



## 2026 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](mailto:cdvplanning@cityofracine.org) to speak with a staff member.

### **2026 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 non-refundable 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 29	January 9	January 16	January 30	February 2	March 3
January 12	January 23	January 30	February 13	February 16	March 3
January 26	February 6	February 13	February 27	March 2	March 17
February 9	February 20	February 27	March 13	March 16	April 20
March 2	March 13	March 20	April 3	April 6	April 20
March 30	April 10	April 17	May 1	May 4	May 19
April 13	April 24	May 1	May 15	May 18	June 2
April 27	May 8	May 15	May 29	June 1	June 16
May 11	May 22	May 29	June 12	June 15	July 7
June 1	June 12	June 19	July 2*	July 6	July 21
June 15	June 26	July 2*	July 17	July 20	August 5
July 13	July 24	July 31	August 14	August 17	September 1
July 27	August 7	August 14	August 28	August 31	September 15
August 10	August 21	August 28	September 11	September 14	October 6
August 31	September 11	September 18	October 2	October 5	October 20
September 14	September 25	October 2	October 16	October 19	November 17
October 12	October 23	October 30	November 13	November 16	December 1
October 26	November 6	November 13	November 25	November 30	December 15
November 9	November 20	November 25*	December 11	December 14	Jan/Feb 2027

\*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/>