 feet.
3. Side yards. The minimum required side yard shall be five feet.
4. Court yards. Landscaped, usable common open space.

C. Number of units. The development shall have a minimum of six dwelling units and no more than 12 dwelling units per court yard.

D. Dwelling size. Single-story dwellings in cottage developments shall not exceed 800 square feet. Two story structures shall not exceed a total square footage of 1,200 square feet.

E. Required court yard.

1. A court yard shall be provided that abuts the front, rear, or side yards of at least 50 percent of the cottage units.
2. A minimum of 400 square feet per cottage unit of court yard is required.
3. All of the cottage units shall be within 60 feet walking distance of the court yard, and the court yard shall have cottages abutting at least two sides.

F. Parking

1. One space per dwelling unit and 0.5 spaces per cottage unit for visitor parking shall be required.
2. Location.
 - i. Parking shall be on the CHD property.
 - ii. Parking may be in or under a structure or outside a structure, provided that:
 - a. Visitor parking is screened from direct street view by garage doors, or by a screening fence and/or landscaping.
 - b. Parking between structures is only allowed when it is located toward the rear of the principal structure and is served by a private driveway.
 - c. Parking may not be located in the front yard.
 - d. Parking may be located between any structure and the rear lot line of the lot or between any structure and a side lot line which is not a street frontage.

G. Project Review. Cottage housing developments are reviewed through the City's Subdivision Review Procedure.

11-14 Blocks and Lots

A. Numbering: All blocks and lots shall be numbered systematically for identification.

B. Lot and Area Dimensions: The minimum area and dimensions for lots shall conform to the applicable requirements of the area regulations of this Code. All lots shall front on a public street or an approved private street. Lots with double frontages shall not be permitted unless one frontage is an arterial street without access rights. Triangular lots shall be avoided whenever possible.

C. Lot Lines: In so far as practical, the side lot lines shall be perpendicular to the street on which the lot fronts.

- D. Remnant Lots: In cases where irregularity of ownership or street lines would produce remnant lots less than the minimum area required by this Code, such area shall be added to adjoining lots.
- E. Exceptional Sized Lots: When the tract is subdivided into parcels larger than the usual building lots, such tract shall be divided so as to allow for the opening of streets and such parcels shall be multiples, in area, of units not less than the lot areas required by this Code.
- F. All blocks which exceed 1,000 feet in length shall be provided with a mid-block pedestrian access easement. Mid block pedestrian access easements shall be provided to enhance connectivity within and between residential areas. Easements shall be provided in all blocks where the City Planner determines, that due to topography, physical constraint, or excessive block length such easement would benefit the health and welfare of the public.

11-15 Streets

- A. General: The arrangement of arterial and collector streets shall conform to the circulation plan of the Comprehensive Plan. For streets not shown in the Comprehensive Plan, the arrangement shall provide for the appropriate extension of existing streets. Private streets shall conform to City standards for private streets.
- B. Right-of-Way:
 - 1. The right-of-way shall be measured from lot line to lot line and shall be sufficiently wide to contain the street pavement, curbs, shoulders, sidewalks, utilities, street lighting and street trees placed within the right-of-way.
 - 2. The right-of-way width of a new street that is a continuation of an existing street shall in no case be continued at a width less than that of the existing street. The right-of-way width shall vary with street classification according to the City standards.
 - 3. Dedication of half-street right-of-way is discouraged but may be approved by the Commission and City Council to serve the public interest. Lots abutting on such right-of-way shall be non-buildable until the remainder of the street is dedicated to the public.
- C. Street Classification:
 - 1. Streets shall be classified by the City Engineer as arterial, collector, local or alley. The street hierarchy shall be defined by the City Engineer based on road function and average daily traffic in accordance with the City standards.
 - 2. Each street shall be classified and designed for its entire length to meet the standards for one of the street types defined in the City standards.
 - 3. The owner shall demonstrate to the Zoning Advisory Commission's and City Council's satisfaction that the distribution of traffic to the proposed street system will not exceed the requirements set forth in the City standards.
- D. Street Width: Street width shall consider possible limitations imposed by sight distances, climate, terrain, and maintenance needs. Street widths for each street classification shall conform to the City standards.
- E. Pavement Standards: Street pavement thickness shall vary by street classification, subgrade properties and pavement type as specified in the City standards.
- F. Street Alignment: Arterial and collector streets shall be continued in as direct an alignment as topography and other conditions permit. Local streets shall conform to the prevailing topography of the subdivision.
- G. Street Grades: The minimum gradient for all streets shall be one-half percent. The maximum gradient for arterial streets shall be eight percent; for collector streets 10 percent; and for local streets 12 percent. Grades of up to 15 percent may be allowed on secondary access, local streets with the approval of the Zoning Advisory Commission and City Council. The grade within the circle of a cul-de-sac shall be no more than four percent.
- H. Names of Streets: Streets that are aligned with existing or platted streets, or essentially so, shall bear the names of the existing streets. Names for new streets shall not duplicate in spelling, nor sound phonetically similar to existing street names in the City or County of Dubuque. Proposed street names for public or private streets shall be labeled on the submitted preliminary plat.

- I. Easements: Easements shall be provided as determined necessary for public utility requirements. Public utility easements shall be a minimum of 10 feet in width and may vary as needed. Storm sewer and sanitary sewer easements and water main easements shall be a minimum of 20 feet in width.
- J. Curbs:
 - 1. Curb requirements and construction shall be in accordance with the City standards.
 - 2. Where curbing is not required, as in planned developments or within two miles of the City limits, edge definition and stabilization shall be furnished as recommended by the City Engineer. Shoulders and swales shall be reviewed on a case-by-case basis with the City Engineer.
 - 3. Curbing shall be designed to provide a ramp for wheel chairs and handicapped access as required by state and federal law and City standards.
- K. Complete Streets Policy
 - 1. General: The City's Comprehensive Plan supports the development of a comprehensive bike/hike trail system to provide multi-modal transportation for the City. Streets that are designed for only cars limit transportation choices by making walking, bicycling and taking public transportation inconvenient, unattractive and potentially dangerous. The City currently implements curb ramp, sidewalk, signage and trail projects that support the implementation of Complete Street design. The City's Complete Streets Policy will take into account the potential for additional cost associated with the construction of Complete Streets and recognizes that not every new public street will be suitable for implementing all aspects of Complete Street design. Planning staff will review application of Complete Street design as part of the major subdivision review process.
 - 2. Complete Street Design Goals:
 - a. Design and construct new streets in anticipation of increased demand for bicycling, walking and transit facilities.
 - b. Design and construct new streets that allow for future improvements to accommodate Complete Street design attributes, such as provision of extra right-of-way to accommodate an off-street bike trail in the future.
 - c. New public streets that implement all or some components of Complete Street design shall utilize standards found in the following design guidelines:
 - i. AASHTO (American Association of State Highway and Transportation Officials)
 - ii. SUDAS (Statewide Urban Design and Specifications Program)
 - iii. Federal Highway Administration
 - iv. ITE (Institute of Transportation Engineers)
 - 3. Complete Street Applications:
 - a. Most collector and arterial streets are constructed/reconstructed by the City of Dubuque and hence application of Complete Street design criteria will be handled through the City's internal design and approval process.
 - b. Local residential streets in most new residential subdivisions will incorporate some Complete Street design criteria, such as sidewalks on both sides of the street, curb ramps at intersection corners, etc.
 - c. Collector streets within new subdivision, in addition to above, may restrict driveway access to side streets to facilitate on-street bike trails, could include wide sidewalks and parkways to facilitate walking.

11-16 Sidewalks

- A. Sidewalks shall be required on all public street frontages and constructed of concrete or permeable pavement in accordance with the City and ADA standards.

- B. Sidewalks shall be placed five feet behind the curb parallel to the street, unless an exception has been permitted by the City Engineer to preserve topographical or natural features or to provide visual interest, or unless the subdivider shows that an alternative pedestrian system provides safe and convenient circulation.
- C. In planned developments, sidewalks may be located away from the road system to link dwelling units with other dwelling units, the street and on-site activity centers such as parking areas and recreational areas. They may also be required parallel to the street for safety and other reasons.
- D. Sidewalk Installation: Sidewalk installation shall be the responsibility of the owner of property abutting the public right-of-way. This responsibility shall extend to all successors, heirs and assignees. Sidewalk installation shall be required when the development of a lot has been completed. All vacant lots shall have sidewalks installed upon development of 80 percent of the lots shown on the approved final plat.

11-17 Bikeways

- A. Separate bicycle paths shall be required in accordance with the Comprehensive Plan.
- B. Bicycle lanes, where required, shall be placed in the outside lane of a roadway adjacent to the curb or shoulder. When on-street parking is permitted, the bicycle lane may share the parking or travel lane where feasible. Lanes shall be delineated with markings, preferably striping. Raised reflectors or curbs shall not be used.

11-18 Utility Location

Utilities shall generally be located within the right-of-way on both sides of and parallel to the street, in accordance with the City standards.

11-19 Street Trees

Street trees shall be located within the right-of-way on both sides of and parallel to the street, in accordance with Section 45-17 of the Dubuque City Code and the *City of Dubuque Street Tree and Landscaping on Public Right-of-Way Policy*.

11-20 Water Supply

- A. All water supply installations for major and minor subdivisions in the City limits shall be properly connected with an approved and functioning public water supply system.
- B. If a public water supply system is to be provided to the area within a three year period as indicated in the Comprehensive Plan, the City Council may require installation of a capped system within the street or road right-of-way; or the City Council may require a payment in lieu of the improvement.
- C. All proposals for new public water supply systems or extensions to existing public water systems, or the use of wells and other water sources, shall be approved by the Water Department Manager.
- D. The water supply system shall be adequate to handle the necessary flow based on complete development of the subdivision and extensions of the system to areas beyond the subdivision. Water supply system design and placement shall comply with the City standards.
- E. Fire hydrant size, type, location and installation shall comply with the minimum City standards.

11-21 Sanitary Sewer

- A. All sanitary sewer installations for major and minor subdivisions shall be properly connected to an approved and functioning sanitary sewer system in accordance with the City standards.
- B. If a public sanitary sewer system will be provided to the area within a three year period as indicated in the Comprehensive Plan, the City Council may require installation of a capped system within the street or road right-of-way; or the City Council may require a payment in lieu of the improvement.
- C. All proposals for new public sanitary sewer systems, extensions to existing public sanitary sewer systems or the installation of a capped system, or use of individual subsurface disposal systems, shall be approved by the City Engineer.

- D. The sanitary sewer system shall be adequate to handle the necessary flow based on complete development of the subdivision and extensions of the system to areas beyond the subdivision. Sanitary sewer system design and placement shall comply with the City standards.

11-22 Stormwater, Grading and Erosion Control

- A. Design of the stormwater, grading and erosion control management system shall be consistent with general and specific concerns, values, and standards of the Comprehensive Plan and applicable County, regional, and State storm drainage control programs. Design shall be in accordance with the City standards and this Code.
- B. The best available technology shall be used to minimize the impact to adjacent properties, off-site stormwater runoff, increase on-site infiltration, encourage natural filtration functions, simulate natural drainage systems, and minimize off-site discharge of pollutants to ground and surface water, in accordance with the City standards, this Code, State and Federal regulations.
- C. Preliminary and final grading and erosion control plans shall comply with Chapter 12 of the Dubuque City Code and the City standards.

11-23 Obligation to Install Improvements

Installation of Improvements: Improvements including streets, sanitary sewers, stormwater management facilities, water mains, street lights, street trees, and sidewalks shall be installed by the owner in accordance with City standards, the approved final plat, and the approved improvement plans. Improvements shall be installed within the timeframe specified in the resolution approving the final plat and improvement plans.

11-24 Improvement Guarantees

- A. Application: Before the recording of final plats, or as a condition of approval of final plats, the City Council shall require the following guarantees:
1. The furnishing of a performance guarantee by the owner in an amount not less than 110 percent of the cost of construction of required improvements. Upon determination by the City Engineer that a required improvement is substantially complete, the amount of such guarantee shall be reduced to 25 percent of the cost of construction of the required improvement. "Substantially complete" shall mean that the required improvement has been inspected by the City Engineer and determined by the City Engineer to be constructed in accordance with the approved plans and specifications; and
 2. Provision for a maintenance guarantee in the amount of 25 percent of the cost of the required improvements by the owner for a period of two years after final acceptance of the improvements by the City Council; and
 3. The owner shall pay required inspection fees equal to three percent of the construction costs of the required improvements.
- B. Time Extension: The time allowed for installation of the improvements for which the performance guarantee has been provided may be extended by the City Council by resolution.
- C. Inspection: Upon completion of all required improvements, the owner shall notify the City Engineer in writing of the completion of improvements. The City Engineer shall inspect all improvements of which such notice has been given and shall file a detailed report, in writing, with the City Manager and property owner, indicating either approval or rejection of such improvements with a statement of reasons for any rejection.
- D. Performance and Maintenance Guarantees: Performance and maintenance guarantees may be provided by a variety of means subject to the approval of the City including, but not limited to, the following:
1. Surety Bond: The owner may obtain a surety bond from a surety bonding company authorized to do business in the State; or
 2. Letter of Credit: The owner may provide an irrevocable letter of credit on a form provided by the City and from a financial institution acceptable to the City; or
 3. Escrow Account: The owner may deposit cash, or cash equivalent, either with the City, or with a financial institution acceptable to the City, pursuant to an escrow agreement acceptable to the City; or

4. Certificate of Deposit: The owner may deposit a certificate of deposit in the name of the City, with a financial institution acceptable to the City.

City of Dubuque Site Plan and Subdivision – Stormwater Facility Design Review Requirements

The City of Dubuque (CITY) reviews the design of all proposed stormwater management plans for proposed developments prior to the acceptance of the proposed site plan or proposed subdivision. The review is to ensure that steps are taken by the developer to limit adverse impacts to surrounding properties to the maximum extent practicable.

Depending on the size or site specific details, a stormwater management plan can vary from a drawing that illustrates where stormwater runoff will be directed to multiple drawings and engineering calculations illustrating the design of stormwater facilities such as storm sewers, channels, swales, and detention basins. For the later, it is the developer's responsibility to hire a Professional Engineer for the purpose of designing the elements of the stormwater drainage system. Specific design standards

The following is a list of guidelines and items that must be addressed and submitted by the developer's engineer (ENGINEER) before the CITY can review the proposed stormwater management plan.

1. Professional Documents: If public drainage facilities or a detention basin must be constructed as part of the development, calculations justifying the design must be submitted. Both drawings and engineering calculations must be signed by a Professional Engineer;
2. Inclusive Plans: Stormwater drainage facilities such as detention basin details (inlet structures, outlet structures, storage volumes, drain-tiles, side-slopes, basin floor slope, etc.) must be included in the improvement plans or site plan. Engineering calculations cannot be reviewed without the associated improvement plans or site plan;
3. Project Schedule: A schedule for implementation of the proposed storm water drainage facilities is required in the improvement plans or site plan;
4. Electronic Drawing: If produced, an AutoCAD® or like electronic document must accompany the hard copy of the improvement plans;
5. Supporting Documentation: Any materials utilized by the ENGINEER in the design of the proposed drainage system and/or detention basin, including documentation that influenced engineering judgment should be included with the calculations;

6. Site Location Drawing: A map showing the general location of the site, identifying all roads that border the site and significant geographic features and sensitive areas (creeks, streams, steep slopes, rock outcroppings, etc.) must be included with the stormwater management plan;
7. Drainage Basins, Sub-basins, and Site Characteristics: A drawing that illustrates both existing and proposed conditions such as total acreage of disturbed area, acreages of sub-basins, site characteristics, discharge points to and from the site, storm water drainage facilities, and the path or travel from the hydraulically most remote point for each sub-basin modeled in the drainage system calculations must be included with the stormwater management plan;
8. Erosion and Sediment Control Plan: Any development that removes the ground cover, grades, excavates, or fills an acre or more of area must apply to the Iowa Department of Natural Resources for a National Pollution Discharge Elimination System (NPDES) construction site permit. Unless an NPDES permit is issued and its terms and conditions are followed, the CITY must withhold all CITY permits.
 - a. Prior to the approval of improvement plans or a site plan and prior to the issuance of any CITY permit, the CITY requires a copy of the "Notice of Intent for NPDES Coverage Under General Permit" and a copy of the associated Storm Water Pollution Prevention Plan (SWPPP) for the proposed development signed by the owner and the contractor;
 - b. The "General Permit" requires inspection of disturbed areas, areas for material storage, vehicle entrance and exit locations, and all erosion and sediment controls identified in the SWPPP every 7 days and within 24 hours of the end of a storm of 0.5-inches or greater of rainfall.

**CITY OF DUBUQUE, IOWA
DETENTION ANALYSIS CHECKLIST**

Project Name _____
Project Location _____

The purpose of this checklist is to expedite and facilitate the review process. This checklist gives the minimum requirements needed for the City's review. Because every site is unique, this list should not be considered exhaustive. All items shall be checked as included or marked N/A. The omission of items will delay and/or lengthen the City's review process.

____ Table of Contents or other Submittal Organizational Documentation
____ Explanation of Analysis with Assumptions
____ Composite Drainage Area Map(s) – Pre-development
____ Composite Drainage Area Map(s) – Post-development
____ Time of Concentration (Tc) Supporting Calculations – Pre-development
____ Time of Concentration (Tc) Supporting Calculations – Post-development
____ Runoff Coefficient or CN Calculations, Justification, and Map – Pre-development
____ Runoff Coefficient or CN Calculations, Justification, and Map – Post-development
____ Hydrographs (2, 10 & 100-year flows) Pre-development
____ Hydrographs (2, 10 & 100-year flows) Mitigated – Post-development
____ Hydrographs (2, 10 & 100-year flows) By-passing or Unmitigated – Post-development
____ Detention Basin Volume Data (Elevation/Storage)
____ Detention Basin Grading Plan
____ Detention Basin Outlet Structure Data and Construction Details
____ Detention Basin Overflow Component
____ 100-year Analysis of Overflow with Developed Upstream Conditions
____ Detention Basin Routing Data (Stage, Storage, Peak Elevations, Peak Inflow and Outflow)
____ Combined Hydrographs (2, 10 & 100-year flows) Routed and Unmitigated
____ Velocity Dissipation Calculation at Point of Discharge
____ Digital Data on CD or by E-mail (Existing and Proposed Contours, Drainage Basins, Lot Lines, & Utilities)

I, the undersigned, acknowledge by signature that these documents were prepared under my supervision. I, the undersigned, further acknowledge that to the best of my knowledge and belief, the products resulting from these documents will result in a detention facility that will meet or exceed the city's requirements for the project identified above.

Engineer's Signature Date

Please use this checklist for all submittals. Although we feel this checklist is complete, we recognize there is room for improvement. Feedback is welcome.

**PLEASE INCLUDE THIS FORM WITH ALL
APPLICABLE PLANS & SUBMITTALS**

City of Dubuque

Construction Site SWPPP Review Checklist



Reviewed By:	Date:
Project Name:	

Yes	No	N/A
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Site Description

- 01) Nature of the activity, or description of the work being done.
- 02) Total area of the site (in acres).
- 03) Total area of the disturbed portion of the site (in acres).
- 04) Receiving waters and the ultimate receiving waters.
- 05) Existing soil data of site.
- 06) Any existing runoff water quality info (if applicable).
- 07) Location of surface waters on site (if applicable).

Site Map

- 08) Proposed contours after major grading activities.
- 09) Areas of soil disturbance / grading area perimeter on plan.
- 10) Locations of new storm sewers, swales, or channels.
- 11) Location of discharge point(s) from site.
- 12) Runoff Coefficient after construction is complete.

Controls

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- 13) Controls to be used on construction site. These include but are not limited to the following: Stabilization measures, Structural control measures, Stormwater management controls, etc.
- 14) Locations of all controls are on the site map.
- 15) Sequence of major grading activities.
- 16) For sites over 10 acres, sediment basin with 3600 cu ft / acre required. For all others, sediment control on downslopes required.

Miscellaneous Notes Required

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- 17) Note: Disturbed areas not being re-disturbed for 21 days must be stabilized with temporary or permanent measures within 14 days.

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- 18) Note: Proper disposal of construction site waste materials is required.

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- 19) Note: Dispose of all sanitary wastes in accordance with State and Local requirements.

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- 20) Note: Prevent off-site tracking of sediments and dust.

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- 21) Identify where non-stormwater discharges will occur. i.e. Concrete washout areas, etc.

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- 22) Inspection and Maintenance plan of all controls must be on plans.

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- 23) Descriptions or drawing details of controls.

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- 24) Plan signed by the owner of the project / property.

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- 25) Certification statement is located on the plan for contractors and sub-contractors to sign when involved with SWPPP activities.

Notes:

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 _____