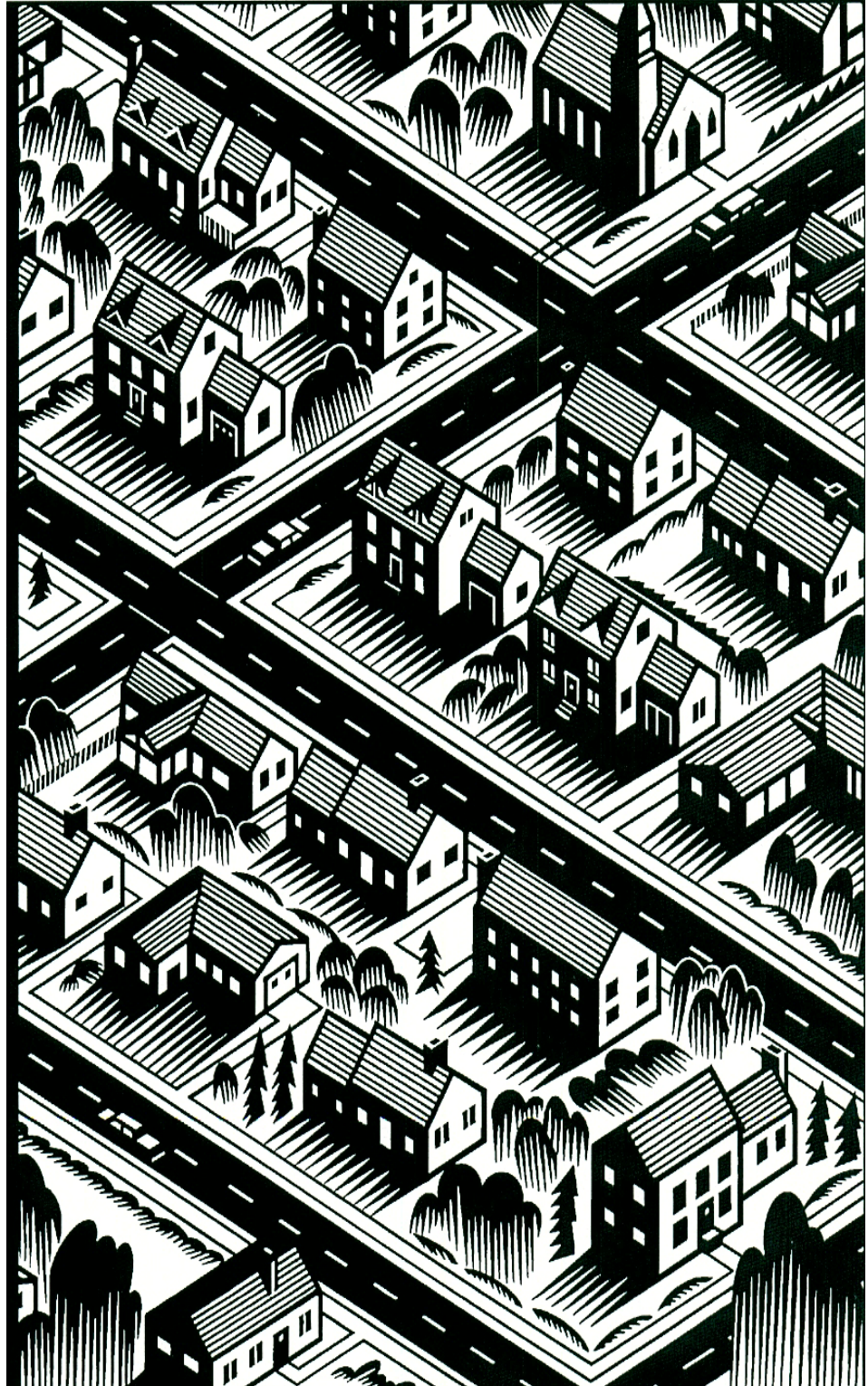


# Port of Dubuque

## A guide to the Design Review Process



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

THE CITY OF  
**DUBUQUE**  
*Masterpiece on the Mississippi*



2007•2012•2013  
2017★2019

# Port of Dubuque Design Review

Guidelines to help you through the application process.

## **What is a Design Review?**

Design review standards for the Port of Dubuque have been developed to ensure that new and existing facilities work together to create an attractive, high quality, pedestrian-oriented urban neighborhood for visitors, residents and workers. These standards are both prescriptive and descriptive in nature. They prescribe specific minimum requirements for elements such as parking lot landscaping and signage as well as describing parameters for the design of new buildings and the remodeling of existing buildings.

## **When do I need a Design Review?**

These design standards apply to the following:

- New and existing parking facilities and signs
- New buildings and vessels
- New site development
- New public and private open space
- All sites, exclusive of their existing buildings or vessels, and including parking, outdoor storage and perimeters
- Painting of 25% or more of existing building exterior
- Remodeling/renovation of existing building or vessel exterior which requires a building permit (exclusive of roof repair)
- Interior remodeling/renovation of 50% or more of existing building floor area
- Renovations of existing sites
- Expansions of existing facilities, buildings or vessels which require a building permit

## **How long does the application process take?**

In most cases, the Design Review process takes about 21 days from the application deadline. Filing an application, however, does not guarantee approval.

## **Who is the Port of Dubuque Design Review Committee?**

The Port of Dubuque Design Review Committee is an appointed group of community stakeholders who meet once a month to review requests for improvements in the Port of Dubuque.

## **What criteria are considered when reviewing a Design Review application?**

The Port of Dubuque Design Review Committee uses the Port of Dubuque Master Plan & Design Standards to evaluate development requests.

## **How do I apply for a Design Review?**

1. Review the Port of Dubuque Design Standards. The standards are posted on the City's website at [www.cityofdubuque.org/designguidelines](http://www.cityofdubuque.org/designguidelines). The standards also are available on CD from the Planning Services Department.

# Port of Dubuque Design Review

## **Guidelines to help you through the application process**

2. Schedule a pre-application conference with a representative from the City Planning Services Department to discuss the project and design standards.

3. Following this meeting, all development projects, improvements, additions and new facilities including parking must be described in narrative text and illustrative engineering and/or architectural drawings, including the following:

- Colored front and side building elevations (1/4" scale min.)
- Colored illustrative site landscape plan (1:30 scale min.)
- Dimensioned site plan (1:30 scale min.)
- Dimensioned site lighting plan (1:30 scale min.) indicating proposed illumination patterns and light levels
- Dimensioned architectural plans, including building elevations, cross sections, floor plans and details
- Exterior construction materials samples, including brick, stone, glazing, windows and doors, signage materials, fencing, etc.
- Project narrative

4. These application materials are to be submitted as a complete package to the Planning Services Department. Incomplete applications will not be processed.

Please include any other documentation that will help clarify your request and support your position. This information must be submitted by the application deadline. The Port of Dubuque Design Review Committee application deadline and meeting dates are attached.

Additional City reviews may be needed: For information on site development review and approval, contact the Planning Services Department at 589-4210.

For information on building, sign, demolition and other building-related permits, contact the Inspection & Construction Services Department at 589-4150.

For information on excavation in the public right-of-way and curb cuts, contact the Engineering Division at 589-4270.

For information on underground utilities, call Iowa One-Call at 800-292-8989.

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### **How does Planning Services staff help you through the Design Review Process?**

Planning Services staff provide a pre-application conference to orient you to the Design Standards and the review process. When we receive a complete application, your request will be placed on the agenda for the next available meeting date.

# Port of Dubuque Design Review

## Guidelines to help you through the application process.

Planning Services staff then will review your application, and prepare a report. Staff will send an agenda and a copy of your application materials to the Port of Dubuque Design Review Committee approximately one week before the Committee meeting.

Approximately one week before the meeting, you will receive an agenda for the meeting.

### **Do I need to be at the meeting?**

Yes. You or your representative must present your request to the Port of Dubuque Design Review Committee 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 project will be delayed.

### **What happens at the meeting?**

At the meeting, you or your representative will make presentations to the Committee. The Committee will recommend to approve, deny, modify, or table your request for more information.

Design approval, based on a review of the application materials identified above, and the Committee's recommendations, will be considered by the City Manager. The City Manager will approve, deny, modify or table your request for more information or further review. The applicant will receive a notice of decision from the City Manager to sign in agreement to any terms or conditions, and then return to the Planning Services Department. A building permit will not be issued by the Inspection & Construction Services Department until such approval is received in writing. Site development approval will not be issued by the Planning Services Department until such approval is received in writing. Once written approval is received, the project may commence, provided all other required City approvals and/or permits have been obtained.

If your proposal is denied by the City Manager, you may re-submit a revised application or file an appeal with the City Council.

This guide is not intended to cover every aspect of the design 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; e-mail: [planning@cityofdubuque.org](mailto:planning@cityofdubuque.org).

Attachments: Application Form  
Description of Proposed Project Worksheet  
Meeting Schedule

## **DESIGN REVIEW CHECKLIST**

The following required information is needed to assist the Port of Dubuque Design Review Committee in understanding your proposed project. You are urged to bring any other items or information that would help describe what your project will look like and how it will impact the existing structure and/or the neighborhood.

- Colored front and side building elevations
- Colored illustrative site landscape plan
- Dimensioned site plan
- Dimensioned site lighting plan indicating proposed illumination patterns and light levels
- Dimensioned architectural plans, including building elevations, cross sections, floor plans and details
- Exterior construction materials samples, including brick stone, glazing, windows and doors, signage materials, fencing, etc.
- Project narrative

**DESCRIPTION OF PROPOSED PROJECT**  
(use additional pages as needed)

1) Please describe your project:

2) Please indicate the type of construction materials to be used in this project:

3) What is your timeline for completion of the proposed project?

4) What is the estimated project cost?

5) Any other information or comments?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## 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 <a href="mailto:planning@cityofdubuque.org">planning@cityofdubuque.org</a>		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		<a href="http://cityofdubuque.org/LRPAC">cityofdubuque.org/LRPAC</a>	<a href="http://cityofdubuque.org/HPC">cityofdubuque.org/HPC</a>	<a href="#">Design Guidelines</a>	<a href="http://cityofdubuque.org/ZBA">cityofdubuque.org/ZBA</a>	<a href="http://cityofdubuque.org/ZAC">cityofdubuque.org/ZAC</a>	<a href="http://cityofdubuque.novusagenda.com/AgendaPublic/">cityofdubuque.novusagenda.com/AgendaPublic/</a>	
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'



## 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 \_\_\_\_\_