



2024 DEVELOPMENT REVIEW SCHEDULE

PRE-SUBMITTAL CONFERENCE RECOMMENDED:

To schedule or speak with a staff member about your proposal, Contact the Department of City Development, Division of Planning at **262-636-9151** or by email at cdvplanning@cityofracine.org to speak with a staff member.

2024 FEE STRUCTURE

All fees are adopted as part of the City’s Operating Budget and are required to be paid when turning in a completed application for consideration. All fees are nonrefundable once an application has been processed for consideration.

| Application Type | Required Fee (in US Dollars) | Final Review Body |
|--|------------------------------|-------------------|
| Preliminary Subdivision Plat | 300.00 + 15.00 per parcel | Common Council |
| Final Subdivision Plat | 200.00 + 15.00 per parcel | Common Council |
| Certified Survey Map | 170.00 + 50.00 per parcel | PHDC* |
| New Conditional Use Permit or Major Amendment | 795.00 | PHDC |
| Conditional Use Permit – Minor Amendment | 400.00 | PHDC |
| Transfer of Existing Conditional Use Permit Same use and same parcel, different owner (not hotel) | 150.00 | City Development |
| Conditional Use Permit – Remedy for noncompliance after the fact | 1,445.00 | PHDC |
| Rezoning | 830.00 | Common Council |
| Comprehensive Plan Amendment | 1,200.00 | Common Council |
| Administrative Review and Access Corridor Review | 150.00 | City Development |
| Variance | 500.00 | BZBA |
| Design or Historic Review | No Fee | PHDC |

*If dedicating easements or Right-of-Way to the City, Common Council approval is required

Commission Abbreviations:

PHDC – Planning, Heritage and Design Commission

BZBA – Building and Zoning Board of Appeals

Note: Properties that are delinquent on property taxes will not have any applications processed or considered.

| Application Deadline | Review and Comment by Joint Plan Review Team (JPRT) | Public Notices Sent | Distribution of PHDC Agenda & Staff Recommendation | Planning Heritage and Design Commission Consideration*^ | Common Council Consideration (If needed) |
|-----------------------------|--|----------------------------|---|--|---|
| December 18 | December 29 | January 5 | January 19 | January 22 | February 6 |
| January 3 | January 12 | January 19 | February 2 | February 5 | March 5 |
| January 29 | February 9 | February 16 | March 1 | March 4 | March 19 |
| February 12 | February 23 | March 1 | March 15 | March 18 | April 15 |
| March 11 | March 22 | March 29 | April 12 | April 15 | May 7 |
| April 1 | April 12 | April 19 | May 3 | May 6 | May 21 |
| April 15 | April 26 | May 3 | May 17 | May 20 | June 4 |
| April 29 | May 10 | May 17 | May 31 | June 3 | July 16 |
| June 10 | June 21 | June 28 | July 12 | July 15 | August 20 |
| July 15 | July 26 | August 2 | August 16 | August 19 | September 3 |
| July 29 | August 9 | August 16 | August 30 | September 2 | September 17 |
| August 12 | August 23 | August 30 | September 13 | September 16 | October 1 |
| August 26 | September 6 | September 13 | September 27 | September 30 | October 15 |
| September 9 | September 20 | September 27 | October 11 | October 14 | November 19 |
| October 14 | October 25 | November 1 | November 15 | November 18 | December 3 |
| October 28 | November 8 | November 15 | November 27 | December 2 | January 2025 |

***Design Review applications have a deadline of two (2) weeks prior to the PHDC Meeting.**

^Variance Applications have the same schedule as the PHDC, but the Board of Zoning and Building Appeals meets as needed.

Application Materials can be found at: <https://www.buildupracine.org/business-tools/planning/>