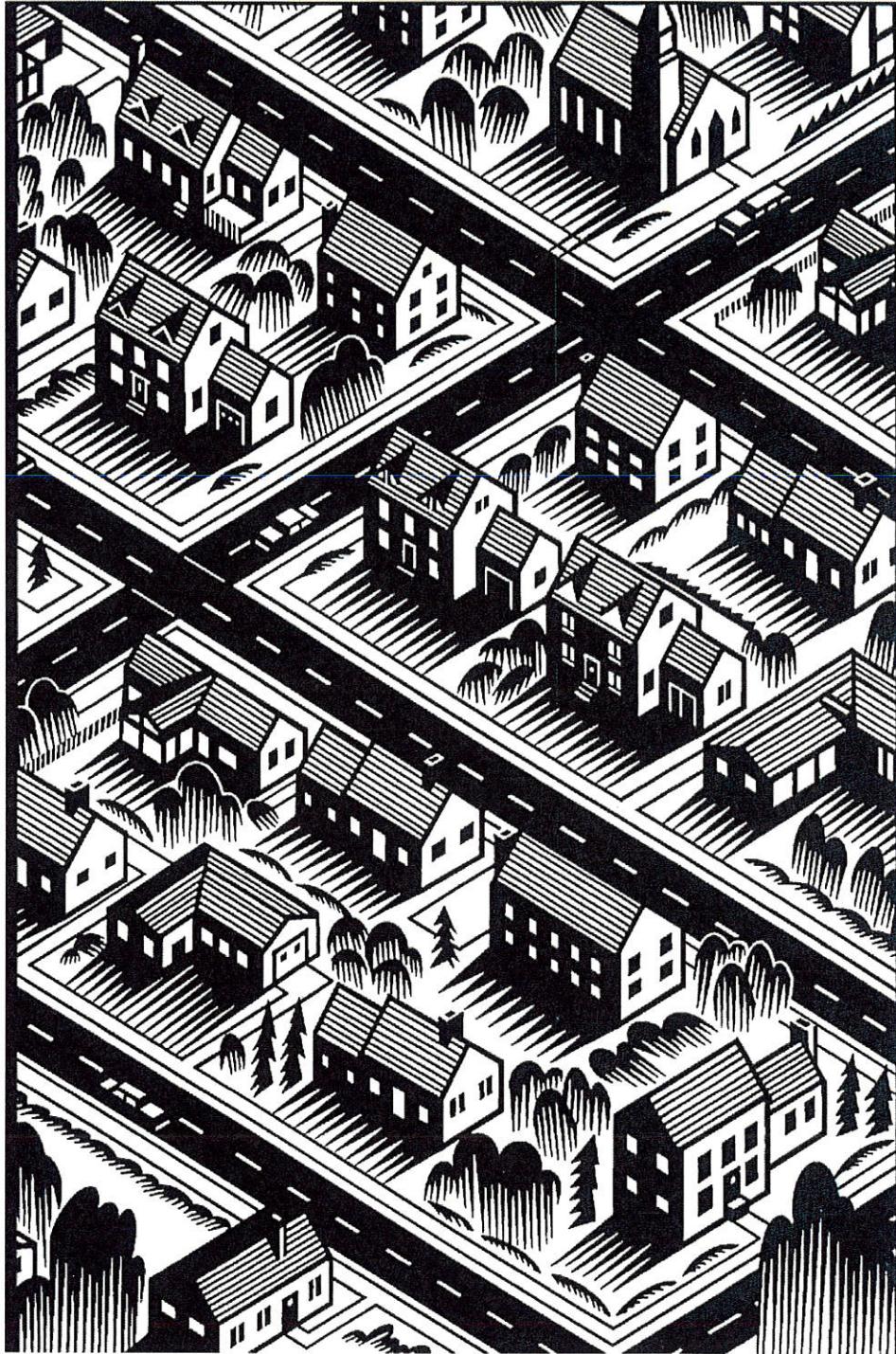


Historic Preservation

A guide to the Individual Designation of Historic Properties



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

THE CITY OF
DUBUQUE
Masterpiece on the Mississippi



DESIGNATION OF HISTORIC PROPERTIES

Guidelines to help you through the application process.

What is the process for Designating Historic Properties?

Step 1. Application

The process is initiated by an application submitted to the Historic Preservation Commission by the property owner. The application must indicate whether the applicant seeks Landmark, Landmark Site, Individual Historic Property or Historic District Designation. For Historic District Designation, an application may be initiated by any member of the community.

When nominating a district, it is strongly encouraged that applicants meet and seek the support of property owners and neighborhood organizations included in the proposed district boundary.

Step 2. Historic Preservation Commission Review

After receipt of a completed nomination, the Historic Preservation Commission will hold a public hearing. Oral or written testimony concerning the significance of the nominated property will be taken at the public hearing from any interested person. The Historic Preservation Commission may request expert testimony, consider staff reports or present its own evidence regarding the compliance of the nominated property.

The Historic Preservation Commission will make a determination as to whether the property does or does not meet the criteria for designation. The Commission's recommendation and supporting documentation is then forwarded to the City Council to be set for public hearing.

Step 3. State Review

The City Council will then submit the nomination to the State Historical Society of Iowa for review and recommendations at least thirty (30) days prior to the public hearing conducted by the City Council.

Step 4. City Council Review

Upon receipt of the recommendation and report of the Historic Preservation Commission, and after having received a recommendation from the State Historical Society of Iowa, the City Council will conduct a public hearing on the nomination. After the public hearing, the City Council will approve or disapprove the historic designation of the property, or refer the nomination back to the Historic Preservation Commission for modification. City Council approval will constitute designation of the Landmark, Landmark Site, Individual Historic Property or Historic District.

DESIGNATION OF HISTORIC PROPERTIES

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What criteria are considered when reviewing a nomination to designate a historic property?

- 1) The Historic Preservation Commission will make a determination as to whether the nominated property, structure, site or area:
 - a. Is of "architectural significance" as defined by the Historic Preservation Ordinance; or
 - b. Is associated with events that have made a significant contribution to the broad patterns of the history of the City of Dubuque, Dubuque County, the state of Iowa or the nation; or
 - c. Is associated with the lives of persons significant in the past of the City of Dubuque, Dubuque County, the state of Iowa or the nation; or
 - d. Has yielded, or may be likely to yield, information important in prehistory or history; and
- 2) The structure, property, object, site or area has sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or restoration; and
- 3) The structure, property, object, site or area is at least fifty (50) years old, unless the commission determines that it has achieved significance within the past fifty (50) years and is of exceptional importance.

What information must be submitted for a nomination?

The following required information will assist the Historic Preservation Commission in understanding your nomination. You are urged to submit any additional information that would help describe the property, structure, site or area and how it meets the criteria above.

- Application Form (see attachment)
- Description of Property History. Many areas of the city have been surveyed and Iowa Site Inventory Forms and reports may be available in the Planning Services office and Carnegie Stout Public Library. Include Iowa Site Inventory Forms and historical reports if available.
- Photographs of the structure(s).
- Statement of Significance which details the reasons why the property is worthy of nomination (see attached form).

DESIGNATION OF HISTORIC PROPERTIES

Guidelines to help you through the application process.

How does Planning Services staff help you through the Designation Process?

Applicants are encouraged to attend a pre-application meeting with Planning Services Staff prior to filing a nomination. Planning Services staff can assist with compiling supporting documentation regarding the request.

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 will send an agenda, staff report and a copy of your application materials to the Historic Preservation Commission approximately one week before the Commission meeting.

Approximately one week before the meeting, Planning Services staff will mail you a staff report and an agenda for the meeting.

Do I need to be at the meeting?

Yes. You or your representative must present your nomination to the Historic Preservation Commission and be available to answer questions, if needed. If you or your representative aren't at the meeting, your application will be tabled and your nomination will be delayed. You or your representative must also attend the City Council Public Hearing.

What happens at the Historic Preservation meeting?

At the meeting, both Planning Services staff and you or your representative will make presentations to the Commission. The meeting is open to the public, who may be asked to comment on your request. The Commission will approve, deny, modify, or table your request for more information.

What happens at the City Council public hearing?

All properties owners effected by the proposed nomination are sent notice of the public hearing. The applicant and any persons interested in the nomination are given an opportunity to speak to the request. After the public hearing, the City Council will approve or disapprove the nomination, or refer it back to the Historic Preservation Commission for modification.

This guide is not intended to cover every aspect of the historic designation 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 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
- Statement of Significance
- Meeting Schedule

Revised 09_27_10

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
Jun 03
Jun 15
Jul 01
Aug 05
Sep 02
Oct 07
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 _____

Statement of Significance
(use additional pages as needed)

Please describe how the property, structure, object, site or area is historically significant and meets the criteria for nomination:

Signature

Date