

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



FY2019 FEE SCHEDULE
 Effective July 1, 2018



DEVELOPMENT SERVICES APPLICATIONS

Simple Subdivision (Staff Review)	\$ 50
Simple Subdivision (Council Action Required)	\$287
Sign Permit Reviews	\$ 39
Temporary Use Permit—Off-Premise Retail	\$58
Temporary Use Permit —On-Premise Seasonal	\$123
Extension of Subdivision Bonding	\$ 39
Billboard Inspection Fee	\$54
Electronic Message Sign Inspection Fee	\$54
Simple Site Plan	\$ 72
Minor Site Plan	\$183
Major Site Plan	\$327
Limited Setback Waiver	\$ 72
Flood Plain Permit	\$144
Flood Way Permit	\$719

OTHER PLANNING SERVICES FEES

Maps, Reports & Ordinances	\$10—\$30/document
Copies	\$0.10/page ***

ZONING ADVISORY COMMISSION APPLICATIONS

Text Amendment	\$287
Minor Subdivision Plat	\$287
Preliminary Plat/Major Subdivision	\$575
Final Plat/Major Subdivision	\$287
Rezoning	\$431 + \$2/notice*
New Planned District (PUD) (ID)	\$719 + \$2/notice**
Amended Planned District (PUD) (ID)	\$431 + \$2/notice*
Waiver from Site Design Standards	\$360

ZONING BOARD OF ADJUSTMENT APPLICATIONS

Variance	\$360 + \$2/notice
Conditional Use Permit	\$360 + \$2/notice
Special Exception	\$144
Appeal	\$ 72

HISTORIC PRESERVATION COMMISSION APPLICATIONS

Design Review (including Economic Non-Viability & Demolition)	\$144
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*Maximum Fee Cap of \$1,000

**Maximum Fee Cap of \$2,000

***Fees higher for oversized/color copies



City of Dubuque
 Planning Services Department
 Dubuque, IA 52001-4805
 Phone: 563-589-4210
 Fax: 563-589-4221
planning@cityofdubuque.org

PLANNING APPLICATION FORM

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Variance | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Simple Subdivision | <input type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Major Final Plat | <input type="checkbox"/> Text Amendment | <input type="checkbox"/> Advisory Design Review (Public Projects) |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Minor Final Plat | <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Certificate of Economic Non-Viability |
| <input type="checkbox"/> Special Exception | <input type="checkbox"/> Simple Site Plan | <input type="checkbox"/> Annexation | <input type="checkbox"/> Historic Designation _____ |
| <input type="checkbox"/> Limited Setback Waiver | <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Historic Revolving Loan | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Rezoning/PUD/ID | <input type="checkbox"/> Major Site Plan | <input type="checkbox"/> Historic Housing Grant | <input type="checkbox"/> Port of Dubuque Design Review |

Please type or print legibly in ink

Property owner(s): _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax #: _____ Cell #: _____ E-mail: _____

Applicant/Agent: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax #: _____ Cell #: _____ E-mail: _____

Site location/address: _____ Neighborhood Association: _____

Existing zoning: _____ Proposed zoning: _____ District: _____ Landmark: Yes No

Legal Description (Sidwell parcel ID# or lot number/block number/subdivision): _____

Total property (lot) area (square feet or acres): _____

Describe proposal and reason necessary (attach a letter of explanation, if needed): _____

CERTIFICATION: I/we, the undersigned, do hereby certify/acknowledge that:

1. It is the property owner's responsibility to locate property lines and to review the abstract for easements and restrictive covenants.
2. The information submitted herein is true and correct to the best of my/our knowledge and upon submittal becomes public record;
3. Fees are not refundable and payment does not guarantee approval; and
4. All additional required written and graphic materials are attached.

Property Owner(s): _____ Date: _____

Applicant/Agent: _____ Date: _____

FOR OFFICE USE ONLY – APPLICATION SUBMITTAL CHECKLIST

Fee: _____ Received by: _____ Date: _____ Docket: _____