



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 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/>