

CONDITIONAL USE PROCESS - CITY OF RACINE

WHAT IS A CONDITIONAL USE PERMIT?

A Conditional Use Permit or CUP, is a permit that allows the City of Racine to minimize the impact of certain businesses on neighboring properties.

WHEN IS A CONDITIONAL USE PERMIT REQUIRED?

The need for a CUP varies by the proposed business use, zoning of the business location and/or location within one of the City's Redevelopment areas.

In order to determine if your project or business will require a CUP, your first stop will be the City Building Department. They will ask questions related to the type of business you are establishing and the location in which you plan to operate.

Building Department TELEPHONE
(262) 636-9464

I NEED A CUP, NOW WHAT?

If the Building Department determines your project or business will require a CUP, your next step is the Department of City Development.

City Development Staff will provide you with an application and list of required documents to be submitted in order for your request to be considered. *(Contact the Department of City Development for a list of current fees.)*

It is strongly suggested that you schedule a pre-application meeting with City Development Staff prior to submitting your application.

City Development TELEPHONE
(262) 636-9151

REVIEW PROCESS

Conditional Use Permit (CUP) applications have a 3-step review process.

Review One: City Development Staff

City Development Staff will review your application for completeness and begin preparing for a public hearing.

Review Two: City Plan Commission

A public hearing will be held to hear support or concern from the public.

Plan Commission will consider the request, make recommendations and submit the recommendations to the Common Council.

Review Three: Common Council

The Common Council considers the recommendations at a council meeting, typically the 1st and 3rd Tuesdays of the month.

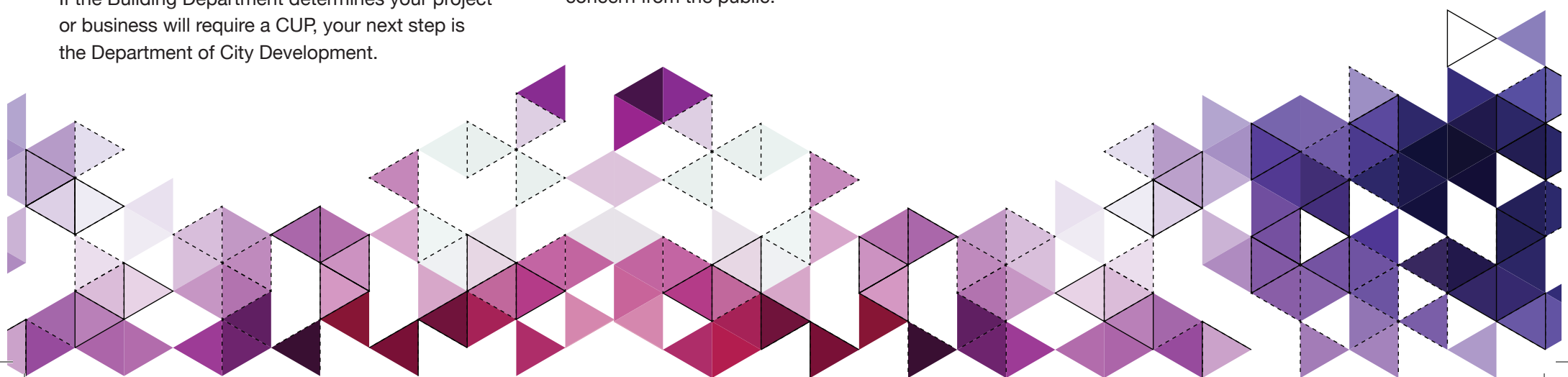
Common Council will approve or deny Plan Commissions recommendations.

If approved, a letter is sent to you outlining the action and any requirements or restrictions that were included.

CITY OF RACINE
BUILDING DEPARTMENT
730 Washington Ave. Room 307
Racine, Wisconsin 53403
Phone: (262) 636-9464
Fax: (262) 636-9329



www.cityofracine.org



THINGS TO KEEP IN MIND

A Conditional Use Permit does NOT replace an Occupancy Certificate. You'll still need to work with the Building Department to schedule all required property inspections.

Depending on when a complete application is received, the review process can take up to 60 days. Please plan accordingly.

The property/business owner must comply with all conditions of approval. If violations are observed, fines will be imposed!

Compliance must occur within 12 months of the date of approval, unless otherwise specified. If violations are not corrected timely, the City can proceed to revoke the permit.

ADDITIONAL ASSISTANCE

For additional assistance in starting or opening your small business, contact Racine County Economic Development Corporation's (RCEDC) Launch Box program.

They are available to assist you in navigating the resources and tools available to you.



www.racinecountyedc.org TELEPHONE

(262) 898-7404



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This brochure was prepared by LaunchBox, a joint initiative of the City of Racine, County of Racine, Racine County Economic Development Corporation, Wisconsin Economic Development Corporation, SC Johnson Foundation and Twin Disc, Inc.

CONDITIONAL USE PROCESS



OPENING A BUSINESS IN THE CITY OF RACINE

