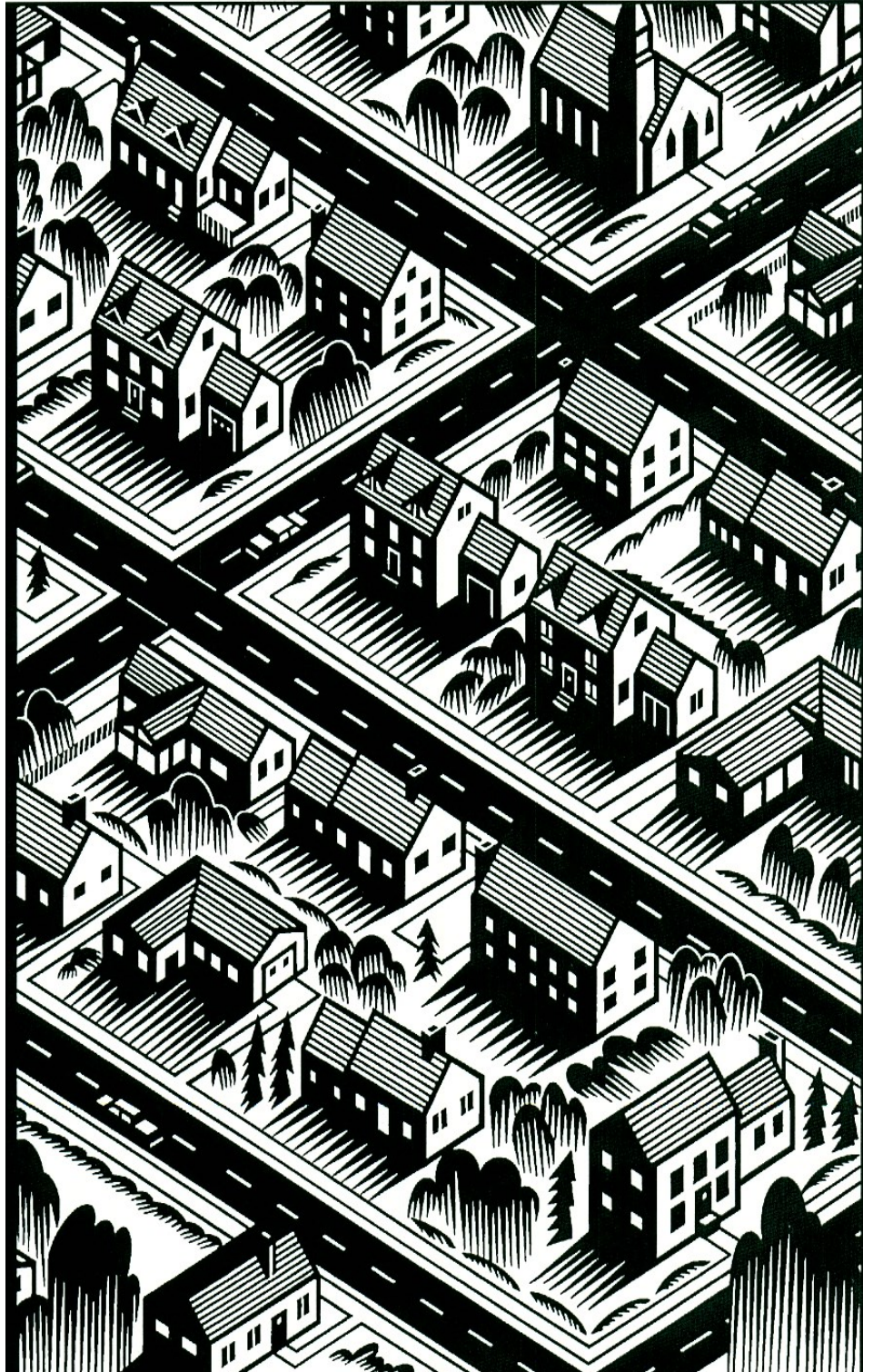


Demolition in Historic and Conservation Districts



THE CITY OF
DUBUQUE
Masterpiece on the Mississippi

Dubuque
All America City
2007-2012-2013
2017-2019

Planning Services Department, 50 West 13th Street, Dubuque, IA 52001-4845
(563) 589-4210 e-mail: planning@cityofdubuque.org

DEMOLITION REVIEW PROCESS

Guidelines to help you through the application process.

What is a Demolition Permit?

A Demolition Permit is a building permit granting permission for the applicant to demolish a building.

When do I need a Demolition Permit?

You may need to obtain a Demolition Permit from the Building Services Department at 589-4150 if you are proposing to demolish all or part of a building or structure.

When do I need special approval of a Demolition Permit?

If the structure is located in a Historic or Conservation District, approval from the Historic Preservation Commission is required before the demolition permit can be issued.

How long does the application process take?

The demolition review process may take approximately 30-90 days from the date a complete application is filed.

Who is the Historic Preservation Commission?

The Historic Preservation Commission is a volunteer group of 9 citizens from the community who are appointed by the City Council to meet once a month to make decisions on requests that effect historic properties. The Commissioners have various backgrounds and expertise. They share an interest in historic preservation, with most of them residing in one of the historic districts.

What criteria are considered when reviewing a Demolition Permit?

The Commission must review all of the information submitted by the applicant and make a determination as to the following:

1) Whether the building proposed for demolition has historic or architectural significance to the community. If determined the building does have historic or architectural significance a subsequent application will be filed to 2) determine whether denial of the proposed demolition permit would prevent the property owner from earning a reasonable economic return on the property.

If the Commission finds the building proposed for demolition does not have historic or architectural significance, or that denial of the application would prevent the property owner from earning a reasonable economic return on the property, the Commission must recommend approval of the application.

DEMOLITION REVIEW PROCESS

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When determining whether a building has historic or architectural significance, the Commission will consider the city of Dubuque's historic property inventory and any subsequent official architectural/historical surveys/evaluations and nominations to the National Register of Historic Places. When determining whether a reasonable economic return can be earned from the property, the Commission will evaluate all information required in the Checklist of Supporting Documentation.

What if the property has one or more dwelling units?

The Housing and Community Development Department may suggest strategies for earning an economic return on the property.

How do I apply for a Demolition Review?

To apply for a Demolition Review you need to attend a pre-application conference with Planning Services staff prior to filing an application. Planning staff can help determine the building's significance and compile supporting documentation.

To apply for a Demolition Review you need to:

- Complete the application form.
- Complete the Description of Proposed Project worksheet.
- Submit the supporting documentation, as listed on the enclosed Checklist of Supporting Documentation, with each item clearly labeled (**only if the structure is determined significant**).
- Submit the above information and any other pertinent information that is available or required by the Commission or the City Planner that may be necessary to make a determination in the demolition review.

Please include any other documentation that will help clarify your request and support your position.. This information must be submitted by the application deadline. For application deadline dates and other information, please call the Planning Services Office at 589-4210.

How does Planning Services staff help you through the process?

When the Planning Services staff receives a complete application, your request will be placed on the agenda for the next available meeting date.

Planning Services staff then will review your application, visit your property, take photos and compile other documentation regarding the request. Planning Services staff will send an agenda, a staff report, and a copy of your application materials to the

DEMOLITION REVIEW PROCESS

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Historic Preservation Commission, and to you approximately one week before the Commission meeting.

Incomplete applications will not be processed. Failure to submit all of the required information at one time will delay review of your project.

Do I need to be at the meeting?

Yes. You or your representative must present your request to the Historic Preservation Commission and be available to answer questions, if needed. If you or your representative cannot attend the meeting, your request will be tabled and your project will be delayed.

What happens at the meeting?

At the meeting, both Planning Services staff and you or your representative may be asked to comment on your request.

The Historic Preservation Commission will approve, deny or withhold action on the application for a specified period not to exceed ninety (90) days from the date of application to the Commission, unless the applicant requests an extension of time.

If the applicant is the State of Iowa or local government, the City Council also will make a determination on approval or denial of an application..

This guide is not intended to cover every aspect of the Demolition Review process. It should not be considered the final or definitive authority on any of the matters it addresses. It is only a general guide. Questions on specific projects should be addressed to the Planning Services Department, 50 W. 13th Street, Dubuque, Iowa 52001, phone (563) 589-4210, fax (563) 589-4221; e-mail: planning@cityofdubuque.org.

- Attachments:
- Application Form
- Description of Proposed Project Worksheet
- Checklist of Supporting Documentation
- Meeting Schedule

Last Updated: 09_07_17

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 _____

DESCRIPTION OF PROPOSED PROJECT

(use additional pages as needed)

1) Does the property have historic or architectural significance? If not, please explain and disregard questions 2 and 3.

2) Are you earning an economic return from the property or have you considered any other alternative opportunities to do so? Please explain.

**3) What incentives have you considered, including local, state and federal programs have you considered to assist in rehabilitation. The following link provides a list of some of the more frequently used resources in Dubuque:
www.cityofdubuque.org/2234/Financial-Toolbox.**

4) What is your timeline to demolish the building?

5) Please provide the name of contractor.

Signature

Date

Checklist of Supporting Documentation

On separate sheets of paper, items 1-15 must be addressed in order for an application to be considered complete. If you feel an item does not apply to your request, you must indicate so and explain why. Failure to provide accurate and complete information will result in the application being tabled and the project delayed. Incomplete applications will not be forwarded to the Commission, further delaying the project.

1. A bid from a qualified contractor showing the cost of the proposed demolition.
2. A report from a licensed engineer, architect or contractor with experience in rehabilitation as to the structural integrity of the structure(s) that the applicant proposes to demolish.
3. The appraised value of the property by a licensed appraiser for the following conditions:
 - (a) In the property's current condition;
 - (b) After completion of the proposed demolition;
 - (c) After rehabilitation of the existing property for continued use by providing sales for the previous six (6) months for at least three (3) comparable properties. If there are not sales for the previous six (6) months at comparable properties, sales for the previous year at comparable properties may be used; and
 - (d) If the property is an income-producing property, such valuation must include the rent scheduled and anticipated income after such rehabilitation, and the same for at least three (3) comparable properties to substantiate the information provided for the property in question.
4. An estimate from an architect, developer, contractor, or appraiser experienced in rehabilitation as to the cost to rehabilitate the building to the point of which a reasonable use or a reasonable profit can be realized from the property, including but not limited to bringing a building up to code so it can be occupied, not necessarily its "highest and best use", preferred use, or a restoration project.
5. The amount paid for the property, the date of purchase, and the person from whom the property was purchased, a description of the relationship, if any, if any between the owner of record, the applicant and the person from whom the property was purchased or is being purchased, and the terms of the purchase or proposed purchase, including financing.
6. If the property is income producing, copies of the 1040 schedule E or other appropriate forms and/or schedules filed with the IRS for the previous two (2) years. Such forms must include operation and maintenance expenses, depreciation deduction and annual cash flow before and after debt service, if any. Such forms must be signed by the current property owner to certify their authenticity.

Checklist of Supporting Documentation

7. The name of all mortgagees and the balance of all mortgages or other financing secured by the property and annual debt service, if any, for the previous two (2) years. Debt service is the amount of principle and interest payments paid annually on the property.
8. All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing and ownership of the property.
9. Any listing of the property for sale or rent, the price asked and offers received for sale or rent, if any, within the previous five (5) years.
10. The assessed value of the property for the previous two (2) assessment years.
11. The amount of real estate taxes assessed for the previous two (2) assessment years and whether or not they have been paid.
12. The form of ownership or operation of the property, whether sole proprietorship, for profit or not for profit corporation, limited partnership, joint venture or other.
13. Any other information considered necessary by the commission to determine whether the property yields or may yield a reasonable economic return to the property owner(s). A reasonable economic return is defined as the cost to rehabilitate the building to the point at which a reasonable use or a reasonable profit can be realized from the property. This may mean bringing a building up to code to the point at which it can be occupied, not necessarily to its "highest and best use", preferred use or a restoration project.
14. Proof of the applicant's efforts to obtain financing, tax incentives, preservation grants and other incentives to allow the applicant to earn a reasonable economic return from the property.
15. Documents detailing the applicant's efforts in ongoing maintenance and repair. This may include, but is not limited to, tax statements and/or copies of invoices.

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

Board and Commission Meeting Schedule January-December 2026

Submit Application to:		Long Range Planning Advisory Commission (LRPAC)	Historic Preservation Commission (HPC)	Port of Dubuque/ Chaplain Schmitt Island Design Review	Zoning Board of Adjustment (ZBA)	Zoning Advisory Commission (ZAC)	City Council	
Planning Services Department City of Dubuque 50 W. 13th Street Dubuque, IA 52001 planning@cityofdubuque.org		Meets Monthly	3rd Wednesday 5:30 p.m.	3rd Thursday 5:30 p.m.	4th Wednesday 3:00 p.m.	4th Thursday 5:30 p.m.	1st Wednesday 6:00 p.m.	3rd Monday 6:30 p.m.
* Agenda link		cityofdubuque.org/LRPAC	cityofdubuque.org/HPC	Design Guidelines	cityofdubuque.org/ZBA	cityofdubuque.org/ZAC	cityofdubuque.novusagenda.com/AgendaPublic/	
APPLICATION DUE BY	MEETING DATE	Dec 01	Dec 17	Dec 18	Dec 17	Dec 18	Jan 07	Tues. Jan 20
		Jan 05	Jan 21	Jan 15	Jan 28	Jan 22	Feb 04	Feb 16
		Feb 02	Feb 18	Feb 19	Feb 25	Feb 26	Mar 04	Mar 16
		Mar 02	Mar 18	Mar 19	Mar 25	Mar 26	Apr 01	Apr 20
		Mar 30	Apr 15	Apr 16	Apr 22	Apr 23	May 06	May 18
		May 04	May 20	May 21	May 27	May 28	Jun 03	Jun 15
		Jun 01	Jun 17	Jun 18	Jun 24	Jun 25	Jul 01	Jul 20
		Jun 29	Jul 15	Jul 16	Jul 22	Jul 23	Aug 05	Aug 17
		Aug 03	Aug 19	Aug 20	Aug 26	Aug 27	Sep 02	Sep 21
		Aug 31	Sep 16	Sep 17	Sep 23	Sep 24	Oct 07	Oct 19
		Sep 28	Oct 21	Oct 15	Oct 28	Oct 22	Nov 04	Nov 16
		Oct 26	Nov 18	Nov 19	Nov 18	Nov 19	Dec 02	Dec 21
		Nov 30	Dec 16	Dec 17	Dec 16	Dec 17	Jan 06	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'



Recycling and Reuse Guide

Ever wonder what to do with those AA batteries you just pulled out of the remote? Or the empty propane tank from your outdoor grill? How about the jacket you've only worn a handful of times or the old computer that hasn't been booted up for years?

When it comes to figuring out what to do with household items and other materials once you're finished using them, it's easy to have more questions than answers.

This guide can help. You'll learn what to do with bicycles and other items that could still be valuable to *someone* even when they're no longer valuable to you. You'll find out what to do with carpeting and other items that should be recycled. And you'll discover how hazardous materials and other materials that can't be recycled or reused can be properly disposed of.

In addition to facilitating well-planned, community-driven conservation alternatives, we want to help you keep waste out of the landfill by learning about the agencies, businesses and organizations in the Dubuque area that provide these valuable services to our community.

Click on the link to access the Recycling and Reuse Guide

<https://www.dmaswa.org/services/recycling-reuse/recycling-reuse-guide/>

You will find special instruction on how to recycle and/or reuse the following items:

Antifreeze (Proper Disposal)	Batteries - Auto (Lead Acid) – (Recycled)	Beverage Cans - scrap (Recycled)
Appliances (Recycled)	Batteries - Non-Rechargeable – (Proper Disposal)	Bicycles (Reused and/or Recycled)
Asphalt Pavement (Recycled)	Batteries - Rechargeable Nickel Cadmium, Nickel Metal Hydride, Lithium (Recycled)	Books (Recycled)
Asphalt Shingles (Recycled from single family homes only)		Building & Construction Materials (Reuse, Recycling or Proper Disposal)
Automobiles (Reuse)	Beverage Bottles & Cans - deposit (Recycled)	Carpeting (Recycling)



Recycling and Reuse Guide

CDs/DVDs/Videotapes/Cassette Tapes (Recycling)

Cellular Phone Batteries (Recycling)

Cellular Phones (Recycling and Reuse)

Chemical/Cleaning Supplies (Proper Disposal, Reuse and Recycling)

Clothing (Reuse)

Compact Fluorescent Lightbulbs (Recycling)

Cooking Oil (Recycling)

Electronics - Computer Equipment (Recycling)

Electronics - TVs & Other (Recycling)

Eye Glasses (Donated for Reuse)

Flower Pots

Fluorescent Bulbs (Recycling)

Glass - food and beverage containers, window, ceramic, etc. (Reuse)

Healthcare Items - crutches, walkers, wheelchairs, canes, etc. (Reuse)

Ink Cartridge/Ink Jet Printer Cartridges (Recycling and Reuse)

Medications (Proper Disposal)

Metal (Recycling)

Motor Oil (Recycling)

Oil Filters (Recycling)

Packaging Materials - clean packing peanuts, Styrofoam, air bags, bubble wrap (Reuse)

Paint (Proper Disposal and Reuse)

Pallets & Clean Wood Products (Recycled)

Paper & Cardboard (Recycling)

Plastic Shopping Bags (Recycling)

Plastic Shrink Wrap

Plastics #1-5 (Recycling)

Propane Tanks - Empty (Recycling)

Sharps/Syringes (Proper Disposal)

Solid Fill (Broken concrete, bricks, etc.) (Reuse)

Tires (Recycling)

Yard Debris (Composting)