



## **DEVELOPMENT REVIEW**

### **COMMERCIAL, INDUSTRIAL, & INSTITUTIONAL PROPERTY (INCLUDING MULTI-FAMILY RESIDENTIAL PROJECTS)**

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 contracts with General Engineering Company for building inspection and zoning services. Additional members of our development team may also be assigned to the project. For questions or to discuss your project, please contact:

**Josh Copsey, Building Inspector**

Phone: (608) 697-2905

Office Hours: Wednesdays | 8:00 a.m. – 11:00 a.m.

Larger projects may require additional members of our development team be assigned to your project. Those members include an additional representative from General Engineering Company, the City of Lancaster's Director of Public Works, City Administrator, and City Engineer - Mark Fisher of Strand Associates.

Thank you for choosing to complete your project in the City of Lancaster.

#### **Development Review Procedures**

These requirements apply to all vacant commercial, industrial, and institutional site developments and to any new buildings or modifications. Or, where any site development increases the use by the public.

Plans for development must be submitted and *approved prior to the start of any work on the site*. This requirement is necessary to ensure that all requirements of code, including setbacks, storm water management and landscaping, will be met and/or addressed prior to the start of construction. This will also serve to safeguard the property owner from costly modifications that may arise from proceeding with work that may not be authorized or does not meet the minimum requirements of City Ordinances.

## Process

1. Contact General Engineering Company or the City 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. City staff will review the documents and provide comments and a list of modifications required for staff to recommend approval to 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.