

SIMPLE SITE PLAN REVIEW PROCEDURE

Simple 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 1-5 days, 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.

Simple site plans are required for new freestanding signs, new antenna installations and for expanded parking lots (less than 50 spaces).

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

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

1. Planning application form.
2. Application fee (checks made payable to City of Dubuque).
3. **Three (3) copies** of the simple site plan drawn to scale on substantial paper not to exceed 11 x 17 inches.
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, recommend 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: Simple Site Plan Checklist
Fee Schedule
Planning Application Form

SIMPLE 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" x 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.
- _____ The dimensions from the proposed building to the property lines.
- _____ 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.
- _____ Parking lot material and thickness of pavement.
- _____ 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.
- _____ Proposed landscaping schedule indicating plant types, number and timing of installation.

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.

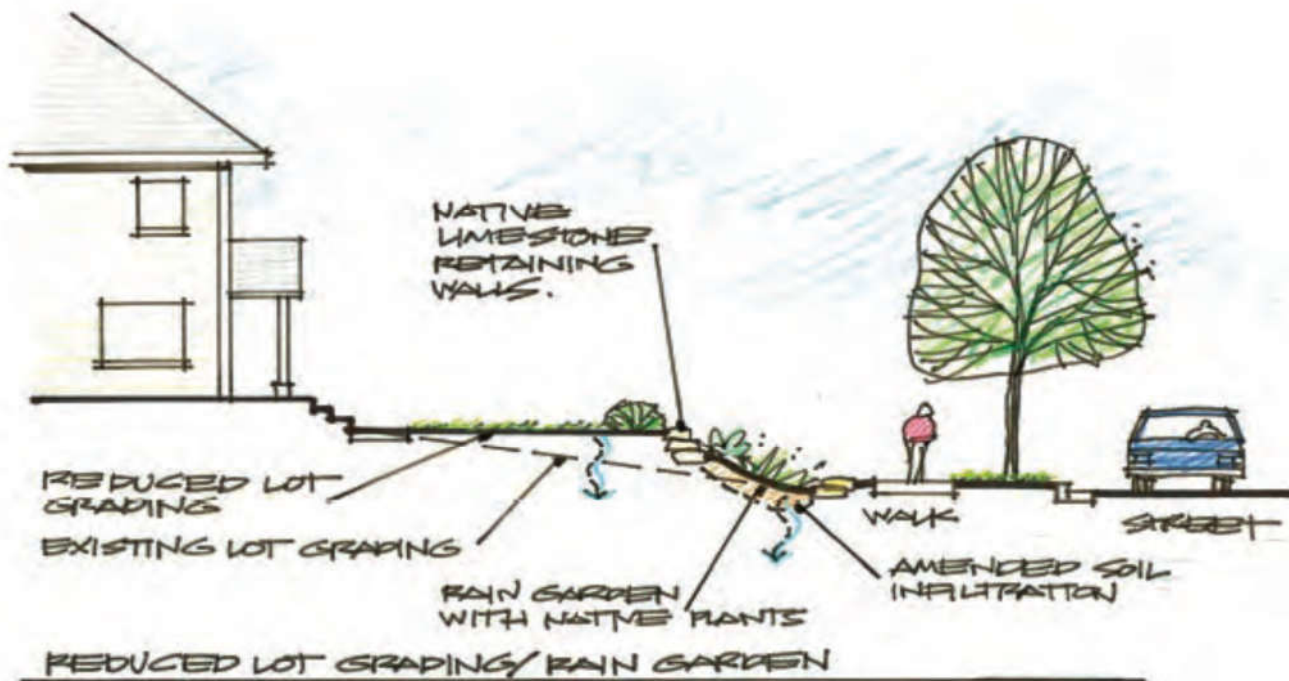
2. Parking spaces in excess of the maximum number permitted may be allowed, provided:
 - i. Each parking space provided in excess of the maximum number allowed shall be paved with a permeable paving material approved by the City, or
 - ii. For each parking space provided in excess of the maximum number 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

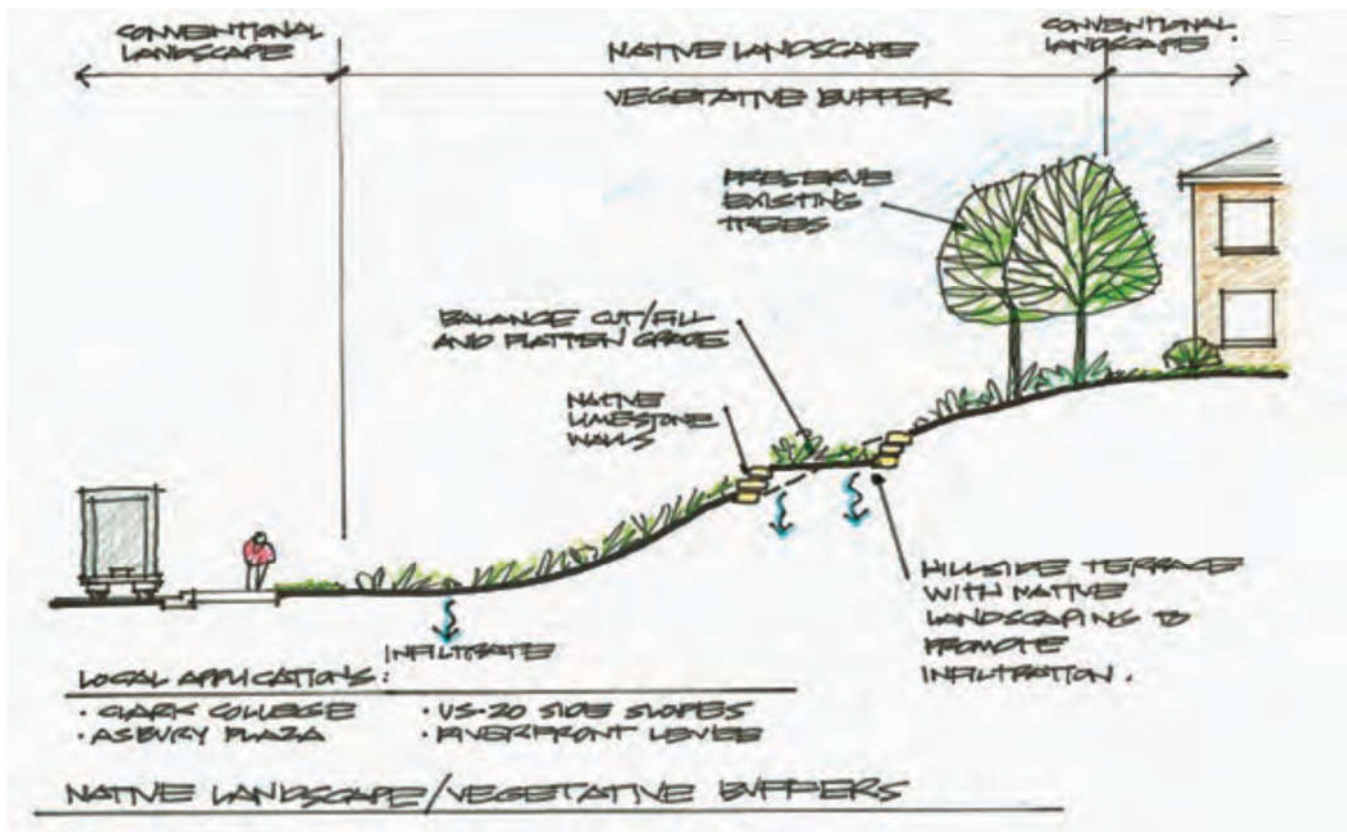
Prior to the commencement of construction of any biofuels (including, but not limited to, ethanol and biodiesel) production facility, the applicant shall submit plans for construction for review by the City Council. The applicant shall not commence any such construction unless the City Council determines 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.

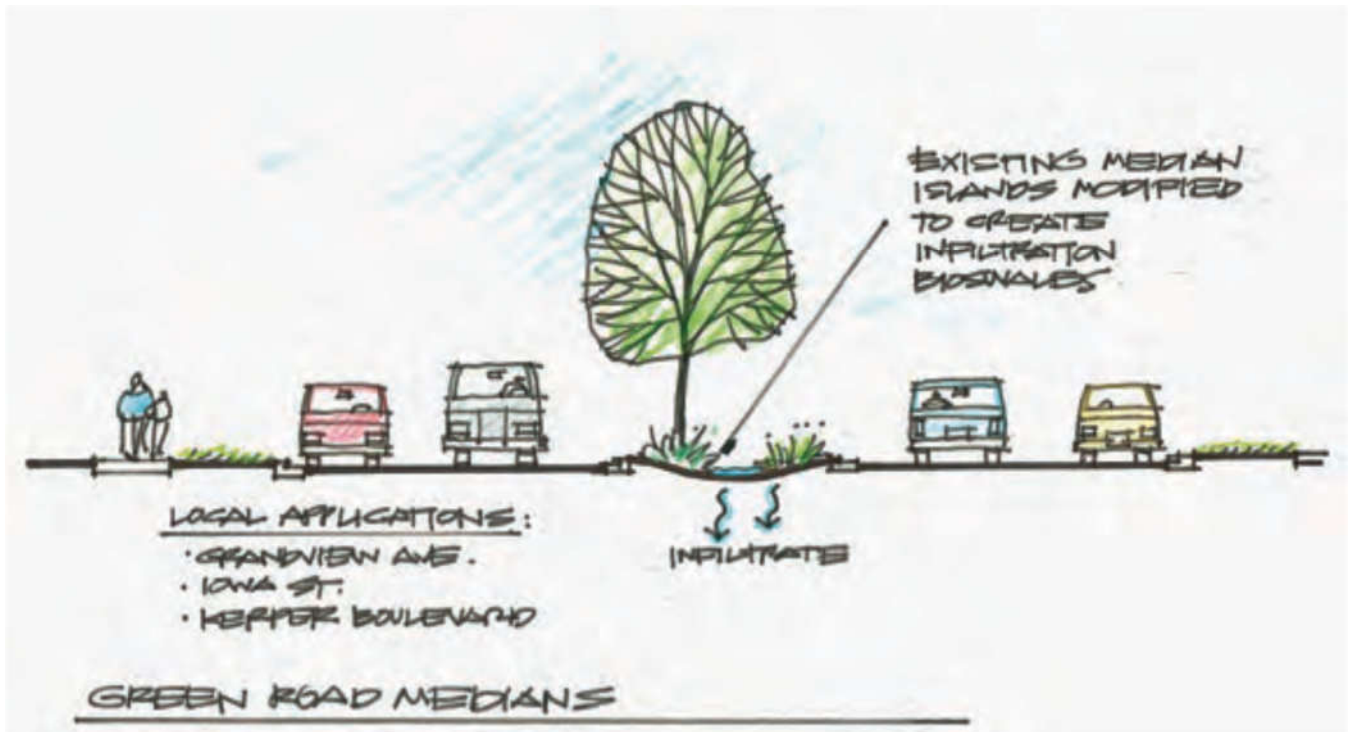
Reference Figure 13-3.4(A) and (L) Site Landscaping—Reduced Lot Grading/Rain Gardens



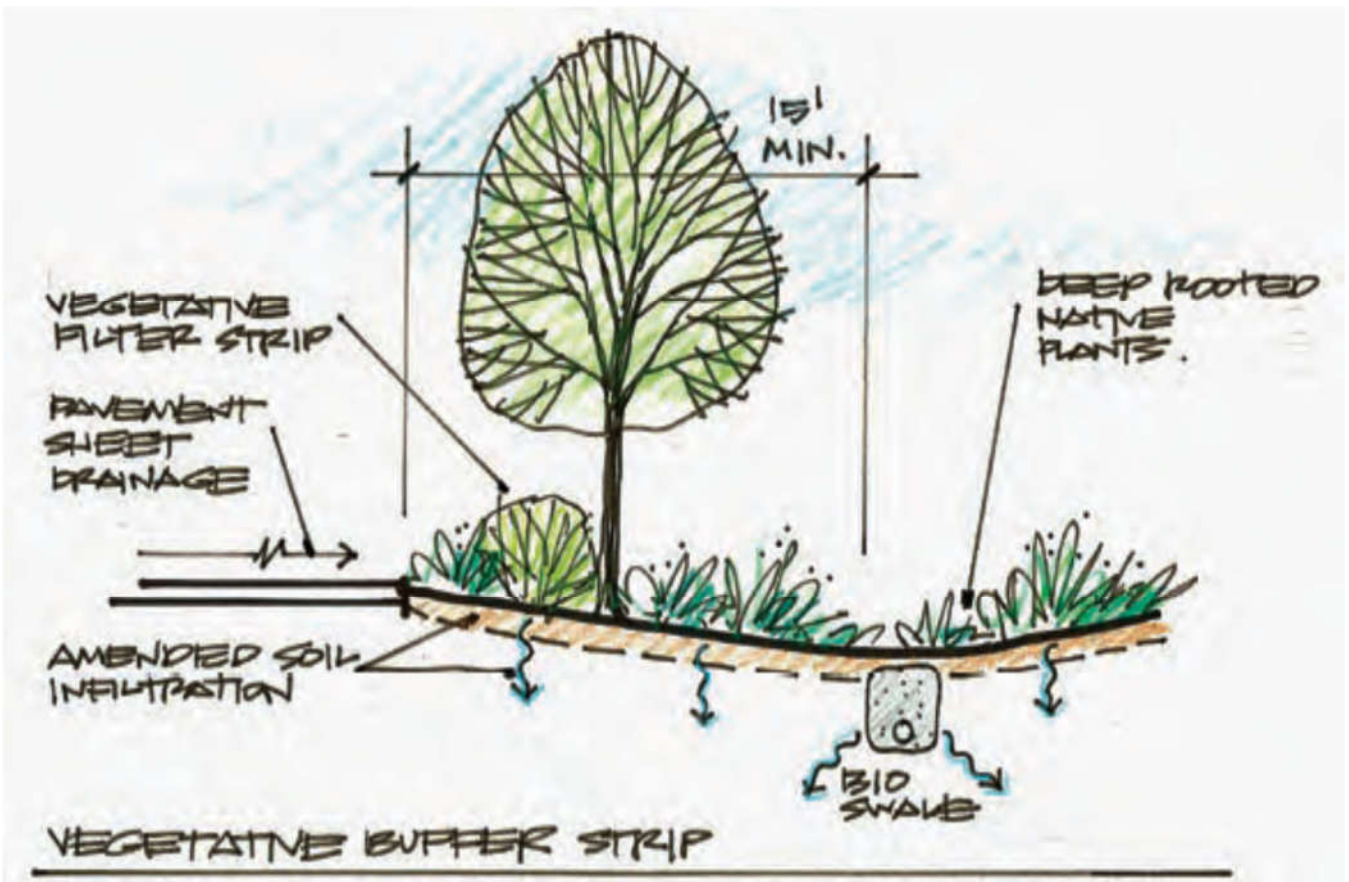
Reference Figure 13-3.4 (J) and (P) Site Landscaping-Native Plantings/Vegetative Buffers



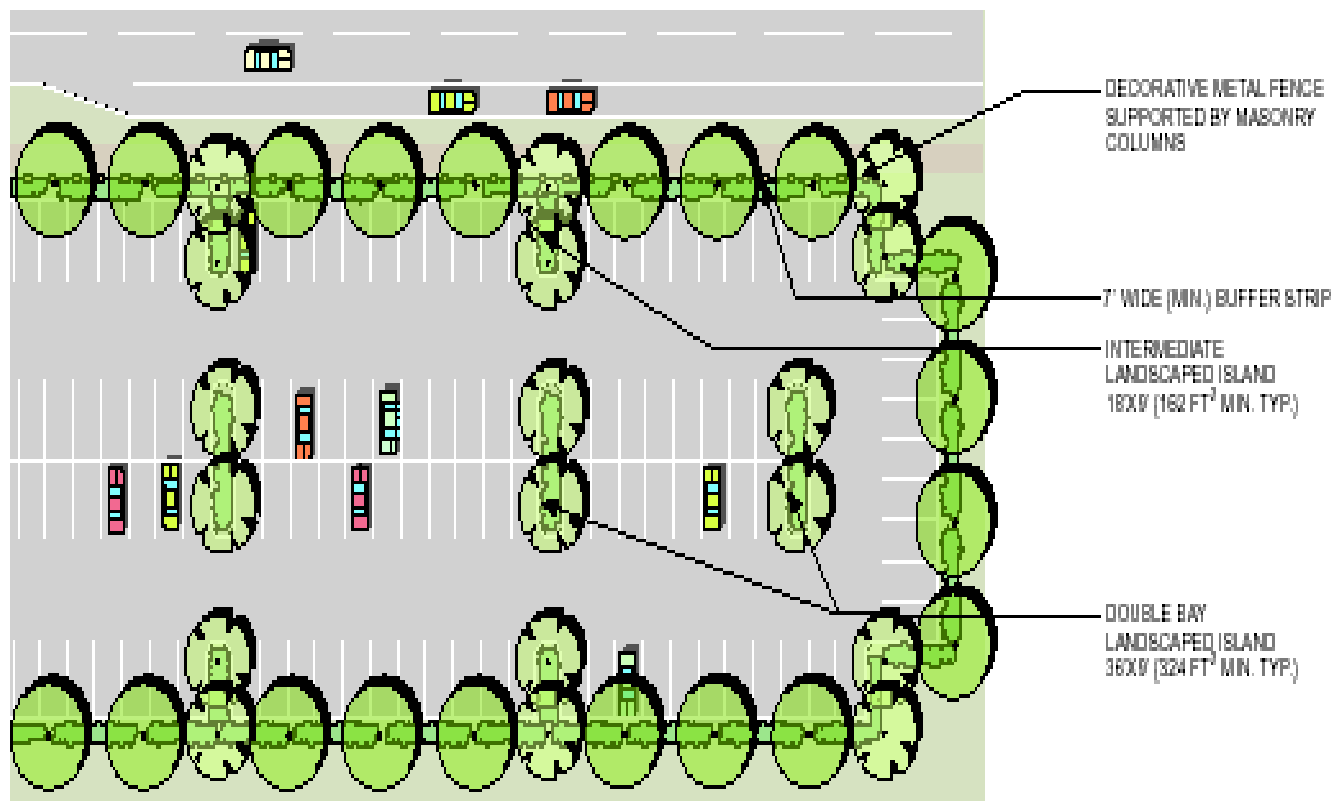
Reference Figure 13-3.4 Site Landscaping-Green Road Medians



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.

This section intentionally left blank.

City of Dubuque Site Plan and Subdivision – Stormwater Facility Design Review Requirements

The City of Dubuque (CITY) reviews the design of all proposed stormwater management plans for proposed developments prior to the acceptance of the proposed site plan or proposed subdivision. The review is to ensure that steps are taken by the developer to limit adverse impacts to surrounding properties to the maximum extent practicable.

Depending on the size or site specific details, a stormwater management plan can vary from a drawing that illustrates where stormwater runoff will be directed to multiple drawings and engineering calculations illustrating the design of stormwater facilities such as storm sewers, channels, swales, and detention basins. For the later, it is the developer's responsibility to hire a Professional Engineer for the purpose of designing the elements of the stormwater drainage system. Specific design standards

The following is a list of guidelines and items that must be addressed and submitted by the developer's engineer (ENGINEER) before the CITY can review the proposed stormwater management plan.

1. Professional Documents: If public drainage facilities or a detention basin must be constructed as part of the development, calculations justifying the design must be submitted. Both drawings and engineering calculations must be signed by a Professional Engineer;
2. Inclusive Plans: Stormwater drainage facilities such as detention basin details (inlet structures, outlet structures, storage volumes, drain-tiles, side-slopes, basin floor slope, etc.) must be included in the improvement plans or site plan. Engineering calculations cannot be reviewed without the associated improvement plans or site plan;
3. Project Schedule: A schedule for implementation of the proposed storm water drainage facilities is required in the improvement plans or site plan;
4. Electronic Drawing: If produced, an AutoCAD® or like electronic document must accompany the hard copy of the improvement plans;
5. Supporting Documentation: Any materials utilized by the ENGINEER in the design of the proposed drainage system and/or detention basin, including documentation that influenced engineering judgment should be included with the calculations;

6. Site Location Drawing: A map showing the general location of the site, identifying all roads that border the site and significant geographic features and sensitive areas (creeks, streams, steep slopes, rock outcroppings, etc.) must be included with the stormwater management plan;
7. Drainage Basins, Sub-basins, and Site Characteristics: A drawing that illustrates both existing and proposed conditions such as total acreage of disturbed area, acreages of sub-basins, site characteristics, discharge points to and from the site, storm water drainage facilities, and the path or travel from the hydraulically most remote point for each sub-basin modeled in the drainage system calculations must be included with the stormwater management plan;
8. Erosion and Sediment Control Plan: Any development that removes the ground cover, grades, excavates, or fills an 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. Unless an NPDES permit is issued and its terms and conditions are followed, the CITY must withhold all CITY permits.
 - a. Prior to the approval of improvement plans or a site plan and prior to the issuance of any CITY permit, the CITY requires a copy of the "Notice of Intent for NPDES Coverage Under General Permit" and a copy of the associated Storm Water Pollution Prevention Plan (SWPPP) for the proposed development signed by the owner and the contractor;
 - b. The "General Permit" requires inspection of disturbed areas, areas for material storage, vehicle entrance and exit locations, and all erosion and sediment controls identified in the SWPPP every 7 days and within 24 hours of the end of a storm of 0.5-inches or greater of rainfall.

**CITY OF DUBUQUE, IOWA
DETENTION ANALYSIS CHECKLIST**

Project Name _____
Project Location _____

The purpose of this checklist is to expedite and facilitate the review process. This checklist gives the minimum requirements needed for the City's review. Because every site is unique, this list should not be considered exhaustive. All items shall be checked as included or marked N/A. The omission of items will delay and/or lengthen the City's review process.

____ Table of Contents or other Submittal Organizational Documentation
____ Explanation of Analysis with Assumptions
____ Composite Drainage Area Map(s) – Pre-development
____ Composite Drainage Area Map(s) – Post-development
____ Time of Concentration (Tc) Supporting Calculations – Pre-development
____ Time of Concentration (Tc) Supporting Calculations – Post-development
____ Runoff Coefficient or CN Calculations, Justification, and Map – Pre-development
____ Runoff Coefficient or CN Calculations, Justification, and Map – Post-development
____ Hydrographs (2, 10 & 100-year flows) Pre-development
____ Hydrographs (2, 10 & 100-year flows) Mitigated – Post-development
____ Hydrographs (2, 10 & 100-year flows) By-passing or Unmitigated – Post-development
____ Detention Basin Volume Data (Elevation/Storage)
____ Detention Basin Grading Plan
____ Detention Basin Outlet Structure Data and Construction Details
____ Detention Basin Overflow Component
____ 100-year Analysis of Overflow with Developed Upstream Conditions
____ Detention Basin Routing Data (Stage, Storage, Peak Elevations, Peak Inflow and Outflow)
____ Combined Hydrographs (2, 10 & 100-year flows) Routed and Unmitigated
____ Velocity Dissipation Calculation at Point of Discharge
____ Digital Data on CD or by E-mail (Existing and Proposed Contours, Drainage Basins, Lot Lines, & Utilities)

I, the undersigned, acknowledge by signature that these documents were prepared under my supervision. I, the undersigned, further acknowledge that to the best of my knowledge and belief, the products resulting from these documents will result in a detention facility that will meet or exceed the city's requirements for the project identified above.

Engineer's Signature

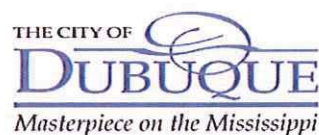
Date

Please use this checklist for all submittals. Although we feel this checklist is complete, we recognize there is room for improvement. Feedback is welcome.

**PLEASE INCLUDE THIS FORM WITH ALL
APPLICABLE PLANS & SUBMITTALS**

City of Dubuque

Construction Site SWPPP Review Checklist



Reviewed By:	Date:
Project Name:	

Yes	No	N/A
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Site Description

- 01) Nature of the activity, or description of the work being done.
- 02) Total area of the site (in acres).
- 03) Total area of the disturbed portion of the site (in acres).
- 04) Receiving waters and the ultimate receiving waters.
- 05) Existing soil data of site.
- 06) Any existing runoff water quality info (if applicable).
- 07) Location of surface waters on site (if applicable).

Site Map

- 08) Proposed contours after major grading activities.
- 09) Areas of soil disturbance / grading area perimeter on plan.
- 10) Locations of new storm sewers, swales, or channels.
- 11) Location of discharge point(s) from site.
- 12) Runoff Coefficient after construction is complete.

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Controls

- 13) Controls to be used on construction site. These include but are not limited to the following: Stabilization measures, Structural control measures, Stormwater management controls, etc.
- 14) Locations of all controls are on the site map.
- 15) Sequence of major grading activities.
- 16) For sites over 10 acres, sediment basin with 3600 cu ft / acre required. For all others, sediment control on downslopes required.

Miscellaneous Notes Required

- 17) Note: Disturbed areas not being re-disturbed for 21 days must be stabilized with temporary or permanent measures within 14 days.
- 18) Note: Proper disposal of construction site waste materials is required.
- 19) Note: Dispose of all sanitary wastes in accordance with State and Local requirements.
- 20) Note: Prevent off-site tracking of sediments and dust.
- 21) Identify where non-stormwater discharges will occur. i.e. Concrete washout areas, etc.
- 22) Inspection and Maintenance plan of all controls must be on plans.
- 23) Descriptions or drawing details of controls.
- 24) Plan signed by the owner of the project / property.
- 25) Certification statement is located on the plan for contractors and sub-contractors to sign when involved with SWPPP activities.

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Notes:

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 _____