



2025 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.

2025 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 30	January 10	January 17	January 31	February 3	February 19
January 13	January 24	January 31	February 14	February 17	March 4
January 27	February 7	February 14	February 28	March 3	March 18
February 10	February 21	February 29	March 14	March 17	April 2
February 24	March 7	March 14	March 28	March 31	May 6
March 31	April 11	April 17	May 2	May 5	May 20
April 14	April 25	May 2	May 16	May 19	June 3
April 28	May 9	May 16	May 30	June 2	June 17
May 12	May 23	May 30	June 13	June 16	July 1
May 27	June 6	June 13	June 27	June 30	July 15
June 9	June 20	June 27	July 11	July 14	August 5
June 30	July 11	July 18	August 1	August 4	August 19
July 14	July 25	August 1	August 15	August 18	September 2
August 11	August 22	August 29	September 12	September 15	October 7
September 2	September 12	September 19	October 3	October 6	October 21
September 15	September 26	October 3	October 17	October 20	November 4
September 29	October 10	October 17	October 31	November 3	November 18
October 13	October 24	October 31	November 14	November 17	December 2
October 27	November 7	November 14	November 26	December 1	December 16
November 10	November 21	November 26	December 12	December 15	Jan/Feb 2026

***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/>