



**CITY OF LANCASTER
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'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 commercial, industrial, and institutional site developments and to any new buildings or modifications (where the combined value of such modifications undertaken exceed 50% of the current market value of the structure), 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 insure 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 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 Commercial, Institutional, & Industrial

Title of Development _____
 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 16-18 of the City Code of Ordinances.

Description	Preliminary	Final	Comments
GENERAL INFORMATION			
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 development title; name, address, & telephone of owner, developer, & engineer; date			
North arrow, drawing scale of at least 1" = 50'			
Vicinity map			
SITE			
Dimensions of property and all lots drawn to scale			
Number of parking spaces			
Parking spaces minimum of 10' x 18'			
Parking spaces paved			
Parking stalls painted in lots with more than 5 stalls			
Street access: number of drives			
Street access: width of drives: 10' min, 24' max			

Street access: concrete approaches			
Street access: 50' from intersection of arterial			
Street access:100' from arterials intersecting another arterial			
Street access: 10' from intersection			
Vision triangle			
Front setback			
Side setback			
Rear setback			
Other setback			
Location of loading docks			
Garbage collection locations			
Outside storage locations			
Fences: maximum 10' commercial			
BUILDINGS/STRUCTURES			
Location of all existing buildings			
Location of all proposed buildings			
Height of all proposed buildings			
Building perspectives	N/A		
Approved façade materials	N/A		
Consistent elevations	N/A		
HVAC units appropriately located	N/A		
UTILITIES			
General location of existing public & private utilities			
Easements for utilities			
Location, size, invert elevation of any existing sanitary sewer	N/A		

Location, size, invert elevation of any existing storm sewer	N/A		
Exact location of private utilities	N/A		
Exact location of street lighting	N/A		
Exact location of fire hydrants	N/A		
Water pressure & flow requirements	N/A		
Private fire protection requirements	N/A		
Sanitary sewer quantity & quality, if other than domestic	N/A		
ENVIRONMENTAL			
Existing water bodies			
Existing wooded areas			
Drainage easements			
Adequate open space: Minimum 10%			
Noise: anticipated impact			
Odor: anticipated impact			
Vibration: anticipated impact			
Air contaminants: anticipated impact			
Identification of flood zone			
Landscaping plan			
Stormwater management plan	N/A		
Calculations for stormwater needs in 10 years	N/A		
Erosion control plan	N/A		
Lighting plan	N/A		
SPECIAL CONDITIONS			
Private wastewater facility			
Planned Unit Development (PUD)			

Signs			
Communication towers			
ARROW RIDGE SPECIAL CONDITIONS			
Permitted use			
Street setback: 25'			
Side setback: 10'			
Rear setback: 25'			
Maximum height: 35'			
Maximum 85% impervious cover			
Monument signs only			
Monument sign size: maximum 15' high, 85 sq ft			
Signs 5' from ROW			
75% of front façade is non-metallic			
25% of other facades are non-metallic			
Fence materials approved by Plan Commission			
Screened loading bays			
No accessory structures			

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