

## MINOR SITE PLAN REVIEW PROCEDURE

Site plans are reviewed **prior** to grading, construction or site preparation by the Planning Services Department in consultation with other City departments, as needed. Processing generally takes 2-7 days for minor site plans, depending on the quality of the submitted site plan and the nature of the proposed development. Filing a site plan does not guarantee approval. Fees are not refundable. Once **approved**, submission of a revised site plan requires a new application and fee.

**Minor site plans** are required for new or expanded parking lots (greater than 50 spaces) and for building expansions that do not require new connections to City water or sewer mains or provision of new storm water control facilities.

**Step 1.** Call or go the Planning Services Department, 2<sup>nd</sup> Floor, City Hall (589-4210) to review with Planning staff application requirements and site plan review process.

**Step 2.** Submit all the following application materials at one time to the Planning Services Department:

1. Planning application form.
2. Application fee (checks made payable to City of Dubuque).
3. **Six (6) copies** of the site plan drawn to scale on substantial paper in ink or as blue/ blackline reproduction on substantial paper (see checklists for minor and major site plans and examples.)
4. Any other information that is available or required.

**Step 3.** Planning Services staff reviews submitted site plan, consults with other City Departments as necessary, approves, recommends modifications, approves with conditions, or denies the submitted plan.

**Step 4.** Submit revised site plan, if required. If approved, sign approval letter and proceed with Building permit application process. If denied, re-work proposal or appeal to the Zoning Advisory Commission within 15 days.

Attachments: Minor Site Plan Checklist

Landscape Plan Checklist

Article 13: Site Development Standards

Stormwater Management Utility Fee Reduction Credit Application

Fee Schedule

Planning Application Form

## MINOR SITE PLAN CHECKLIST

### Graphic information to be shown or indicated on the site plan:

- \_\_\_\_\_ Site plans shall be drawn to scale not less than 1" equals 100' on 11" x 17", 24" x 36", or 30" by 42" sheets.
- \_\_\_\_\_ All property lines, lot dimensions, total area and easements.
- \_\_\_\_\_ Location and exterior dimensions, including height of all proposed and/or existing buildings or structures.
- \_\_\_\_\_ All erosion control measures, temporary and permanent. Submit copies of NPDES permit and associated storm water pollution prevention plan. Any development that removes the ground cover, grades, excavates or fills one-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 as well as a City of Dubuque Erosion/Sediment Control Permit.
- \_\_\_\_\_ Existing and proposed contours of the property taken at regular intervals not to exceed two (2) feet and/or spot elevations as necessary to provide adequate drainage information.
- \_\_\_\_\_ All storm sewer improvements, including catch basins, pipe sizes, invert elevations, connections to City sewer mains and drainage swales.
- \_\_\_\_\_ Provide storm water runoff calculations to verify pipe sizes and gradient of piping.
- \_\_\_\_\_ Parking lot material and thickness of pavement.
- \_\_\_\_\_ The dimensions from the proposed building to the property lines.
- \_\_\_\_\_ Proposed locations of geothermal loop systems, including proposed well location(s), drainage outlet piping, and rate of flow (if applicable).
- \_\_\_\_\_ The location and general nature of existing natural features including, but not limited to, trees or brush areas (trees over six (6) inches in diameter must be shown individually), rock outcroppings, streams, wetlands and other bodies of water.
- \_\_\_\_\_ The location and dimensions of all present and/or proposed paved surfaces, including elevations of the abutting streets and sidewalks. The City of Dubuque

Unified Development Code requires that all areas to be used for vehicle travel and parking must be paved.

- \_\_\_\_\_ The location, grade, dimensions and engineering cross sections must be provided for any existing and/or proposed street within boundaries of proposed development, if applicable.
- \_\_\_\_\_ The location and dimensions of parking stalls, circulation aisles, loading areas and sidewalks, including curb ramps.
- \_\_\_\_\_ The location and dimensions of accessible parking stalls, access aisles and access ramps, including appropriate signage and location of the accessible entrance(s) to the building.
- \_\_\_\_\_ The location of all landscaping features, such as trees, shrubs, berms and open areas planted with grass. The City of Dubuque Unified Development Code requires parking lots to be screened and a percentage of a development site to be left as open space; please review Article 13 of the Unified Development Code (attached to this application) for a detailed description of these requirements.
- \_\_\_\_\_ Graphic scale and north arrow.
- \_\_\_\_\_ Additional graphic information may be required by the City Planner or other City departments after preliminary review of the site plan, if special conditions exist on or adjacent to the proposed development.

**Written information to be on the site plan:**

- \_\_\_\_\_ Legal description and address of the property.
- \_\_\_\_\_ Name, address and phone number(s) of the property owner(s).
- \_\_\_\_\_ Name, address and phone number(s) of the developer(s) or contractor(s), if different from the owner(s).
- \_\_\_\_\_ Proposed use(s) for all non-residential buildings or structures.
- \_\_\_\_\_ Calculation of impervious area, including building footprint, paving, and total area of lot.
- \_\_\_\_\_ Data clearly identifying the following:
  - Total number and type(s) of dwelling units on the property;

- Number and type of all structures or buildings, whether residential or non residential;
- Total floor area of each building or the number of floors; their elevation and square footage if the building has multiple floors.

\_\_\_\_\_ Proposed landscaping schedule indicating plant types, number and timing of installation. (See attached Landscape Plan Checklist.)

## LANDSCAPE PLAN CHECKLIST

Landscape plans filed in connection with the submission of a major site plan shall be drawn to scale of not more than 1" = 100' and shall include the following items:

### Written information to be on plan:

- \_\_\_ 1. Address of site.
- \_\_\_ 2. Proposed name of the development.
- \_\_\_ 3. Name, address, and phone number(s) of property owner(s).
- \_\_\_ 4. Name, address and phone number(s) of landscape contractor.

### Graphic information to be on plan:

- \_\_\_ 1. Scale.
- \_\_\_ 2. Outline of all existing or proposed building or structures, including parking and loading areas.
- \_\_\_ 3. Boundary lines of the site.
- \_\_\_ 4. Location of all flood plain areas within the boundaries of the site, if applicable.
- \_\_\_ 5. Proposed sidewalk or alternate plan for pedestrian ways including any required access easements.
- \_\_\_ 6. Size, species and spacing (on center) of all proposed trees, landscaping and ground cover.
- \_\_\_ 7. Survey of existing trees, if they are to be preserved, indicating location and caliber at six (6) inches above grade.
- \_\_\_ 8. Description of methods to preserve trees without injury and with sufficient area for the root system to sustain a tree. At minimum, barrier fencing must be provided at least as far as the drip line of tree.
- \_\_\_ 9. Any other information requested in writing by the City Planner.

The City Planner may waive or relax any of the landscape plan submittal requirements listed above, as circumstances dictate.

NOTE: Article 13-4 Landscaping and Screening Requirements of the Unified Development Code contains specific information regarding types, locations, and amount of landscaping required on a site and is attached to this checklist.

## Chapter 13: Site Design Standards

### 13-1 Intent

These Site Design Standards are established in order to achieve the following goals:

- A. Provide standards for the orderly development of the City and the promotion of quality sustainable development.
- B. Implement the goals, objectives and policies of the Comprehensive Plan related to quality development and neighborhood compatibility.
- C. Maintain and protect the value of property.
- D. Maintain a high quality of life without significantly increasing public or private costs for development or unduly restricting private enterprise, initiative, or innovation in design.
- E. Ensure that the placement of buildings, structures, fences, lighting and fixtures on each site shall not interfere with traffic circulation, safety, appropriate use and enjoyment of adjacent properties.
- F. Preserve and enhance property values by ensuring that yards, open spaces, parking lots and public rights of way are designed and maintained with respect to plants and landscape materials.
- G. Ensure that development respects land capabilities and constraints, minimizes erosion and destruction of natural amenities, and reduces conflicts between lands and uses.

### 13-2 Applicability

- A. New Development: Development requiring a site plan under **Section 12-3** of this title on a site that is vacant or substantially cleared real estate, and not in a special development area, shall comply with the Site Design Standards set forth herein.
- B. Redevelopment: Development requiring a site plan under **Section 12-3** of this title on a site with improved real estate, involving partial clearance of 25 percent or more of the building area and/or expansion of 25 percent or more of the building area existing at the time of adoption of this title, and not in a special development area, shall comply with the Site Design Standards set forth herein.
- C. Special Development Areas: Development requiring a site plan under **Section 12-3** of this title that is in one of the following special development areas may be subject to design standards or guidelines in addition to or in lieu of the Site Design Standards set forth herein, as follows.
  - 1. Urban Renewal Districts. These districts have planning and other criteria that may take precedence over the Site Design Standards set forth herein.
  - 2. Port of Dubuque Design Standards. This area has design standards that may take precedence over the Site Design Standards set forth herein.
  - 3. Planned Unit Development (PUD) Districts. These districts may have site development and performance standards that may take precedence over the Site Design Standards set forth herein.
  - 4. Historic Districts: Historic districts, as regulated by **Chapter 10** of this title, have architectural guidelines that may take precedence over the Site Design Standards set forth herein.
  - 5. Old Town Neighborhood Overlay District. This overlay district has design guidelines that may take precedence over the Site Design Standards set forth herein.
  - 6. Architectural Design Guidelines: These guidelines apply to the Downtown Design Guidelines Area and Historic Millwork District in accordance with City policy, and may take precedence over the Site Design Standards set forth herein.
- D. Waiver from Site Design Standards: The Zoning Advisory Commission shall have the power to grant such waivers from the Site Design Standards of this Chapter, as may be reasonable and within the general purpose and intent of the site plan review and approval provisions 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. The affirmative vote of at least four Commissioners shall be necessary to grant a waiver. The waiver may be granted subject to such conditions as the Commission may estab-

lish to ensure the general purpose and intent of the provisions of this Chapter are followed. At the Commission meeting, the applicant and all other interested parties shall be presented a reasonable opportunity to present their views. Decisions of the Zoning Advisory Commission may be appealed to the Zoning Board of Adjustment in the same manner as appeals from a decision of an administrative officer.

### 13-3 Site Development Requirements

#### 13-3.1 Extension of Public Improvements

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

1. Definitions: For purposes of this Chapter, the following terms have the following meanings:

Development: Any change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations for which necessary permits may be required.

Fiberoptic network conduit: A pipe, vault, or duct used to enclose fiberoptic cable facilities buried alongside a roadway or surface mounted on a bridge, overpass, or other facility where placement below ground is impossible or impractical. “Fiberoptic network conduit” does not include electronics or cable.

Public Improvement: Streets, sanitary sewers, water mains, streetlights, sidewalks, bike/hike trails, and fiber conduit.

2. Requirement of Developer: For all subdivision or site plan developments, the developer shall connect all public improvements to other streets, sanitary sewers, water mains, streetlights, and fiber network conduit, and bike/hike trails within and through the subdivision or site development, and to the property lines, to provide for their extension to adjacent properties.

Public improvements shall be designed and installed in accordance with the current city standards and specifications and within the time frame specified in the resolution approving the final plat or improvement plan. The developer shall pay the total cost of engineering and construction of extensions of such public improvements.

Plans for such extensions must be approved by the city engineer. The city engineer may grant a waiver of the extension requirements on such terms and conditions as the city engineer determines appropriate.

3. Water Mains:

- a. Water mains must be sized to meet requirements for domestic plus fire flow water demands and in accordance with city. The city may require the design and construction of water mains with the ability to service lands other than the immediately adjoining land and may require installation of water mains sized larger than the minimum required to provide domestic and fire flow needs for the development. In this circumstance, the city shall reimburse the developer for the incremental difference in material cost above that of the cost for water main materials needed to provide domestic and fire flow needs. The city will not reimburse the developer for water mains above 8-inch if larger diameter water main is needed to provide domestic plus fire flow water demands in the development.
- b. Only mains sized larger than an 8-inch main may be considered eligible for reimbursement purposes. The reimbursement will be based on the difference in pipe and fitting costs only, and no allowance will be made for the difference in installation costs. The developer must provide the city engineer with a current pipe supplier price list for the water main pipe and appurtenances needed to serve the development and the price for the increased pipe size and appurtenances. The city engineer will calculate the reimbursement amount and will document the reimbursement amount in an agreement between the city and the developer.
- c. In areas where water main may be extended by a developer past properties owned by others outside of the final plat so as to serve the area of the final plat, such extension shall be at no expense to the city. The city shall not be obligated to collect any portion of this cost for reimbursement to the developer.

4. Sanitary Sewers:



- a. All sanitary sewers mains must be a minimum of 8-inch diameter pipe.
  - b. The sanitary sewer extension must be sized by the developer and approved by the city engineer to serve the development and the development of upstream sewershed property that may be served by the sewer extension.
  - c. When the upstream sewershed property would require the developer to increase the pipe diameter, the city shall reimburse the developer for the incremental difference in sanitary sewer pipe cost above the cost for sanitary sewer pipe needed to provide service for the development. The reimbursement will be based on the difference in sanitary sewer pipe costs only and no allowance will be made for the difference in installation costs.
  - d. The city will not reimburse developers for any increase in sanitary sewer pipe diameter beyond 8-inch diameter if the increase in size is a direct result of the development needs.
5. The developer must provide the city engineer with a current pipe supplier price list for the sanitary sewer pipe needed to serve the development and the price for the increased sanitary sewer pipe size. The city engineer will calculate the reimbursement amount and will document the reimbursement amount in an agreement between the city and the developer.
  6. When a developer is installing a sanitary sewer lift station to serve the development, the developer is responsible for proper capacity sizing of the lift station to accept flow from upstream sewershed properties.
  7. When the upstream sewershed properties would require the developer to increase the sanitary sewer lift station capacity, the city shall reimburse the developer for the incremental difference in sanitary sewer lift station capacity cost above the cost for the sanitary sewer lift station needed to provide capacity for the development as determined by the city engineer. The reimbursement will be based on the difference in sanitary sewer lift station costs only and no allowance will be made for the difference in installation costs.

### **13-3.2 Site Lighting**

- A. The following site features shall be illuminated by an exterior light source:
  1. Driveways and loading facilities; and
  2. Pedestrian walkway surfaces and entrances to buildings.
- B. The location and design of site lighting shall conform to the following:
  1. All exterior lighting shall be designed, installed and maintained so as not to cause glare or to shine in adjacent lots and streets;
  2. No light sources shall provide illumination onto adjacent lots, buildings or streets in excess of 1 foot candle;
  3. All exterior lighting luminaries shall be designed and installed to shield light from the luminaire at angles above 72 degrees from vertical;
  4. Fixtures mounted on a building shall not be positioned higher than the roofline of the building;
  5. Wooden utility type poles are acceptable only for temporary use during construction; and
  6. All electrical service lines to posts and fixtures shall be installed underground and concealed inside the posts.

### **13-3.3 Utility Locations**

Service lines and mechanical equipment for utilities shall be located in accordance with the following requirements:

- A. Service Lines: All electrical, telephone, cable, and other similar utility lines serving the building and other site features shall be located underground.



- B. **Mechanical Equipment:** All roof-mounted and ground-mounted electrical transformers, switching gears, relay boxes, meters, air conditioning units, heat pumps and other similar mechanical equipment shall be screened from view to the height of the equipment. Roof-mounted mechanical equipment shall be screened in such a manner that it will appear to be an integral part of the building's overall architectural design.

### **13-3.4 Stormwater Management**

Stormwater management systems shall be designed in accordance with the requirements of Title 14 Chapter 12 of the Dubuque City Code, as amended. The site, including parking lots, shall be developed using two or more of the following low-impact development tools or other best management practices approved by the City Engineer:

- A. **Reduced lot grading:** Ground-slope reduction outside the immediate perimeter of a building (where foundation drainage is not a concern) to promote stormwater infiltration or filtration.
- B. **Check dams:** Where narrow areas and/or excessive grades force the construction of less than ideal steep swales, rock check dams can be added to slow flows, minimize erosion, and improve infiltration or filtration.
- C. **French drains and soak-away pits:** Rock-filled trenches that promote rapid infiltration or filtration.
- D. **Green roofs:** Vegetated roofs that reduce run-off, improve energy efficiency, and create a green amenity.
- E. **Microbasins:** Small depressions to create longer flow paths or localized depressions to encourage longer standing-water periods and infiltration or filtration.
- F. **Permeable pavements:** Open-graded, permeable asphalt pavement; open-cell unit pavers; and porous concrete—typically used in parking lots and low-traffic areas—to provide storage space and another infiltration or filtration route for stormwater.
- G. **Rainwater harvesting systems:** Cisterns and rain barrels that harvest water from roof drains and downspouts for landscape watering and nonpotable uses.
- H. **Sidewalks and drives sloped toward open space:** A tool to provide water for site vegetation, which slows surface water flow, improving infiltration. This technique eliminates the need for curbs, gutters, and catch basins, and the open space slows the transport of untreated water and associated pollutants while reducing construction costs.
- I. **Bioswales:** Vegetated swales with amended soil backfill and underdrains to improve infiltration or filtration.
- J. **Native plantings:** Use of native plants to reduce the need for irrigation and reduce runoff. Native plants also slow runoff and improve infiltration or filtration with their deep, fibrous root systems.
- K. **Open water features:** To reduce runoff through evapotranspiration, improve habitats, and create attractive community amenities.
- L. **Rain gardens:** Landscape depressions filled with amended, permeable soil and native, deep-rooted, moisture-tolerant plants to promote infiltration or filtration.
- M. **Swales:** Serpentine, vegetated drainageways that convey water slowly and improve infiltration or filtration.
- N. **Trees and other plantings:** Landscaping to intercept rainfall, reduce erosion, improve infiltration or filtration, slow runoff, and reduce peak flows.
- O. **Tree filters:** Systems that divert a portion of parking lot stormwater from gutters into tree planters, where water infiltrates amended soils and surrounds plant roots.
- P. **Vegetative buffers:** Bands of native plantings that intercept runoff from developed areas before it reaches detention basins or natural water courses (for pretreatment).

### **13-3.5 Parking Structures**

Parking decks and ramps shall be designed in compliance with these design standards in order to appear compatible with and similar to other nonresidential buildings:

- A. The ground floor facade abutting any public street or sidewalk shall be designed and architecturally detailed to resemble a commercial or office building.
- B. Where possible, the ground floor abutting a public street or sidewalk should include commercial or office uses.
- C. The design of upper floors shall ensure that sloped floors do not dominate the appearance of the facade.
- D. Windows or openings shall be provided that mimic those of nearby buildings.

### **13-3.6 Parking Lot Layout**

- A. All parking lots and driveways shall be hard surfaced. Parking on gravel, dirt or unreinforced turf is prohibited.
- B. Parking lot edges and planting islands may be defined by concrete curb and gutter and/or incorporate approved biofiltration methods. Parking spaces shall be defined with painted striping or other approved methods.
- C. Off-street parking shall be located to the rear and/or side of buildings, when practical. When parking or parking access must be located in the front yard, a landscaped buffer shall be provided.
- D. Parking bays in excess of 11 spaces in length shall provide landscaping at the ends of each aisle in accordance with **Section 13-4.6.C**. Parking bays in excess of 20 spaces in length shall be divided by intermediate landscaped islands, and provide landscaping at the ends of each aisle.
- E. Where perpendicular parking spaces are used, the space adjacent to the closed end of an aisle shall be a minimum of 10 feet wide.
- F. An adequate driveway throat length shall be provided to minimize traffic conflicts; the driveway throat length shall be the distance between the street and the parking lot served by a driveway. Parking spaces shall not be permitted within the driveway throat. Driveway throat lengths for commercial and industrial uses shall be determined by the City Engineer.
- G. Parking spaces shall be provided and located as required by the ADA standards for accessibility.
- H. Parking lots which will be developed in phases require a phasing plan to identify all current and future parking lot requirements. Parking areas should be constructed incrementally to match land use build-out schedules.

#### **13-3.6.1 Parking Lot Provisions for Bicycle Parking**

- A. Bicycle parking shall be required in accordance with **Section 14-9**.
- B. Bicycle parking spaces shall be at least as close as the closest automobile space, except for accessible parking spaces, or as near a regularly used building entrance as possible without interfering with pedestrian traffic.
- C. Bicycle parking areas shall provide a minimum clearance between parked bicycles and adjacent walls, poles, landscaping, and pedestrian walkways of at least three feet, and a minimum clearance between parked bicycles and vehicle parking spaces and drive aisles of at least five feet.

#### **13-3.6.2 Parking Lot Lighting**

The location and design of parking lot lighting shall conform to the following:

- A. All surface parking lot lighting shall be designed, installed and maintained so that no light sources shall provide illumination onto adjacent lots, buildings or streets in excess of one foot candle;
- B. All exterior lighting luminaries shall be designed and installed to shield light from the luminaire at angles above 72 degrees from vertical;
- C. Fixtures mounted on a building shall not be positioned higher than the roofline of the building;
- D. Wooden utility type poles are acceptable only for temporary use during construction; and

- E. All electrical service lines to posts and fixtures shall be installed underground and concealed inside the posts.

### 13-3.6.3 Standard Parking Space Dimensions

- A. The standard size parking stall should be at least nine feet wide and 18 feet long.

Standard-Size Car Requirements (AASHTO standard)

Degree of Angle	Stall Width (A)	Curb Length (B)	Stall Depth (C)	Stall Length (D)	Aisle Width 1-way/2-way (E)	Island Width (F)
0 deg	8.5 feet	23 feet	n/a	n/a	13 feet/24 feet	n/a
45 deg	9 feet	12.7 feet	19.8 feet	19 feet	13 feet/13 feet	33.2 feet
60 deg	9 feet	10.4 feet	21 feet	19 feet	18 feet/18 feet	37.4 feet
90 deg	9 feet	9 feet	18 feet	18 feet	24 feet/24 feet	36 feet

- B. If parking stalls for compact cars are allowed, the stall dimensions should be at least seven feet six inches wide and 16 feet long.

Standard Compact Car Requirements

Degree of Angle	Stall Width (A)	Curb Length (B)	Stall Depth (C)	Stall Length (D)	Aisle Width 1-way/2-way (E)	Island Width (F)
0 deg	7.5 feet	16 feet	n/a	n/a	13 feet/24 feet	n/a
45 deg	8 feet	11.3 feet	17 feet	16 feet	13 feet/13 feet	28.3 feet
60 deg	8 feet	9.2 feet	17.8 feet	16 feet	18 feet/18 feet	31.7 feet
90 deg	8 feet	8 feet	16 feet	16 feet	24 feet/24 feet	32 feet

### 13-3.7 Sidewalks and Walkways

- A. Continuous sidewalks a minimum of four feet wide shall be provided in compliance with Section 10-2-1.
- B. Clearly defined and lighted pedestrian walkways shall extend between parking areas and all building entrances.
- C. All sidewalks and walkways shall meet the ADA standards for accessibility.

## 13-4 Landscaping and Screening Requirements:

### 13-4.1 Intent

The landscaping and screening requirements of this section are intended to promote attractive and harmonious growth of the City. Landscaping is a fundamental component of property development. These provisions are intended to preserve and enhance property values by ensuring that yards, open spaces, parking lots and public rights-of-way are designed and maintained with respect to plants and landscape materials. This section also intends that property development should respect land capability and constraints, minimize erosion and destruction of natural amenities and reduce conflicts between lands and uses.

### 13-4.2 Application and Scope

No new structure, building or parking lot shall be constructed unless in compliance with the landscape and screening standards of this Chapter.

### 13-4.3 Landscape Area Requirements

- A. Single-family and two-family dwellings shall maintain a minimum of 20 percent of lot area as a permeable and uncovered surface that contains living material. Single-family and two-family dwellings shall be exempt from other requirements of Section 13-4.

- B. All other uses shall provide and maintain a landscaped area that equals or exceeds the requirements of **Section 13-4**.

#### 13-4.4 Site Landscaping

- A. Major site plans shall include a landscaping plan indicating how existing topography, natural features, and vegetation will be integrated into the overall site development. A conceptual landscape plan shall be submitted and approved prior to final site plan approval. A detailed landscape plan shall be submitted and approved prior to the issuance of a Certificate of Occupancy. All landscape plans shall be prepared to show the information required by the Planning Services Department.
- B. Street trees planted in the public right-of-way shall not be counted toward fulfillment of the minimum site requirements for number of trees.
- C. Existing trees to be retained on site may be counted toward fulfillment of the landscaping requirements.
- D. Parking lot landscaping requirement in **Section 13-4.6** shall not be counted toward fulfillment of the minimum site landscaping.
- E. The minimum required permeable area shall be 20 percent of the entire site under review.
- F. The following is the minimum landscaping requirement of trees and shrubs, by number, and the type of ground cover required for the entire site under review. Plant species used for landscaping shall be in accordance with street tree and plant lists approved by the City.
1. Minimum tree planting requirements shall be one tree per 1,600 square feet of required permeable area. Minimum tree size shall be at least one and one-half inch caliper measured six inches from the base of the tree for a deciduous tree and six feet in height for a coniferous tree.
  2. Minimum shrub requirements at the time of planting shall be six shrubs, or one shrub per 1,000 square feet of required permeable area, whichever is greater. Shrubs shall be a minimum of 18 inches in height or a minimum of three gallons potted.

#### 13-4.5 Preservation of Existing Trees

- A. Existing trees, when located appropriately, may be used to comply with the requirements for buffer yards, street trees, and to meet the tree requirements for parking areas. Existing trees used to satisfy these requirements shall be in good health prior to and following site development.
- B. The same minimum separation distances that are required of new plantings must be observed when possible; except, that existing groupings of two or more trees may be preserved. Trees or branches must be removed from such groupings in the interest of public safety and/or to assure survival of the specimen.
- C. The roots of a tree must be protected during site development with barrier fencing extending at least as far as the drip line of the tree. Any limbs that might be damaged during construction must be pruned.
- D. No paving or construction shall be allowed within the drip line of a preserved tree.
- E. Any preserved tree that dies shall be replaced by the same number of trees for which it substituted during the same or immediately following planting season.
- F. The schedule below shows the acceptable substitution ratio for existing trees to required trees.

Diameter of Existing Tree	Substitution Ratio
36 inches or more	3 required trees
12 to 36 inches	2 required trees
2 to 12 inches	1 required tree
The substitution value for groupings of trees approved by the City shall be based upon the diameter of the largest tree in the group.	

**13-4.6 Parking Lot Landscaping**

- A. A landscaped buffer strip shall be provided along the frontage of all surface parking areas at least 10 feet wide along the public right-of-way. The buffer strip shall consist of shade trees, low shrubs, perennial flowers, and/or other plant materials approved by the City Planner. Landscaped earth berms and or decorative walls and fences are permitted provided they are integrated with the landscape screening described above. The use of biofiltration methods of landscape and drainage design is encouraged.
- B. A landscape buffer at least seven feet wide shall be provided along the remaining sides of all surface parking lots. This area shall be planted with any combination of shade trees, coniferous trees, and/or shrubs.
- C. Parking lot landscaping and trees shall be dispersed throughout the parking lot in accordance with **Section 13-3.5.D**, and the following:
  - 1. For single parking bays, landscaped islands shall provide at least one parking space of landscape area, measuring at least nine feet by 18 feet, and shall be planted with a combination of one tree, low shrubs, perennial flowers, turf, and/or ground cover/ornamental grasses but shall not be planted entirely with turf.
  - 2. For double parking bays, both the end landscaped islands and the intermediate landscaped islands shall provide a double parking space of landscape area, measuring at least nine feet by 36 feet, and shall be planted with a combination of one shade tree or two ornamental/dwarf trees, low shrubs, perennial flowers, turf, and/or ground cover/ornamental grasses measuring no more than three feet in height, but shall not be planted entirely with turf.
- D. No tree, shrub, hedge, or berm shall be placed or encroach into an area the City Engineer determines is an obstruction to visibility, or extends into a visibility triangle affecting the public right-of-way.

**13-4.7 Street Trees**

- A. Street trees shall be planted within a landscaped parkway or in tree pits within the sidewalk area according to Chapter 8-6-1 of the Dubuque City Code and the *City of Dubuque Street Tree and Landscaping on Public Right-of-Way Policy*.
- B. Street trees planted within the sidewalk area shall be planted using best management practices.

**13-4.8 Screening Requirements**

- A. All commercial and industrial uses that abut residential, office, or institutional districts, shall maintain screening not less than six feet along the abutting property line or lines.
- B. Screening required by this ordinance shall be equivalent to the following:
  - 1. Fences with at least 50 percent opaque construction; or
  - 2. Hedges, shrubs or evergreen trees of at least 30 percent opacity at the time of installation and 50 percent opacity maintained within three years of installation; or
  - 3. Berms or graded slopes of not less than three feet of mean height. Such berms or graded slopes shall contain at least 50 percent living material.

**13-4.9 Exterior Trash Collection Areas**

- A. Exterior trash collection areas shall include collection bins, dumpsters, and similar waste receptacles for the short-term storage and collection of trash. Trash shall include garbage, scrap, recyclables, debris and similar materials.
- B. The storage of trash shall be limited to that produced by the principal permitted use and accessory uses of the lot. Exterior storage of trash, which could be blown into the air or strewn about by the wind, shall be prohibited.
- C. The ground area coverage of the exterior trash collection areas shall be the area contained inside the required screening.

- D. Exterior trash collection areas shall be located in rear or side yards only. Exterior trash collection areas shall not encroach into a front yard. The City Planner may grant a waiver to this requirement when, due to topographic conditions or lack of a side or rear yard, conformance with this requirement is impractical.
- E. All exterior trash collection areas and the materials contained therein shall be screened from view from the adjacent public right-of-way.
- F. The screening shall be a completely opaque fence, wall or other feature of a height between six and 10 feet measured from the ground level outside the line of the screen. Screens built on sloping grades shall be stepped so that their top line shall be horizontal. If a 10 foot high screen fails to shield the exterior trash collection area from view of the adjacent public right-of-way, evergreen plantings may be required in addition to the screening. Evergreen plant materials shall be selected and designed so that they will screen the area from the adjacent public right-of-way within five years.
- G. Exposed materials used to construct the opaque screen shall be similar in appearance to materials used for exterior building walls. All exterior entrances to a screened trash area shall be provided with a gate or door of similar design to that of the screen.

#### **13-4.10 Exterior Storage in Nonresidential Districts**

Screening for exterior storage is intended to buffer surrounding property from the negative visual impact created by the storage of raw or finished goods, materials and equipment that can adversely impact the value of adjacent property. Exterior storage areas shall conform to the following:

- A. Exterior storage of materials which could be blown into the air or strewn about by the wind shall be prohibited.
- B. Exterior storage, where allowed, shall be screened from view from the adjacent public right-of-way and abutting residential districts or uses to a minimum height of six feet.
- C. The screening height shall be measured from the ground level outside the line of the screening. Screens built on sloping grades shall be stepped so that their top line shall be horizontal.
- D. Exterior storage shall not encroach to a front yard.
- E. All exterior entrances to a screened storage area shall be provided with a gate or door of similar design to that of the screen.
- F. The City Planner may grant a waiver to allow screening to exceed the maximum height allowed when topography or height of individual finished products or equipment could make it impossible to completely screen a storage area from every vantage point. The City Planner may not grant waivers to the maximum screening height for raw materials or stacked goods.
- G. Long-term storage of products or materials in semi-trailers or shipping containers is permitted only in accordance with Title 14 Chapter 8 of the City Code, as amended.

#### **13-4.11 Installation, Maintenance, and Replacement of Landscaping and Screening**

- A. Plantings shall be installed prior to the issuance of a Certificate of Occupancy unless seasonal conditions exist that may reduce the survivability of the plantings, in which case the plantings shall be installed within six months of the issuance of a Certificate of Occupancy.
- B. Plantings shall be properly maintained in a healthy manner. Plantings that become diseased or die shall be replaced with similar plant materials. Replacement plantings shall be installed during the same or immediately following planting season.
- C. All required screening and fencing shall be maintained and, whenever necessary, replaced in accordance with the provisions of this Chapter.

### **13-5 Design Standards for Big Box Retail Uses**

As part of planned unit development review in accordance with **Section 5-24** for any retail commercial uses or regional shopping centers which have over 100,000 square feet of building area, the applicant shall submit building elevations for review by the City. Any structure existing at the time of adoption of this Code which is ex-



panded for retail commercial use to over 100,000 square feet of building area and which expansion constitutes an increase of 25 percent or more to the building area shall be subject to these Design Standards. In addition to the site design standards set forth herein, big box retail uses shall comply with the following standards:

- A. **Definitions of Facades.** For purposes of this section, the façades of a building shall be defined as follows:
1. **Façade.** The portion of any exterior elevation on the building extending from grade to the top of the parapet, wall or eaves and extending the entire length of the building.
  2. **Front façade.** The front or principal face of a building, containing the main entrance; any building face, which can be touched by a line drawn perpendicular to street (public or private).
  3. **Side façade.** The face of a building extending from the front façade to the rear façade of the building.
  4. **Rear façade.** The face of a building extending along the rear of the lot or site, containing employee and service entrances, loading docks, etc.
- B. **Façade Design.** The building facades shall be designed in a way that will reduce the massive scale and minimize a uniform and impersonal appearance of the building, and that will provide visual interest consistent with the community's identity, character, and scale.
1. Façades of 100 feet or longer shall be broken up with projections or recessions not less than five feet in depth, and in sufficient number, to reduce the unbroken massing into lengths of 40 feet or less along all sides of the building. Projections from the facade can be used as an alternate approach.
  2. The front façade shall include windows, arcades, awnings, projecting canopies, covered walkways, por-ticos, or other acceptable features along at least 60 percent of the front façade length and over at least 25 percent of the front façade area.
  3. Except for entrances to the building, any part of the front façade higher than 11 feet shall give the visual exterior appearance of having more than one floor for each additional 11 feet in height, i.e., a 22 foot high building shall give the appearance of a two-story building.
  4. Arcades and other weather protection features shall be of sufficient depth and height to provide a light-filled and open space along the front façade. Architectural treatment, similar to that provided to the front façade, shall be provided to the side façades to mitigate any negative view from any location off-site and any public area (e.g. parking lots, walkways, etc.) on site.
  5. A landscape buffer of evergreens approved by the City Council shall be required along the property line to screen service areas and rear facades from the adjacent property.
- C. **Detail features.** The building shall include architectural features that contribute to visual interest at the pedestrian scale and reduce the massive aesthetic effect by breaking up the building wall, front, and side, with color, texture change, wall offsets, reveals, or projecting ribs.
- D. **Roofs.** The roof design shall provide variations in rooflines, add interest to, and reduce the massive scale of, large buildings. Roofs shall include two or more roof planes. Parapet walls shall be architecturally treated to avoid a plain, monotonous look.
- E. **Maximum Parking:**
1. The maximum number of off-street parking spaces allowed shall be equal to 125 percent of the required minimum number of spaces.
  2. Parking spaces in excess of the maximum number permitted may be allowed, provided:
    - i. Each parking space provided in excess of the maximum number allowed shall be paved with a permeable paving material approved by the City; or
    - ii. For each parking space provided in excess of the maximum number allowed, 300 square feet of additional on-site green space shall be provided and maintained with landscaping; or
    - iii. For each parking space provided in excess of the maximum number allowed, 300 square feet of green roof shall be provided and maintained. A green roof is herein defined as a roof of a building that is covered with vegetation and soil, or a growing medium, planted over a waterproofing membrane. It may also include additional layers such as a root barrier and drainage and irrigation sys-



tems. Unhealthy or dead vegetation shall be removed within seven days and replaced with suitable new plant materials at the earliest practical time, but not longer than nine months, based on the appropriate season.

- F. Materials and color. The building shall have exterior building materials and colors that are aesthetically pleasing and compatible with materials and colors that are used in adjoining neighborhoods. This includes the use of high-quality materials and colors that are low reflective, subtle, neutral, or earth tone. Certain types of colors shall be avoided such as fluorescent or metallic although brighter colors in limited quantities may be used on building trim and as accents at the discretion of the City Council. Construction materials such as tilt-up concrete, smooth-faced concrete block, prefabricated steel panels, and other similar materials shall be avoided unless the exterior surface incorporates an acceptable architectural treatment. Not less than 75 percent of the front of the building and 50 percent of the sides of the building shall be brick or stone.
- G. Entryways. The building design shall provide design elements which clearly indicate to customers where the entrances are located and which add aesthetically pleasing character to buildings by providing highly-visible customer entrances.
- H. Amenities. The building site shall include at least one public gathering space, such as a patio seating area, pedestrian plaza with benches, outdoor play area, and not less than two public space amenities, such as kiosks, a water feature, a clock tower, or a landscaped site for public artwork. Pedestrian public space shall be shaded, landscaped, and screened. The size of the public gathering space shall not be less than one percent of the gross enclosed building area.
- I. Conflict; Stricter Standards Apply: Any conflict between these standards and the PUD Ordinance shall be resolved in favor of the stricter standard.
- J. In determining whether the plan complies with the above standards, the City Council may accept alternative or substitute features which have a comparable aesthetic and visual effect in light of the location and topography of a particular site.

### 13-6 Design Standards for Retail Commercial Uses and Regional Shopping Centers

In addition to the site design standards set forth herein, the following standards shall apply to retail commercial uses over 60,000 square feet of building area and to regional shopping centers:

- A. Sales and display areas. No area outside of the building other than the front facade may be used for the sales or display of merchandise unless a temporary use permit has been obtained from the City of Dubuque.
- B. Sidewalks, walkways, entrances and gathering areas. Sidewalks adjacent to the front facade shall be not less than 10 feet wide and shall connect by sidewalks not less than five feet wide to public sidewalks and adjoining retail buildings. Sidewalks shall be concrete or other approved hard surface; asphalt shall be prohibited. Walkways, entrances, and gathering areas shall have shade features other than landscaping, such as trellis structures, projecting canopies, covered arcades and porticos.
- C. Transit facilities. The building site shall include a bus and paratransit stop/transfer point at a location adjacent to the building approved by the City Manager. A shelter that is consistent in design and construction with the building shall be installed at the property owner's expense at the sole discretion of the City Manager. It shall be within the sole discretion of the City Manager whether it is used as a bus and paratransit stop and/or transfer point and at what time it shall be used. An easement or other arrangement acceptable to the City shall be granted for location, maintenance, and unrestricted use of said transit facilities by the City transit system. These facilities may be installed at any point in time at the sole discretion of the City Manager.
- D. Bicycle paths and parking. The building site shall include bicycle paths connected to the City's planned and existing bike trail system. Flexibility in the timing of construction of said bicycle paths may be allowed at the sole discretion of the City Manager. Unless the paths are exclusively for bicycle use, they shall be appropriately marked with painted lanes. The building site shall include sheltered bicycle areas with rack(s) for securing bicycles located near the entrance to the building.
- E. Maximum Parking:
  - 1. The maximum number of off-street parking spaces allowed shall be equal to 125 percent of the required minimum number of spaces.

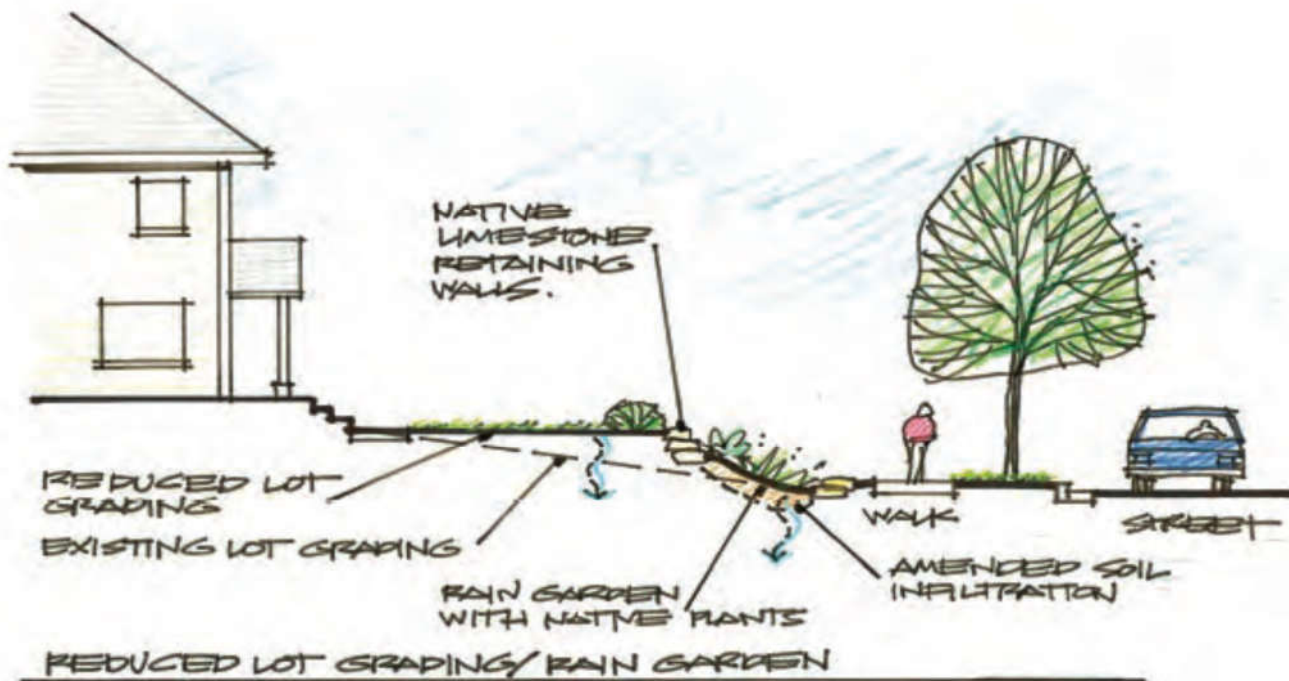
2. Parking spaces in excess of the maximum number permitted may be allowed, provided:
  - i. Each parking space provided in excess of the maximum number allowed shall be paved with a permeable paving material approved by the City, or
  - ii. For each parking space provided in excess of the maximum number allowed, 300 square feet of additional on-site green space shall be provided and maintained with landscaping.

### **13-7 Design Standards for Biofuels Production Facilities**

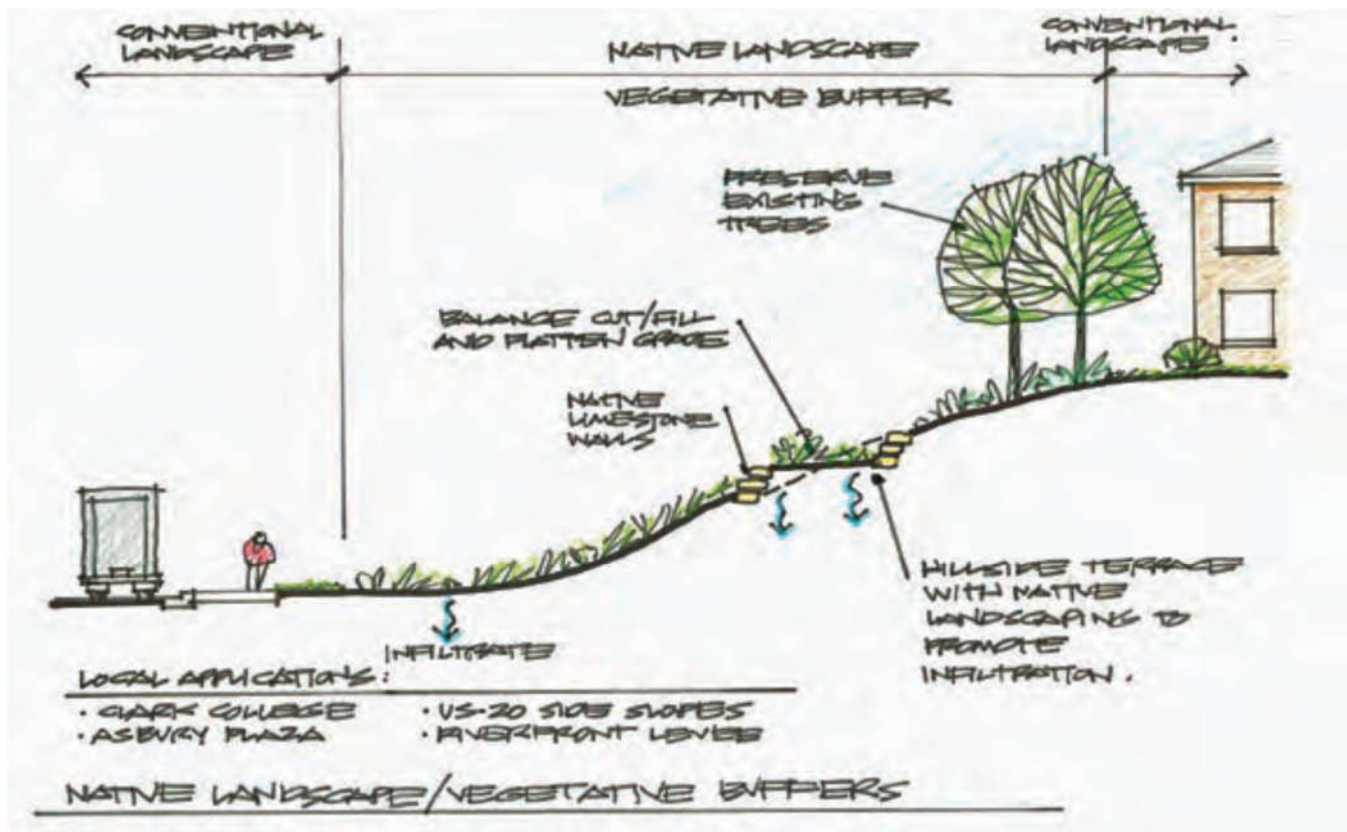
Prior to the commencement of construction of any biofuels (including, but not limited to, ethanol and biodiesel) production facility, the applicant shall submit plans for construction for review by the City Council. The applicant shall not commence any such construction unless the City Council determines that the plan complies with the following standards intended to protect the health, safety, and general welfare of the residents of Dubuque:

- A. A traffic impact analysis shall be provided by the applicant.
- B. Access to the facility shall be paved.
- C. The applicant shall provide documentation sufficient to demonstrate that the paving of public right-of-way between the facility and designated truck route(s) is sufficient to carry, without damage to the roadway, the weight, size and frequency of the loads of grain and liquid and any by-product entering or leaving the facility by truck.
- D. If the public right-of-way is not capable of carrying the weight, size and frequency of said loads, then the applicant may be required to make upgrades to the paving in order for the pavement to handle the weight, size and frequency of said loads.
- E. The applicant shall acquire sufficient right-of-way and construct all turning lanes and traffic signals necessary to handle the increase in truck traffic.
- F. The applicant shall attest in writing that the facility shall be operated and maintained in compliance with all applicable federal and state environmental standards and regulations.
- G. The applicant shall provide a dimensioned map that indicates the dispersal of steam, smoke, or other discharge from the facility based on the prevailing winds, and describe what air pollution control equipment will be provided. Biomass and natural gas-fired facilities are preferred to coal-fired facilities.
- H. The applicant shall provide a dimensioned site lighting plan indicating proposed illumination patterns and light levels on the facility site and in the environs surrounding the site. Illumination of parking and other on-site facilities shall be controlled by cut-off style luminaries that reduce off-site spillover of light. Illumination at the property line shall not exceed approximately one foot candle.
- I. All fuel storage tanks shall be located in a manner that will not allow for contamination of any groundwater or surface water.
- J. All fuel storage tanks shall be within an impermeable containment levee system, in a manner compliant with all federal, state, and local rules and regulations.

Reference Figure 13-3.4(A) and (L) Site Landscaping—Reduced Lot Grading/Rain Gardens

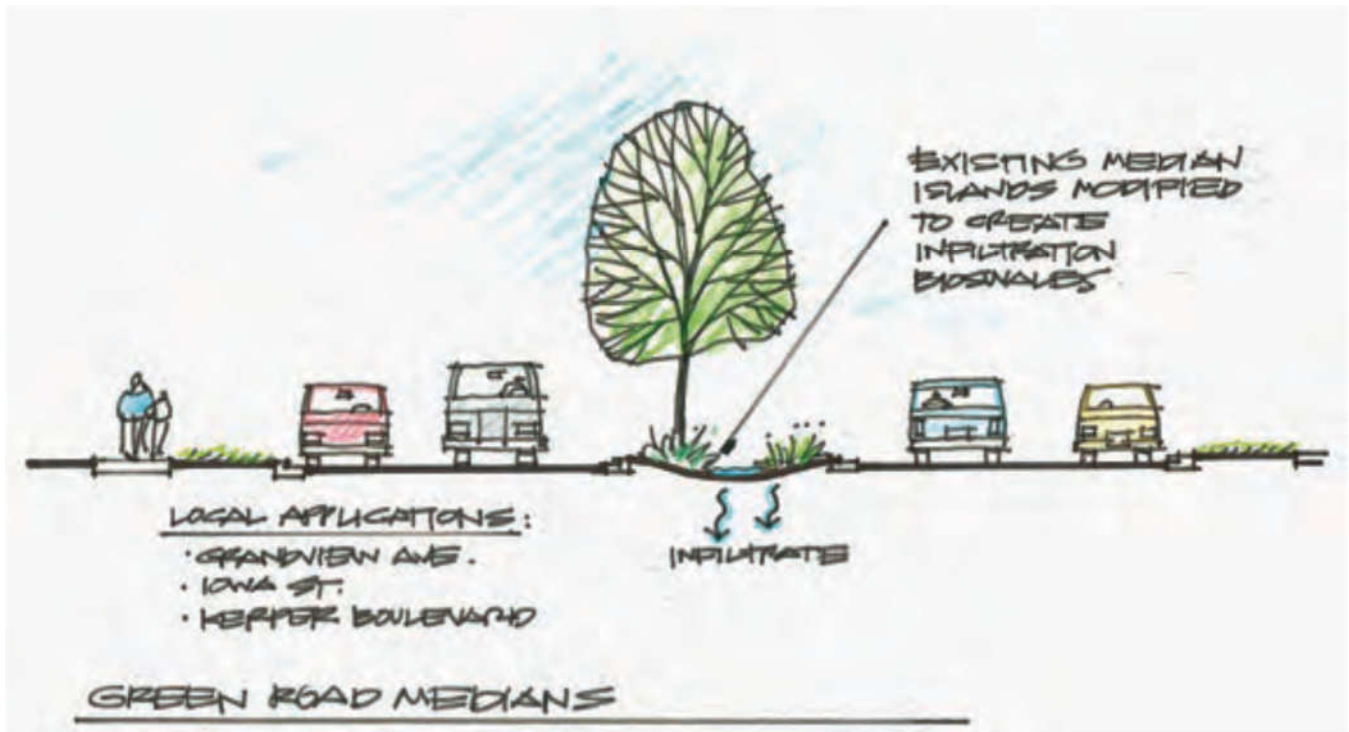


Reference Figure 13-3.4 (J) and (P) Site Landscaping-Native Plantings/Vegetative Buffers

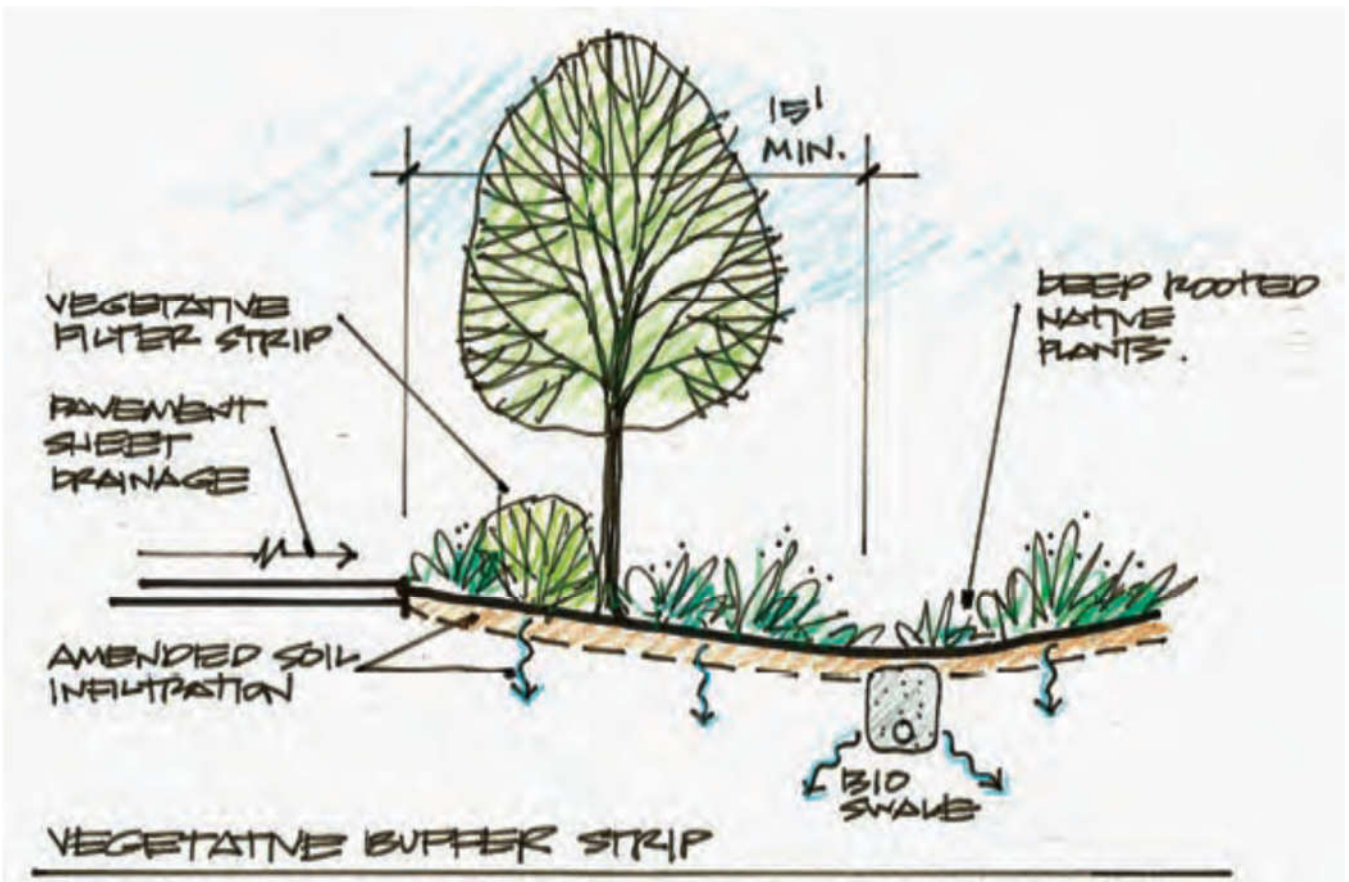




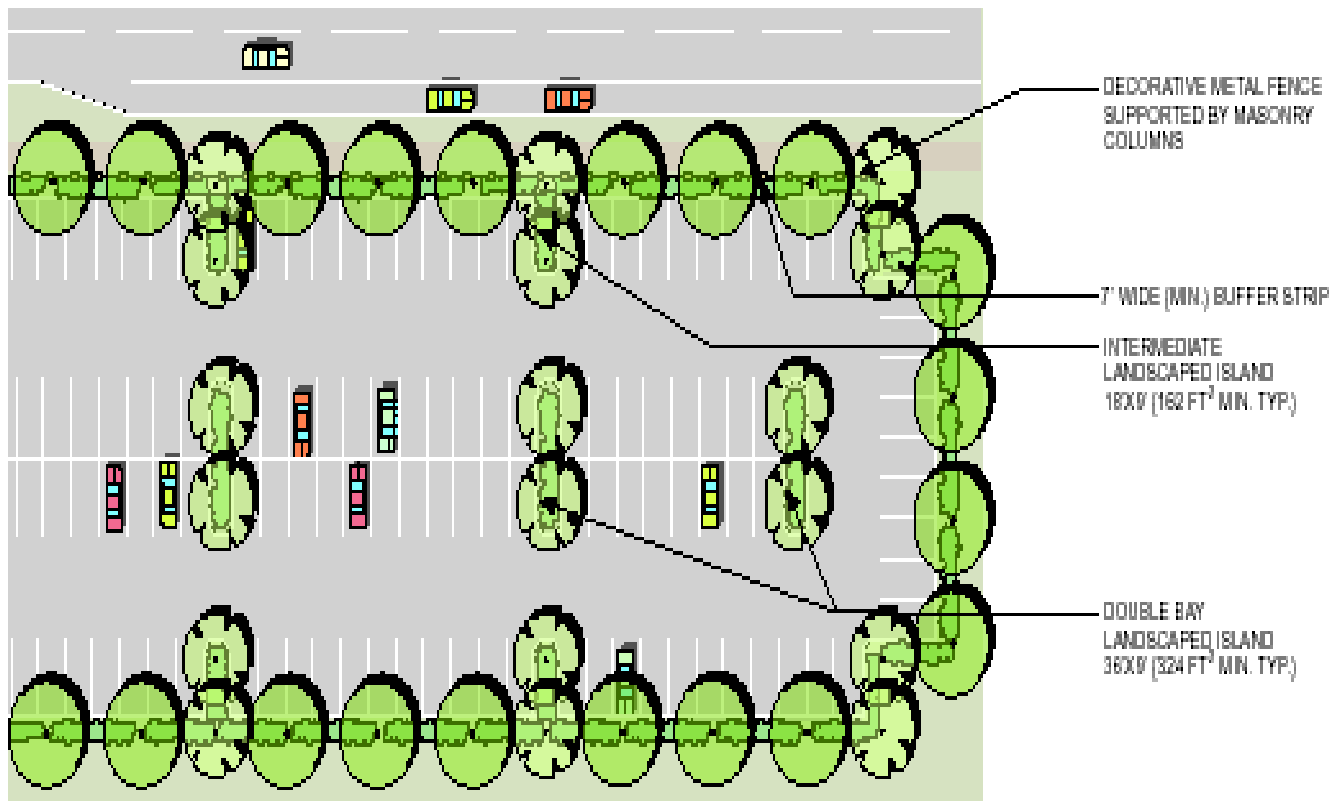
Reference Figure 13-3.4 Site Landscaping-Green Road Medians



Reference Figure 13-3.4(P) Site Landscaping-Vegetative Buffers



Reference Figure 13-4.6 Parking Lot Landscaping



*Example of adequate parking lot landscape layout.*

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# **Stormwater Management Utility Fee Reduction Credit Application**

**City of Dubuque, IA**  
Winter 2003

# **Stormwater Management Utility Fee Reduction Credit Application**

## **Introduction**

The City of Dubuque established a Stormwater Management Utility on February 27, 2003, pursuant to Iowa Code § 384.84(1), with the passage of Ordinance No. 7-03. The utility provides the City with the authorization to establish and collect just and equitable rates, fees, and charges for the services and facilities provided by the utility system. The ordinance also declares that the utility is to provide benefits and services within the incorporated city limits, including the provision of adequate collection, conveyance, detention and treatment systems, a hazard reduction to property and life resulting from stormwater runoff and flooding, improvement in general health and welfare through the reduction of undesirable stormwater conditions and flooding, and improvements to stormwater, surface water and receiving water quality.

No additional City staff personnel have been added to implement or manage the Stormwater Management Utility. Therefore, City staff intends to keep the credit application process as simple as possible, employing principles of equity and reason. The credit policies have been developed to strike a delicate balance between simplicity, effectiveness, and equity.

A stormwater credit is a reduction in a portion of a customer's Stormwater Utility Fee. To be eligible for a credit, the customer must demonstrate that an existing or proposed stormwater facility or a customer's action reduces the City's stormwater program needs funded by the user fee. Credit eligibility is determined on a case-by-case basis. Credits will not be allowed for any properties that do not pay a stormwater fee.

Typically, residential customers do not have the necessary land or resources to implement, operate or maintain meaningful or quantifiable stormwater management facilities. Moreover, the City does not have the means to regulate or oversee individual residents to ensure that the credit is valid. For example: while the City could issue a credit for the use of a rain barrel, the City would be unable to verify that a rain barrel is installed properly or that it is emptied after each rainstorm. Therefore, only nonresidential customers are eligible for credits.

## **Available Credits**

Credits are divided into four types: facility and activity credits, direct discharge credit, private detention basin credits, and a private NPDES credit. Table 1 is a summary of stormwater fee credits. Table 2 outlines the documentation required to apply for a specific credit. The maximum credit per account is limited to 50% of total billing units.



Table 1. Summary of Available Stormwater Fee Credits

Credit Description		Maximum Available Credit
Facility and Activity Credits		
Operation & Maintenance		
Catch Basins	Generally, the maintenance of a catch basin requires annual inspection and sediment removal. Cleaning requires a vacuum truck and/or climbing into the catch basin.	10%
Storm Sewer	Maintenance of the storm sewer system consists of inspection, cleaning, and general repairs. If a customer inspects, cleans and repairs a public storm sewer on private property, the customer may be eligible for a Storm Sewer credit.	21%
Manholes	The maintenance of manholes involves biannual inspection and cleaning and repairs as needed. If a customer inspects, cleans and repairs a public storm manhole on private property, the customer may be eligible for a Manhole credit.	3%
Culverts/ Bridges	Culverts and bridges provide conveyance for stormwater under roads and other structures. If a customer has the expertise to inspect, clean, or repair a culvert or bridge the customer may be eligible for a Culverts/Bridges credit.	1%
Creeks/ Streams	If a customer has the capability to remove sediment and debris from a creek or stream the customer may be eligible for a Creeks/ Streams credit.	1%
Capital Improvement Program		
Future Projects (Debt Relief)	Capital improvement projects are projects built to improve the infrastructure or performance of the City's Stormwater Management System. Under rare circumstances a customer may be eligible for a CIP credit.	26%
NPDES		
Public Education & Outreach	The City will consider the maximum credit for public education and outreach and public involvement and participation tasks. Activities considered must be applicable to the program outlined in the City's NPDES Phase II permit.	4%
Public Involvement & Participation		4%
Direct Discharge Credit		
A direct discharge credit may be available for the portion of a property's impervious area that is contiguous to (or contains) and discharges stormwater directly into, the Mississippi River, Catfish Creek, South Fork Catfish Creek, or Middle Fork Catfish Creek.		20%
Private Detention Basin Credit		
Peak Flow Preservation	Credit may be available if the peak flow of runoff during 2, 10, and 100-year rains after development does not exceed the peak flow of runoff that occurred prior to development.	10%
Peak Flow Reduction	Credit may be available if a detention basin is shown to reduce the pre-development peak flow of runoff from the site by at least twenty percent during 2, 10, and 100-year rains following development.	12%
Private NPDES Credit		
An NPDES credit may be available is available for a customer who maintains an NPDES General Permit No. 1 or General Permit No. 2 for stormwater discharge associated with an industrial activity.		10%

**NOTE:** The maximum credit per account is limited to **50%** of the total billing units.

## Facility and Activity Credits

The City's Stormwater Management System is funded through various sources, including the Dubuque Racing Association distribution, the general fund, bonds, fees, and the Stormwater User Fee. The City allocates money from each source to activities or facilities associated with stormwater management. Customers are only allowed facility and activity credits for facilities or activities that are associated with the City's services funded by the stormwater user fee. See Table 1 for a list of the potential facility and activity credits.

## Direct Discharge Credit

A direct discharge credit may be available for the portion of a property's impervious area that is contiguous to (or contains) and discharges stormwater directly into, the Mississippi River, Catfish Creek, South Fork Catfish Creek, or Middle Fork Catfish Creek. Runoff that passes through a public or private drainage facility such as a detention basin, ditch, or drainage way prior to discharging into one of the receiving waters identified above is not considered direct discharge.

## Private Detention Basin Credit

A private detention basin credit may be available to a customer that maintains a private detention (or retention) basin that reduces the impact of the stormwater drainage on downstream properties. There are two concurrent credits available: peak preservation credit and peak reduction credit.

The peak flow preservation credit may be available if the peak flow of runoff during 2, 10, and 100-year rains following development does not exceed the peak flow of runoff that occurred prior to development.

The peak flow reduction credit may be available if the runoff during 2, 10, and 100-year rains following development is twenty percent lower than the peak flow of runoff that occurred prior to development. A 4% credit is available for a twenty percent reduction in peak flows for each of the three rain events.

In order for stormwater detention facilities to operate as designed, maintenance must be performed on a routine basis. Improperly maintained facilities fail to provide the intended stormwater management benefit. The minimum maintenance requirements for detention facilities are as follows:

- 1) The owner must make periodic inspections and fill out an inspection report, noting the condition of the facility;
- 2) The owner must remove sediment when approximately 20% of the storage volume is filled;
- 3) The owner must remove sediment or debris whenever it can potentially block the outlet structure;
- 4) The owner must keep the outlet control structure structurally sound, free from erosion, and functioning as designed; and

- 5) The owner must maintain the facility so that there is NO STANDING WATER.

If a random City inspection finds that the detention basin does not operate as outlined in the credit application, the City will send a letter informing the customer of the required action to avoid revocation of the credit. If the property owner fails to take the required action, the credits will be revoked. The credit may be restored when the detention basin functions properly.

## **Private NPDES Credit**

Certain private industrial operations are required to obtain an NPDES permit from the Iowa Department of Natural Resources. The permit requires the industrial operation to implement measures to manage stormwater runoff to minimize the pollutants associated with the stormwater runoff that leaves the property.

## **Credit Application Process**

The City of Dubuque Engineering Division will accept applications from customers for credits. Applications are available in the Office of the Engineering Division at City Hall. In most cases, engineering calculations are required to support credits. A registered professional engineer may be required to prepare some of the supporting application documents.

To apply for a credit, the customer must submit a completed STORMWATER MANAGEMENT UTILITY FORM NO. 6: APPLICATION FOR USER FEE CREDIT, along with the required documentation and application review fee, to the address below:

City of Dubuque, Engineering Division  
Attention: Deron Muehring  
50 W. 13<sup>th</sup> Street  
Dubuque, IA 52001  
Phone: (563) 589-4270

The Public Works Director will review the credit application. Upon approval of a stormwater credit, the credit will be given at the next billing. A credit may be retroactive to the beginning of the City's current Fiscal Year if it can be shown to the satisfaction of the Public Works Director that the justification for the credit was in place at that time.

## **Annual Credit Re-Application Process**

To ensure that a credit remains justified, a credit application will only remain valid for one year. Customers must re-apply for the credit using UTILITY FORM NO. 6-R: RE-APPLICATION FOR USER FEE CREDIT. At this time, there is no credit re-application fee.

# 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

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