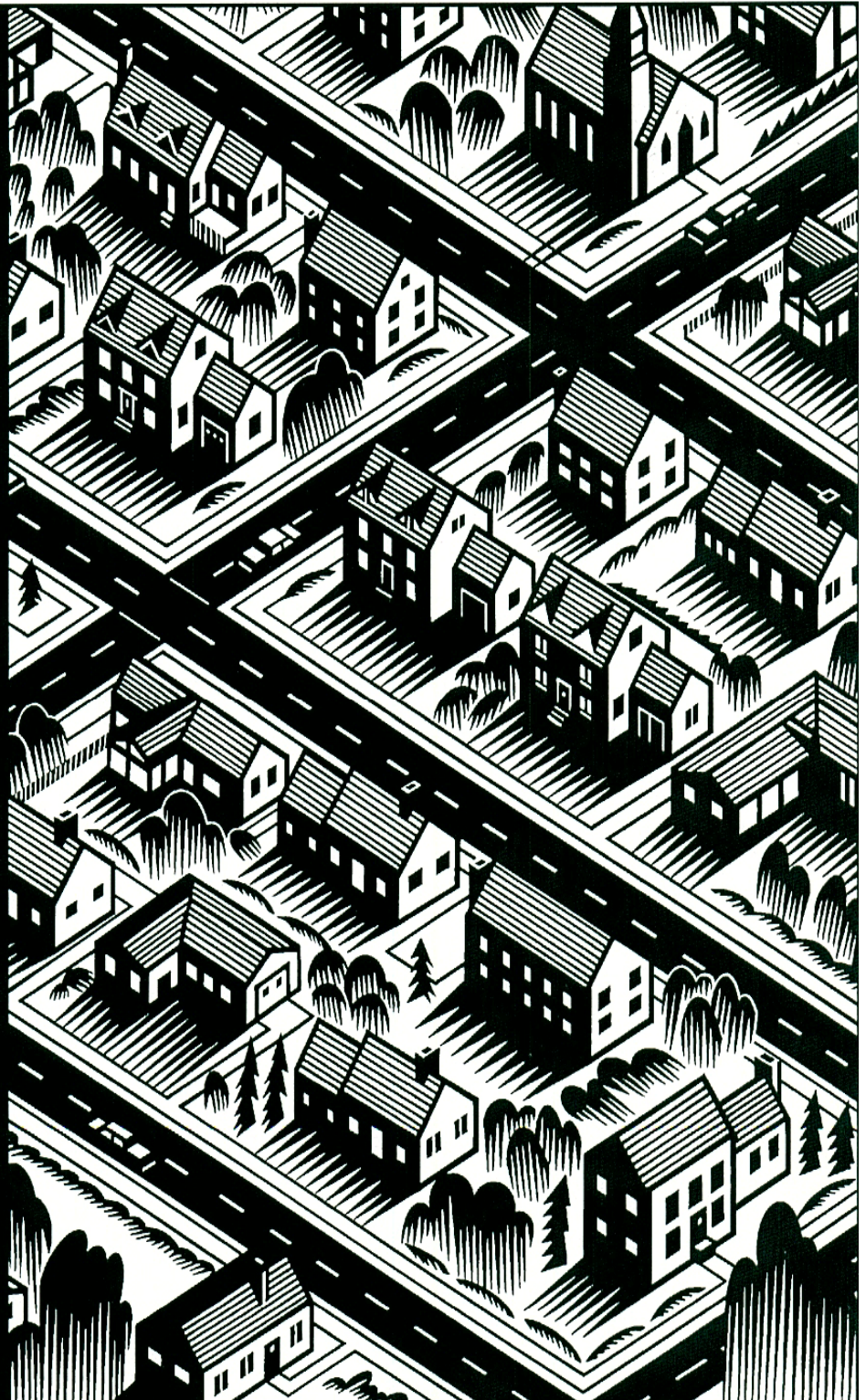


Temporary Use Permit

A guide to the Application Process



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

Temporary Use Permit Application

Guidelines to help you through the application process.

Why do I need a Temporary Use Permit?

You may need to file an application for a temporary use permit if you plan to conduct short-term or seasonal sales of goods or products somewhere on your lot other than within the confines of your building.

How long does the application process take?

In most cases, a temporary use permit can be issued 3 days after your application is received by the Planning Services Department. Filing an application, however, does not guarantee approval.

What criteria are considered when reviewing a Temporary Use Permit application?

- 1) That the use is of a limited and temporary duration, and in no case exceeds a six-month time period.
- 2) That the use will serve a public need or contribute to the public convenience and welfare.
- 3) That the use bears some functional or other beneficial relationship to a permitted use within the zoning district.
- 4) That the use will not be likely to interfere with the appropriate use and enjoyment of nearby properties that may be affected by its operation.
- 5) The use will not have an adverse effect on parking, access or public safety. Include: 1) the proposed use, length of stay and a site plan, the location of your use on your lot and the outside dimension of your proposed display area.

How do I apply for a Temporary Use Permit?

To apply for a Temporary Use Permit you need to:

- Fill out the attached application form.
- Complete a site plan that includes:
 - 1) a layout of the proposed use and its location on the property;
 - 2) dimensions of the area to be used;
 - 3) length of stay
- Submit application fee

Please include any other documentation that will help clarify your request and support your application.

What happens next?

A copy of your approved application will be forwarded to you within 3 days of your application submittal, or submit a revised site plan, if required based on comments provided by Planning Services staff.

If denied, you may appeal to the Zoning Board of Adjustment within 30 days of written notification of the denial, or submit a revised proposal to the Planning Services Department.

Temporary Use Permit Application

Guidelines to help you through the application process.

This guide is not intended to cover every aspect of the design review application 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:

*Planning Services Department
50 W. 13th Street
Dubuque, Iowa 52001
phone (563) 589-4210
e-mail: planning@cityofdubuque.org.*

Attachments:

- Application Form
- Fee Schedule

Revised: 10_17_08



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

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 _____