

# 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  
Inspection & Construction Services  
Others: Health, Housing, Transit, Parks

## STEP 3. Construction Review and Approval

LEAD: Inspection & Construction Services  
Coordinate with Involved Departments



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 Inspection & Construction 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).



## WHERE TO BEGIN THE DEVELOPMENT REVIEW PROCESS:

Project	Inspection & Construction 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)

Inspection & Construction 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  
(Cedar Rapids) [www.iowadot.gov](http://www.iowadot.gov)

Iowa One Call.....(800) 292.8989  
Dial (811) [www.iowaonecall.com](http://www.iowaonecall.com)