

## **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, 2<sup>nd</sup> Floor, City Hall, 50 W. 13<sup>th</sup> 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<br>2 <sup>nd</sup> Floor, City Hall<br>50 W. 13 <sup>th</sup> St.<br>563.589.4210   | 3. County Recorder's Office<br>Dubuque County Courthouse<br>720 Central Ave.<br>563.589.4434 |
| 2. City Engineering Department<br>2 <sup>nd</sup> Floor, City Hall<br>50 W. 13 <sup>th</sup> Street<br>563.589.4270 | 4. County Auditor's Office<br>Dubuque County Courthouse<br>720 Central Ave.<br>563.589.4499  |

# PLANNING SERVICES DEPARTMENT

City Hall, 50 W. 13th Street, Dubuque, Iowa 52001 (563) 589-4210



## FEE SCHEDULE

Effective July 1, 2021



### DEVELOPMENT SERVICES APPLICATIONS

Billboard Inspection Fee per sign/year	\$ 56
Electronic Message Sign Inspection Fee per sign/year	\$ 56
Extension of Subdivision Bonding	\$ 41
Flood Plain Permit	\$ 150
Flood Way Permit	\$ 748
Limited Setback Waiver	\$ 75
Sign Permit Reviews	\$ 41
Site Plan: Simple	\$ 75
Site Plan: Minor	\$ 190
Site Plan: Major	\$ 340
Simple Subdivision (Staff Review)	\$ 52
Simple Subdivision (Council Action Required)	\$ 298
Temporary Use Permit—Off-Premise Retail	\$ 60
Temporary Use Permit—On-Premise Seasonal	\$ 128

### OTHER PLANNING SERVICES FEES

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

### ZONING ADVISORY COMMISSION APPLICATIONS

Planned District, NEW (PUD) (ID)	\$748 + \$2/notice**
Planned District, AMENDED (PUD) (ID)	\$448 + \$2/notice*
Plat: Minor Subdivision	\$ 298
Plat (FINAL): Major Subdivision	\$ 298
Plat (PRELIMINARY): Major Subdivision	\$ 598
Rezoning	\$448 + \$2/notice*
Text Amendment	\$ 298
Waiver from Site Design Standards	\$374

### ZONING BOARD OF ADJUSTMENT APPLICATIONS

Appeal	\$ 75
Conditional Use Permit	\$374 + \$2/notice
Special Exception	\$ 150
Variance	\$374 + \$2/notice

### HISTORIC PRESERVATION COMMISSION APPLICATIONS

Design Review (including Economic Non-Viability & Demolition)	\$ 150
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\*Maximum Fee Cap of \$1,000

\*\*Maximum Fee Cap of \$2,000

\*\*\*Fees higher for oversized/color copies

Revised 7/1/2021



**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 /Chaplain Schmitt Island 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: \_\_\_\_\_