

Planning Services Department
City Hall
50 West 13th Street
Dubuque, IA 52001-4864
(563) 589-4210 phone
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(563) 690-6678 TDD
planning@cityofdubuque.org



ANNEXATION PROCEDURE

Annexation applications are reviewed at a City Council public hearing. They generally take approximately 45 to 90 days to process, depending on whether or not the annexation territory is within two miles of another city. Filing an application does not guarantee approval. There are no fees for filing an annexation application.

Step 1: Call or go to Planning Services Office, Second Floor, City Hall (589-4210). Schedule a pre-application conference. Review application procedure.

Step 2: Submit all the following application materials at one time to the Planning Services Office:

1. Planning Application Form.
2. A letter addressed to the Honorable Mayor and City Council with the following information:
 - a. A request for annexation of identified property, dated and signed by all owners of record or their authorized representatives;
 - (1) In the event that voluntary annexation is sought for a parcel of land which is being sold on contract, the contract seller and the contract buyer must both approve the annexation application;
 - (2) In the event that property for which annexation is sought is owned by a business organization or entity other than a natural person or persons, documentation establishing that the applicant is authorized to act on behalf of the owner shall be provided with the application.
 - b. Legal description(s) of the property for which annexation is sought.
 - c. A map of the property for which annexation is sought.
 - d. The acreage(s) and Dubuque County parcel identification number(s) for the property to be annexed.
3. If there are other incentives, etc. that you would like the City to consider concurrent with your annexation application, please include them in your letter.

Step 3: Planning Services staff review your request and prepare a staff report to send to you and the City Council prior to the Council meeting.

Step 4: Attend and present your request at the City Council public hearing. The City Council will approve, modify, table for more information, or deny your request.

Step 5: If approved, the City Council will send your annexation application to the State of Iowa. If the annexation territory is not within two miles of another city, the Secretary of State receives and files the request. If the annexation territory is within two miles of another city, the State of Iowa's City Development Board must consider the annexation request. The Board will set a public hearing for the request. Typically the Board meets monthly, usually in Des Moines.

Step 6 (If there is a public hearing before the City Development Board): Attend and present your request at the City Development Board public hearing. You can attend the Board meeting in person or via teleconference. The Board will approve, modify, table for more information, or deny your request.

Rezoning Concurrent with Annexation: You can apply for rezoning at the time of application for annexation. When done concurrently, the Planning Services Department waives the rezoning fee. Please see the rezoning application procedure for information on this process. If you do not apply for rezoning concurrent with annexation, your property will be annexed into the City of Dubuque zoned as AG Agricultural.

Attachments: Application Form

PLANNING APPLICATION FORM

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Variance | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Simple Subdivision | <input type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Major Final Plat | <input type="checkbox"/> Text Amendment | <input type="checkbox"/> Advisory Design Review (Public Projects) |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Minor Final Plat | <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Certificate of Economic Non-Viability |
| <input type="checkbox"/> Special Exception | <input type="checkbox"/> Simple Site Plan | <input type="checkbox"/> Annexation | <input type="checkbox"/> Historic Designation _____ |
| <input type="checkbox"/> Limited Setback Waiver | <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Historic Revolving Loan | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Rezoning/PUD/ID | <input type="checkbox"/> Major Site Plan | <input type="checkbox"/> Historic Housing Grant | <input type="checkbox"/> Port of Dubuque /Chaplain Schmitt Island
Design Review |

Please type or print legibly in ink

Property owner(s): _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax #: _____ Cell #: _____ E-mail: _____

Applicant/Agent: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax #: _____ Cell #: _____ E-mail: _____

Site location/address: _____ Neighborhood Association: _____

Existing zoning: _____ Proposed zoning: _____ District: _____ Landmark: Yes No

Legal Description (Sidwell parcel ID# or lot number/block number/subdivision): _____

Total property (lot) area (square feet or acres): _____

Describe proposal and reason necessary (attach a letter of explanation, if needed): _____

CERTIFICATION: I/we, the undersigned, do hereby certify/acknowledge that:

1. It is the property owner's responsibility to locate property lines and to review the abstract for easements and restrictive covenants.
2. The information submitted herein is true and correct to the best of my/our knowledge and upon submittal becomes public record;
3. Fees are not refundable and payment does not guarantee approval; and
4. All additional required written and graphic materials are attached.

Property Owner(s): _____ Date: _____

Applicant/Agent: _____ Date: _____

FOR OFFICE USE ONLY – APPLICATION SUBMITTAL CHECKLIST

Fee: _____ Received by: _____ Date: _____ Docket: _____