

# City of Dubuque Development Review Process and Information

## **STEP 1. Pre-Application Process Review**

Planning Services Department (UDC)  
Engineering Department (SUDAS)

## **STEP 2. Plan Review and Approval**

### ***Development Review Team***

Fire Department  
Water Department  
Engineering Department  
Planning Services Department  
Building Services Department  
Others: Health, Housing, Transit, Parks

## **STEP 3. Construction Review and Approval**

LEAD: Building Services Department  
Coordinate with Involved Departments



- STAFF CONSULTATION
- UNIFIED DEVELOPMENT CODE
- STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS)
- STORMWATER MANAGEMENT
- STORMWATER MANAGEMENT
- CITY CODES: BUILDING, FIRE, SUDAS, UDC, WATER, OTHERS
- DESIGN STANDARDS & GUIDELINES
- PLAN REVIEWS
- PERMITS
- INSPECTIONS
- CERTIFICATES OF OCCUPANCY

The City of Dubuque has development regulations to promote a sound, safe, healthy, and desirable community; to encourage good development and support the conscientious developer; and to protect existing property values and uses while providing for future generations.

To assist developers and expedite the process, Planning Services Staff coordinates and facilitates weekly meetings of the Development Review Team, an interdepartmental group comprised of staff from the City’s Fire, Water, Engineering, and Building Services Departments.

By utilizing the Development Review Team, Developers can complete **Plan Review and Approval in as little as 7 Days**. The Team meets with developers, engineers, and other design professionals to review proposals in the context of all applicable City Codes.


The Development Review Team reviews:

- Minor and major subdivision plats;
- Minor and major site plans for new and expanding multi family residential, commercial, office, institutional, and industrial developments;
- Conceptual plans for planned unit developments (PUDs)

*“Staff went out of their way to make the process as smooth as possible.”*

We encourage early contact with city staff. The chart on the following page provides information on where to begin the development process. When in doubt, please call the Development Helpline at 563-589-4210 or email at [planning@cityofdubuque.org](mailto:planning@cityofdubuque.org).

**Don't do it alone!**



Before you begin, contact the Development Helpline at 563-589-4210 or [planning@cityofdubuque.org](mailto:planning@cityofdubuque.org) or [click here!](#)

Let us make it easy  
FOR YOU!

**WHERE TO BEGIN THE DEVELOPMENT REVIEW PROCESS:**

Project	Building Services	Planning Services	Engineering Department	Water Distribution	Fire Department
Additions/Expansions	●	○			○
Building Plan Review	●	○	○	○	○
Change of Use	○	●			○
Contractor’s Licenses	●				
Curb Cuts and Sidewalks			●		
Demolitions/Moving	●	○	○		○
Electrical/Wiring	●				
Exterior Alterations	●	○			
Grading/Excavation			●		
HVAC/Refrigeration	●				
Interior Remodeling	●				
Landscaping	○	●	○		
New Construction	●	○	○	○	
Parking Lots	○	●	○		
Plumbing	●				
Sanitary Sewer connect/ext.	○		●		
Signs	●	○	○		
Site Plan Review	○	●	○	○	○
Subdivisions/Lot Splits	○	●	○		○
Water Hook-ups/Extensions	○			●	
Zoning Procedures		●			

● Starting point      ○ Additional Review

**CITY OF DUBUQUE CONTACT INFORMATION**

[www.cityofdubuque.org](http://www.cityofdubuque.org)

- Building Services.....(563) 589.4150
- Engineering Department.....(563) 589.4270
- Planning Services.....(563) 589.4210
- Public Works.....(563) 589.4250
- Utility Billing.....(563) 589.4144
- Water Distribution.....(563) 589.4303

**PRIVATE UTILITIES CONTACT INFORMATION**

The **Greater Dubuque Development Corporation** maintains a list of all the current providers in the Dubuque Area. The list includes providers of:

- |             |                    |
|-------------|--------------------|
| Electricity | Telecommunications |
| Natural Gas | Renewable Energy   |

Contact and provider information can be found at <http://www.greaterdubuque.org/gddc/site-selectors/utilities>. Greater Dubuque Development Corp. is located at 900 Jackson Street, Suite 109 Dubuque, IA 52001 and can be reached by telephone at **563.557.9049**.

**ADDITIONAL CONTACT INFORMATION**

- |  |   |
|--|---|
| IowaDOT - District 6.....(800) 866.4368<br>(Cedar Rapids) <a href="http://www.iowadot.gov">www.iowadot.gov</a> | Iowa One Call.....(800) 292.8989<br>Dial (811) <a href="http://www.iowaonecall.com">www.iowaonecall.com</a> |
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