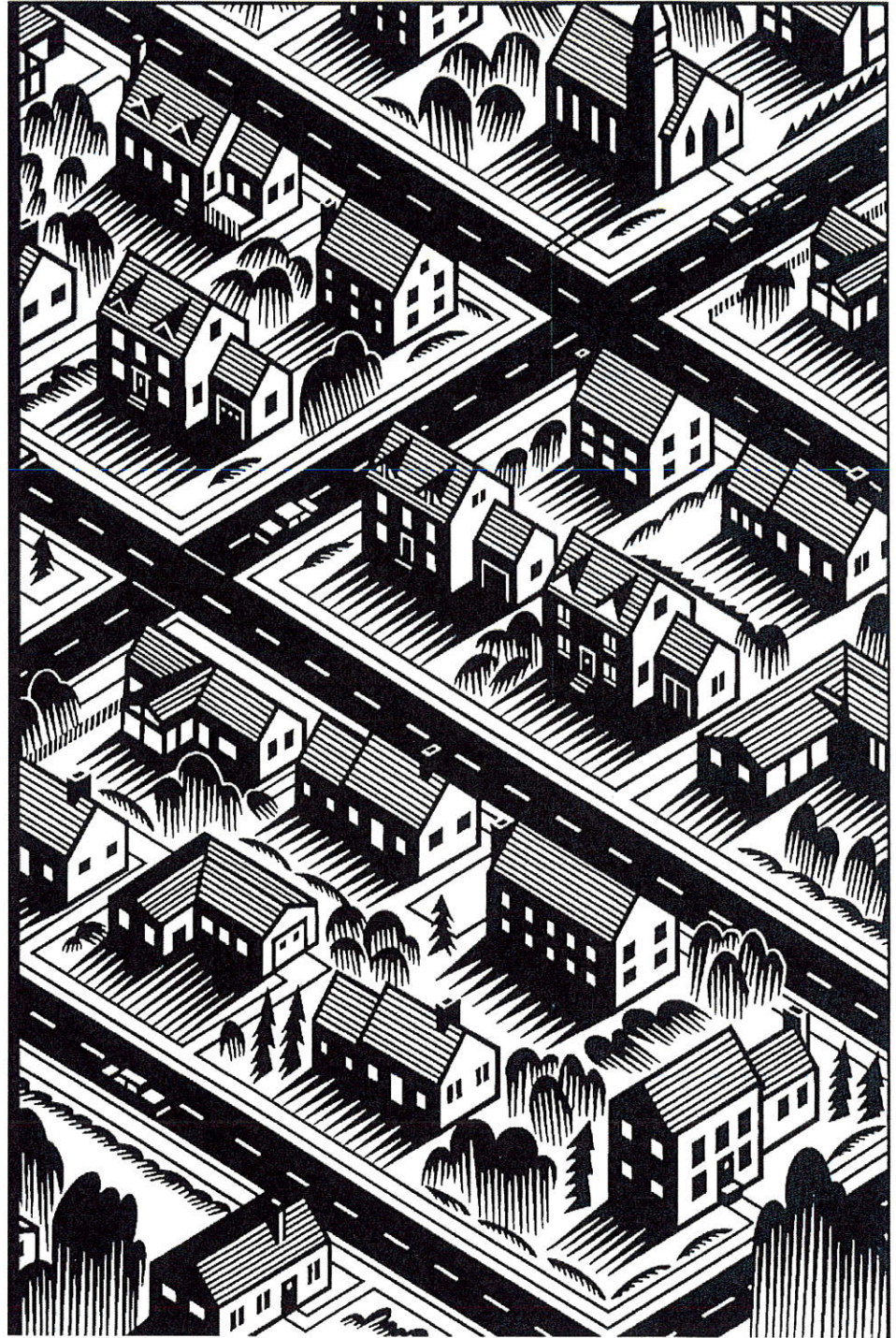


Historic Preservation

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



2007-2012-2013
2017-2019

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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*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 17	Dec 18	Dec 17	Dec 18	Jan 07	Tues. Jan 20
		Jan 21	Jan 15	Jan 28	Jan 22	Feb 04	Feb 16
		Feb 18	Feb 19	Feb 25	Feb 26	Mar 04	Mar 16
		Mar 18	Mar 19	Mar 25	Mar 26	Apr 01	Apr 20
		Apr 15	Apr 16	Apr 22	Apr 23	May 06	May 18
		May 20	May 21	May 27	May 28	Jun 03	Jun 15
		Jun 17	Jun 18	Jun 24	Jun 25	Jul 01	Jul 20
		Jul 15	Jul 16	Jul 22	Jul 23	Aug 05	Aug 17
		Aug 19	Aug 20	Aug 26	Aug 27	Sep 02	Sep 21
		Sep 16	Sep 17	Sep 23	Sep 24	Oct 07	Oct 19
		Oct 21	Oct 15	Oct 28	Oct 22	Nov 04	Nov 16
		Nov 18	Nov 19	Nov 18	Nov 19	Dec 02	Dec 21
		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'

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