

TEXT/PLAN AMENDMENT PROCEDURE

Text/plan amendments are reviewed at a Zoning Advisory Commission public hearing, and then a City Council public hearing. Plan amendments also are reviewed by the Long Range Planning Advisory Commission at a public meeting. These amendments generally take 45 days to process. Filing an application does not guarantee approval. Fees are not refundable.

Step 1: Call or go to Planning Services Office, Second Floor, City Hall (563) 589-4210. Schedule a pre-application conference. Review application procedure.

Step 2: Submit all the following application materials at one time to the Planning Services Office (see meeting schedule for deadlines and fees):

1. Planning Application Form.
2. Application fee, check made payable to City of Dubuque.
3. Any other information that is available or required.

Step 3: Planning Services staff send written recommendation to approve, modify, table for more information, or deny your request to you and to the Zoning Advisory Commission one week before the Commission meeting.

Step 4: Present your request at the Zoning Advisory Commission public hearing (see meeting schedule for date, time and location). The Zoning Advisory Commission will approve, modify, table for more information, or deny your request.

Step 5: The City Council will set a public hearing date, usually in the same month. Call Planning Services Office at (563) 589-4210 for date.

Step 6: Present your request at the City Council public hearing. The City Council will approve, modify, table for more information, or deny your request.

Step 7: If approved, continue through the City's development review process.

If denied, appeal the City Council's decision to District Court within 30 days or submit revised 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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Board and Commission Meeting Schedule January-December 2026

Submit Application to:

Planning Services Department

City of Dubuque
50 W. 13th Street
Dubuque, IA 52001

planning@cityofdubuque.org

APPLICATION DUE BY

Dec 01
Jan 05
Feb 02
Mar 02
Mar 30
May 04
Jun 01
Jun 29
Aug 03
Aug 31
Sep 28
Oct 26
Nov 30

MEETING DATE

Long Range
Planning
Advisory
Commission
(LRPAC)

Meets Monthly	3rd Wednesday 5:30 p.m.
* Agenda link	cityofdubuque.org/LRPAC

Dec 17
Jan 21
Feb 18
Mar 18
Apr 15
May 20
Jun 17
Jul 15
Aug 19
Sep 16
Oct 21
Nov 18
Dec 16

Historic
Preservation
Commission
(HPC)

3rd Thursday 5:30 p.m.
cityofdubuque.org/HPC

Dec 18
Jan 15
Feb 19
Mar 19
Apr 16
May 21
Jun 18
Jul 16
Aug 20
Sep 17
Oct 15
Nov 19
Dec 17

Port of
Dubuque/
Chaplain
Schmitt Island
Design Review

4th Wednesday 3:00 p.m.
Design Guidelines

Dec 17
Jan 28
Feb 25
Mar 25
Apr 22
May 27
Jun 24
Jul 22
Aug 26
Sep 23
Oct 28
Nov 18
Dec 16

Zoning Board
of Adjustment
(ZBA)

4th Thursday 5:30 p.m.
cityofdubuque.org/ZBA

Dec 18
Jan 22
Feb 26
Mar 26
Apr 23
May 28
Jun 25
Jul 23
Aug 27
Sep 24
Oct 22
Nov 19
Dec 17

Zoning
Advisory
Commission
(ZAC)

1st Wednesday 6:00 p.m.
cityofdubuque.org/ZAC

Jan 07
Feb 04
Mar 04
Apr 01
May 06
May 18
Jun 03
Jun 15
Jul 01
Aug 05
Aug 17
Sep 02
Sep 21
Oct 07
Oct 19
Nov 04
Dec 02
Jan 06

City Council

3rd Monday 6:30 p.m.
cityofdubuque.org/novusagenda.com/AgendaPublic/

Tues. Jan 20
Feb 16
Mar 16
Apr 20
May 18
Jun 15
Jul 20
Aug 17
Sep 21
Oct 19
Nov 16
Dec 21
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 _____