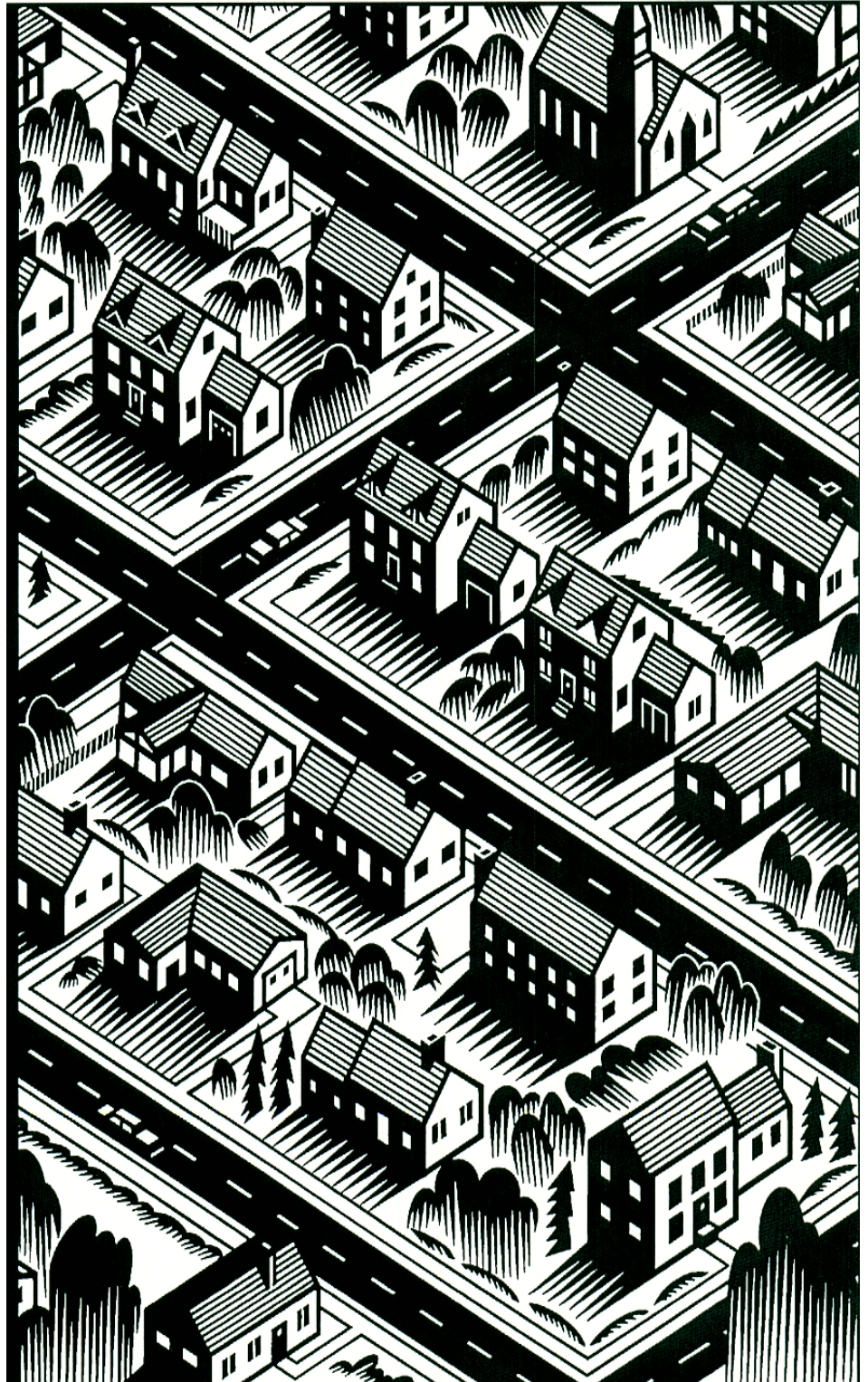


Rezoning Application



THE CITY OF
DUBUQUE
Masterpiece on the Mississippi



2007•2012•2013
2017★2019

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

Requesting a Rezoning

Guidelines to help you through the application process.

What does it mean to rezone a property?

Rezoning is the process whereby a citizen petitions the Zoning Advisory Commission and City Council to change the zoning classification of his/her property. The zoning classification of a property controls what type of land use can be established on the property.

How long does the application process take?

In most cases, the application process takes 45-60 days from the application deadline. Filing and application, however, does not guarantee approval.

Who is the Zoning Advisory Commission?

The Commission is a volunteer group of 7 citizens from the community who the City Council appoints to meet once a month to make recommendations to the City Council on requests like yours.

What criteria are considered when granting a rezoning request?

The Zoning Advisory Commission and City Council have the ability to grant a rezoning where a clear showing has been made that the original classification was a mistake or that circumstances and conditions affecting the property in question have so materially changed so as to demand reclassification in the public interest.

How do I apply for a rezoning?

Call or go to the Planning Services Office, Second Floor, City Hall (589-4210). Schedule a pre-application conference. Review the application procedure.

Submit all the following application materials at one time to the Planning Services Office (see meeting schedule for deadlines):

1. Planning Application Form.
2. Application fee, check payable to the City of Dubuque (fee schedule attached).
3. Any other information that is required or that you feel is pertinent to your request.

During the next two weeks, staff will review your application and will send notices to property owners within 200 feet of your property. Staff also will visit your property, take photos and write a staff report regarding your request.

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We also are required to publish a public notice about your request in the local newspaper prior to the meeting.

¹ One week before the meeting you will receive a copy of the staff report and an agenda for the meeting.

Do I need to be at the meeting?

Yes. You need to present your request to the Commission and be available to answer questions, if needed. The Zoning Advisory Commission generally meets at the Carnegie Stout Public Library Auditorium on the first Wednesday of each month at 6:30 p.m. Check the attached meeting schedule for the exact date.

What happens at the Zoning Advisory Commission meeting?

At the meeting, both Planning Services staff and you or your representative will make presentations to the Commission. The meeting then will be opened to the public to allow comments and questions. The Commission either will approve, modify, deny or table your request for more information.

Please Note: Zoning Advisory Commission meetings are televised on City Cable Channel 8.

What happens next?

Your application, along with a recommendation from the Zoning Advisory Commission, will be forwarded to the City Council to be placed on its next available agenda. Those agenda items usually are heard the third Monday of each month at the Carnegie Stout Public Library Auditorium at 6:30 p.m.

What happens at the City Council meeting?

The City Council will conduct a public hearing similar to the one held by the Zoning Advisory Commission. Again, you need to present your request to the City Council and be available to answer questions, if needed. The City Council will approve, modify, deny or table your request for more information.

If approved, the City Clerk will publish the ordinance approving the rezoning in the paper. Once the ordinance is published your rezoning request is official. If denied, you may appeal the City Council's decision to District Court or submit a revised proposal.

Attachments:

- Meeting Schedule
- Fee Schedule

Revised 02_06_12

Preparing for a Rezoning

Guidelines to help you through the application process.

There are a number of issues to consider when attempting to rezone your property. It is strongly encouraged that you consider the items outlined below prior to filing for a rezoning.

Have you met with neighbors?

You are encouraged to meet with surrounding property owners and neighbors in an effort to determine whether there are potential supporters and/or objectors for the proposed rezoning. The Zoning Advisory Commission considers public input important, especially that of neighbors, as they are the ones most directly affected by a rezoning. It is also important to note the concerns raised by neighbors and for you to be prepared to address these concerns at the Commission meeting. It may be necessary to modify your rezoning request to satisfy the concerns raised by neighbors in an effort to increase the likelihood that your request will be approved.

Be aware that once an application is filed with the City both the Zoning Advisory Commission and City Council members may only receive information on the rezoning request at the scheduled public hearings. City Council and Commission members are not allowed to meet individually with applicants, supporters or people in opposition to a rezoning request. City Council and Commissions cannot make individual site visits.

Be aware that owners of 20% or more of the land within 200 feet of a proposed rezoning can force a super-majority vote of the City Council to approve a rezoning.

If the owners of 20% or more of the land within 200 feet of the proposed rezoning object in writing, at least 6 of the 7 City Council members need to approve the rezoning request. Again, it is important for you to communicate with surrounding property owners and other stakeholders prior to the Zoning Advisory Commission meeting. In some cases, it may be beneficial to seek input from neighbors more than 200 feet away.

Be aware that a negative recommendation from the Zoning Advisory Commission forces a super-majority vote by the City Council to approve a zoning request.

If the Zoning Advisory Commission does not recommend approval of a request, at least 6 out of the 7 City Council members must vote in favor to approve the rezoning.

Preparing for a Rezoning

Guidelines to help you through the application process.

Have you reviewed the City plans and ordinances affecting the property you want to rezone?

It is important for you to consider the impact a proposed rezoning may have on the surrounding area. Will the request have a positive or a negative impact on surrounding property owners? How will the request affect the orderly development of an area? A request should be consistent with surrounding zoning, land uses and the City of Dubuque Comprehensive Plan. You should be prepared to provide factual, convincing arguments in support of your rezoning request.

Does your request meet the criteria necessary to grant a rezoning as established by the Unified Development Code?

Article 9-5 of the Unified Development Code establishes criteria used by the Commission and City Council to determine whether a rezoning is appropriate. You must demonstrate that the original zoning classification was a mistake or that the circumstances or conditions affecting the property have changed enough over time to warrant a re-zoning in the public interest. Again, be prepared to provide factual, convincing arguments in support of your request at the Commission meeting.

Helpful Suggestions for your rezoning request:

- Prior to an application being filed, attend a pre-application conference with Planning Services and other key City staff to discuss your proposal.
- Conduct one or more neighborhood meetings to present your proposal and listen to neighbors' questions and concerns.
- Provide factual information at the Commission meeting regarding your proposal. This can include letters of support from neighbors and others in favor of your request, documentary evidence, photographs, traffic analysis, etc. This information will enable you to better explain your proposal.

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 17	Dec 18	Dec 17	Dec 18	Jan 07	Tues. Jan 20
		Jan 21	Jan 15	Jan 28	Jan 22	Feb 04	Feb 16
		Feb 18	Feb 19	Feb 25	Feb 26	Mar 04	Mar 16
		Mar 18	Mar 19	Mar 25	Mar 26	Apr 01	Apr 20
		Apr 15	Apr 16	Apr 22	Apr 23	May 06	May 18
		May 20	May 21	May 27	May 28	Jun 03	Jun 15
		Jun 17	Jun 18	Jun 24	Jun 25	Jul 01	Jul 20
		Jul 15	Jul 16	Jul 22	Jul 23	Aug 05	Aug 17
		Aug 19	Aug 20	Aug 26	Aug 27	Sep 02	Sep 21
		Sep 16	Sep 17	Sep 23	Sep 24	Oct 07	Oct 19
		Oct 21	Oct 15	Oct 28	Oct 22	Nov 04	Nov 16
		Nov 18	Nov 19	Nov 18	Nov 19	Dec 02	Dec 21
		Dec 16	Dec 17	Dec 16	Dec 17	Jan 06	Tues. Jan 19

★ Agenda contains meeting location information.

The agenda link connects to the Board or Commission website home page.

Scroll to 'Agendas & Minutes' and click on 'Most Recent Agenda'

APPLICATION FORM

Zoning Advisory Commission

- ☐ Amended PUD
- ☐ Rezoning/PUD/ID
- ☐ Text Amendment
- ☐ Simple Subdivision
- ☐ Preliminary Plat
- ☐ Major Final Plat
- ☐ Minor Final Plat
- ☐ Waiver from Site Design Standards

Zoning Board of Adjustment

- ☐ Conditional Use Permit
- ☐ Special Exception
- ☐ Variance
- ☐ Appeal

Development Services

- ☐ Annexation
- ☐ Limited Setback Waiver
- ☐ Site Plan Simple
- ☐ Site Plan Minor
- ☐ Site Plan Major
- ☐ Simple Subdivision
- ☐ Temporary Use Permit
- ☐ Port of Dubuque/
Chaplain Schmitt Island
Design Review

Historic Preservation Commission

- ☐ Demolition Review
- ☐ Historic Revolving Loan
- ☐ Certificate of Economic Non-Viability
- ☐ Design Review Certificate of Appropriateness
- ☐ Advisory Design Review (Public Projects)
- ☐ Historic Designation

Please complete the applicable sections below. Please type or print legibly.

A. Property Information

Site Location/Address: _____

Legal Description/Parcel ID#/Subdivision: _____

Existing Zoning: _____ Proposed Zoning: _____ Site Area (square feet/acres): _____

Historic District: _____ Landmark: ☐ Yes ☐ No

B. Describe proposal and reason for application (attach a letter of explanation, if necessary):

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 _____