



## **CITY OF LANCASTER DEVELOPMENT REVIEW RESIDENTIAL/SUBDIVISION**

The City of Lancaster strives to support your project with prompt, courteous, and professional assistance. Although we do follow a formal review process, we are happy to schedule time to speak with you informally about your project. The City's development team consists of full-time staff as well as contracted building, zoning, and engineering services. Many small projects can be completed solely with the assistance of the City's Zoning Administrator/Building Inspector Dennis Hampton who can be reached at (608) 778-7162. Larger projects typically involve the City's Director of Public Works Jerry Carroll, City Administrator Stephen Crane, and the City Engineer Mark Fisher of Strand Associates. Thank you for choosing to complete a project in Lancaster.

### **Development Review Procedures**

These requirements apply to all vacant residential site developments (subdivisions) and to any new residential buildings larger than single-family homes.

Plans for development must be submitted and *approved prior to the start of any work* on the site.

### **Process**

1. Contact the City Administrator or Zoning Administrator, and discuss with staff members the proposed plan of development. Obtain a Development Review Checklist.
2. Submit the completed Checklist, all "Preliminary Application" requirements, and the Site Plan Review Fee to City Hall.
3. The City staff will review the documents and provide comments and a list of modifications required for staff to recommend approval to the Plan Commission. Fifteen (15) working days are allowed for completion of the staff review for each submittal or resubmittal.
4. *If substantial agreement between the staff and developer is reached, the developer is asked to provide revised plans to be forwarded to the Plan Commission by staff.* At least five (5) business days before the Plan Commission meeting, submit the Checklist and all "Final Application" requirements.
5. The Plan Commission will review the documents and approve, modify, or disapprove the final site plan.

6. Submit to City Hall any of the following, as required:
  - Required guarantee(s) on improvements.
  - Building permit application(s) and required fees.
  - Application(s) for and required fees for utility extensions, driveway permits, signs, and any other special permits.
7. Whenever public improvements are involved, the developer, contractors and other representatives will meet with City staff in a preconstruction conference.

Should you have concerns about the development process, you may contact the City Administrator at (608) 723-4246.

## DEVELOPMENT REVIEW CHECKLIST Residential

Title of Subdivision \_\_\_\_\_  
 Location/Address of Development \_\_\_\_\_  
 Total Acres of Land \_\_\_\_\_  
 Owner/Developer \_\_\_\_\_ Phone \_\_\_\_\_

### Zoning

Existing Zoning Shown \_\_\_\_\_

Please indicate which of the following describes your proposal:

- Development is a permitted use under current zoning.  
 Requesting rezoning to the following: \_\_\_\_\_.  
 Requesting approval as a Conditional Use.

Please complete *each* of the items below, making sure to include the required information in your site plan and drawings. Check with an "X" if complete, or "N/A" if not applicable to your project. Complete information on the requirements may be found in Chapters 16-17 of the City Code of Ordinances.

Description	Preliminary	Final	Comments
<b>GENERAL INFORMATION</b>			
Three (3) copies of site plan (2 sets of 24" x 36" and 1 set of reproducible 11" x 17")			
Electronic PDF copy of plans (optional)			
Map legend including subdivision title and address; name, address, & telephone of owner, developer, & engineer; date			
North arrow, drawing scale of at least 1" = 50'			
Vicinity map			
<b>SITE</b>			
Dimensions of property and all lots drawn to scale			
2' contours			
Quarter-section lines, if within boundaries of plat			
Names of adjacent subdivisions, parks, cemeteries, or unplatted lands			
Corporate limit lines			
<b>RIGHT OF WAY (ROW)</b>			
Street names			
Radii of all curves			
Width and elevation of existing street pavements within boundaries of plat			
Exact length and bearing of ROW lines	N/A		
Exact street width along intersection streets	N/A		

Streets extended to edge of plat	N/A		
Street names checked for duplication of exact or similar names			
Minimum width of ROW is 50' (prefer 60')	N/A		
Cul-du-sacs maximum of 1,000' (prefer 500')			
Cul-de-sac minimum 60' ROW radius	N/A		
Maximum street grade 12% (prefer 6%)	N/A		
Radii of curvature: 300' collector, 100' minor	N/A		
Reverse curve tangent of 100'	N/A		
Distance between intersections: prefer 600' or greater	N/A		
Design of streets allows sidewalk installation without additional grading	N/A		
<b>UTILITIES</b>			
Existing power, telephone, natural gas utilities			
Easements for utilities			
Location, size, invert elevation of any existing sanitary sewer or storm sewer lines			
Each location of street lighting	N/A		
<b>ENVIRONMENTAL</b>			
Existing water bodies			
Existing wooded areas			
Drainage easements			
<b>LOT INFORMATION</b>			
Approximate dimension of all proposed lots			
Common use of public use lands defined			
Adequate block sizes	N/A		
Double frontage lots avoided	N/A		
Every lot has frontage	N/A		
All lots are minimum of 100' deep	N/A		
No flag lots	N/A		
All lots served by sanitary sewer and water service			

Description	Preliminary	Final	Comments
<b>FEES: See City Hall to determine value of fees due.</b>			
Preliminary Plat Review Fee			
Final Plat Review Fee			
Engineering Fees			
Administrative Fees			