



1200 East 46th Street
 Davenport, Iowa 52807
 (563) 326-6198

planning@davenportiowa.com

COMMUNITY PLANNING & ECONOMIC DEVELOPMENT

Complete application can be emailed to planning@davenportiowa.com

Property Address*

*If no property address, please submit a legal description of the property.

Applicant (Primary Contact)

Name:

Company:

Address:

City/State/Zip:

Phone:

Email:

Application Form Type:

Plan and Zoning Commission

- Zoning Map Amendment (Rezoning)
- Planned Unit Development
- Zoning Ordinance Text Amendment
- Right-of-way or Easement Vacation
- Voluntary Annexation

Owner (if different from Applicant)

Name:

Company:

Address:

City/State/Zip:

Phone:

Email:

Zoning Board of Adjustment

- Zoning Appeal
- Special Use
- Hardship Variance

Engineer (if applicable)

Name:

Company:

Address:

City/State/Zip:

Phone:

Email:

Design Review Board

- Design Approval
- Demolition Request in the Downtown
- Demolition Request in the Village of East Davenport

Architect (if applicable)

Name:

Company:

Address:

City/State/Zip:

Phone:

Email:

Historic Preservation Commission

- Certificate of Appropriateness
- Local Landmark Nomination
- Demolition Request

Attorney (if applicable)

Name:

Company:

Address:

City/State/Zip:

Phone:

Email:

Administrative

- Administrative Exception
- Health Services and Congregate Living Permit

Historic Resource:

- Local Hamburg Historic District
- Iowa Soldier's Orphans' Historic District
- Marycrest College Historic District
- Individually Listed Local Historic Landmark

Not sure if you have a Historic Resource? You can click [here](#) to access the City's GIS Map. Click the layers icon toward the top right of the page. Click the Planning Layers dropdown. Turn the Historic Resources layer on by checking the box.

Historic Resources requiring a Certificate of Appropriateness are mapped with a  or .

If you are unsure, please contact the Community Planning and Economic Development staff at (563) 326-6198 or planning@davenportiowa.com for assistance.

When is a certificate of appropriateness required?

Prior to the commencement of the work.

What type of activity requires the approval of a certificate of appropriateness?

Any activity requiring a building or sign permit, except demolition, that would change the exterior architectural appearance of a structure. Examples include new construction, exterior alterations, relocations, reconstructions and infill development.

Submittal requirements

- Please contact Planning staff at (563) 326-6198 or planning@davenportiowa.com so we can help you determine what exactly is required to be submitted.
- Incomplete applications will not be accepted.

Submittal requirements for all types of requests:

- The completed application form.
- A work plan that accurately and completely describes the work to be done.
- Color digital photographs depicting the building elevations and proposed construction.

Submittal requirements for specific types of requests:

Minor alterations to existing buildings and new and replacement signs (all of the above and):

- Specifications, including dimensions, material used and color of the material.
- A rendering of the proposed alteration as depicted on the existing building.
- Samples of the materials, including the color, along with scaled, accurately colored elevations for any proposed sign and/or sign package.

Minor additions, site improvements and outdoor storage areas (all of the above and):

- A dimensioned site plan, including the locations of any proposed or existing buildings on the subject parcel and on surrounding parcels.
- A preliminary grading plan showing before and after grades at two-foot contour intervals, where deemed necessary by the development official.
- Outdoor storage areas shall be reflected in the elevation drawings submitted and shall show their relationship to the building elevations as well as the materials and treatment proposed that would accurately reflect the screening of the storage areas.
- A landscape plan.

Major additions and new buildings (all of the above and):

- Reproductions of building or site information found in the historical surveys if applicable
- A verifiable legal description, or a land survey.
- A map showing the existing topography of other properties at two-foot contour intervals, extending one hundred feet from the subject parcel.
- Elevation drawings, in color and drawn to scale, of the front, sides, rear, and roof lines of all proposed buildings or structures, illustrating the appearance and treatment of required screening elements for roof-mounted equipment, where deemed necessary by the development official.
- A materials board containing samples of each type of exterior building materials.

Formal Procedure

(1) Application:

- Prior to submission of the application, the applicant shall correspond with Planning staff to discuss the request, potential alternatives and the process.
- The submission of the application does not constitute official acceptance by the City of Davenport. Planning staff will review the application for completeness and notify the applicant that the application has been accepted or additional information is required. Inaccurate or incomplete applications may result in delay of required public meetings.

(2) Historic Preservation consideration of the request:

- Only work described in the application may be approved by the Commission.
- If the Commission determines there is insufficient information to make a proper judgment on the application, it may continue the application as long a period of 60 days has not elapsed from an accepted application. This time period does not apply if the applicant requests the continuance.

(3) After the Historic Preservation Commission's decision:

- If approved, a certificate of appropriateness does not constitute a City permit or license and does vest against any other land development regulation or regulatory approval. You will need to contact Davenport Public Works and other regulatory agencies regarding permits and/or licenses.
- If approved, a certificate of appropriateness will expire one year from the date of approval unless a building permit is obtained within such period. The Zoning Administrator may grant an extension for a period of validity longer than one year. An applicant may apply in writing for an extension of time at any time prior to the date of expiration.
- The applicant may appeal the Historic Preservation Commission's determination to the City Council. A written appeal along with payment of \$75.00 must be submitted to the Zoning Administrator within thirty calendar days of the Historic Preservation Commission's decision.

Applicant: Date:

By typing your name, you acknowledge and agree to the aforementioned submittal requirements and formal procedure and that you must be present at scheduled meetings.

Received by: Date:

Planning staff

Date of the Public Meeting:

Meetings are held in City Hall Council Chambers located at 226 West 4th Street, Davenport, Iowa.

Work Plan

Please describe the work being performed. Please note that only work described in the application may be approved by the Board.

Add additional pages in needed.

**City of Davenport Zoning Historic Preservation Commission
2021 Meeting and Submittal Calendar**

Local Landmark Nomination Application	Local Landmark HPC Commission Meeting	All Other Historic Preservation Applications	All Other Historic Preservation Applications HPC Meeting
Application Submittal	HPC Commission Meeting	Application Submittal	HPC Meeting
Friday 5:00 p.m.	Tuesday 5:00 p.m.	Friday 5:00 p.m.	Tuesday 5:00 p.m.
Public Works Center	Council Chambers City Hall	Public Works Center	Council Chambers City Hall
1200 E 46th St	226 W 4th St	1200 E 46th St	226 W 4th St
Davenport IA, 52807	Davenport IA, 52801	Davenport IA, 52807	Davenport IA, 52801
11/30/2020	1/12/2021	12/31/2020	1/12/2021
12/23/2020	2/9/2021	1/29/2021	2/9/2021
1/22/2021	3/9/2021	2/26/2021	3/9/2021
2/26/2021	4/13/2021	4/5/2021	4/13/2021
3/26/2021	5/11/2021	4/30/2021	5/11/2021
4/23/2021	6/8/2021	5/28/2021	6/8/2021
5/28/2021	7/13/2021	7/2/2021	7/13/2021
6/25/2021	8/10/2021	7/30/2021	8/10/2021
7/30/2021	9/14/2021	9/3/2021	9/14/2021
8/27/2021	10/12/2021	10/1/2021	10/12/2021
9/24/2021	11/9/2021	10/29/2021	11/9/2021
10/29/2021	12/14/2021	12/3/2021*	12/14/2021

Location/Date/Time are subject to change. Contact planning@davenportiowa.com to confirm meeting date/time/location.