

SIMPLE DIVISIONS (LOT SPLITS) AND CONSOLIDATION OF LOTS REVIEW PROCEDURE

A Plat of Survey is required for a simple division (or lot split) and/or a consolidation of lots. A Plat of Survey is needed when land is consolidated or divided into two lots, but no new private or public streets or improvements (sewer/water mains) are proposed. It requires filing a Plat of Survey and certificates at the Planning Services Department, and then recording at the Dubuque County Recorder's Office. Processing generally takes 1 to 2 days for the City to review unless the Plat of Survey creates a substandard lot, then 45-60 days is necessary for Zoning Advisory Commission and City Council approval. Filing an application does not guarantee approval. Fees are not refundable.

Step 1. Apply to Planning Services Department, 2nd Floor, City Hall, 50 W. 13th Street, Dubuque, IA (589-4210) by submitting all the following information at one time.

- Complete application form.
- Original and one copy of Plat of Survey (see checklist).
- Original and one copy of certificates.
- Processing fee: See attached Fee Schedule (check made payable to City of Dubuque).

Step 2. Plat of Survey is reviewed by the Planning Services and City Engineering Departments for compliance with City Subdivision and Zoning regulations and Iowa Code Sections 354 and 355. If the Plat of Survey will create a substandard lot, it will also be reviewed by the Zoning Advisory Commission and City Council. Planning staff will advise you of the meeting schedule.

Step 3. City Planner or City Council signs approved plat or returns unsigned plat for reconfiguration or additional processing. Approval of Plat of Survey by the City means the plat complies with City Zoning and Subdivision regulations. Additional requirements may have to be met to comply with County and State regulations (see Approval Tips).

Step 4. If approved by the City, present plat to the Dubuque City Assessor and Dubuque County Auditor for signatures. This normally takes one day or less.

Step 5. If approved by the County Auditor and City Assessor, present the plat to the Dubuque County Recorder for recording. Normally one day.

Attachments: Approval Tips for Plat of Surveys
Fee Schedule
Planning Application Form

APPROVAL TIPS FOR PLATS OF SURVEY

Here are some helpful tips and diagrams that will minimize processing time for Plat of Surveys for simple divisions (lot splits) and consolidation of lots.

Platting Requirements:

1. See Iowa Code, Sections 354 & 355.
2. See City of Dubuque Unified Development Code for subdivision regulations (Article 11) and setback requirements for structures (Article 5).

Frontage Requirements:

1. All lots must front on an approved public or private street.
2. Access easements are **not** approved streets.
3. Frontage requirements vary with the use and the zoning district.
4. Through lots or double frontage lots must not allow access to an arterial street, or must restrict access to an abutting local street.

Lot shape/area:

1. Avoid triangular and flag lots whenever possible.
2. Add remnant lots to adjoining lots to meet the minimum lot area required by the lot's zoning. If needed, consolidation plats should be submitted at the same time with the Plat of Survey for a simple subdivision (lot split).

Lots with less than required frontage or lot area:

1. Require review and approval by both the Zoning Advisory Commission and City Council. Processing: 45-60 days.

For more information, please contact:

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| 1. Planning Services Department
2 nd Floor, City Hall
50 W. 13 th St.
563.589.4210 | 3. County Recorder's Office
Dubuque County Courthouse
720 Central Ave.
563.589.4434 |
| 2. City Engineering Department
2 nd Floor, City Hall
50 W. 13 th Street
563.589.4270 | 4. County Auditor's Office
Dubuque County Courthouse
720 Central Ave.
563.589.4499 |

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 _____