



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 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 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 General Engineering Company 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.

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
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 subdivision title and address; 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			
2' contours			
Quarter-section lines, if within boundaries of plat			
Names of adjacent subdivisions, parks, cemeteries, or unplatted lands			
Corporate limit lines			
RIGHT OF WAY (ROW)			
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		
UTILITIES			
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		
ENVIRONMENTAL			
Existing water bodies			
Existing wooded areas			
Drainage easements			
LOT INFORMATION			
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
FEES: See City Hall to determine value of fees due.			
Preliminary Plat Review Fee			

Final Plat Review Fee			
Engineering Fees			
Administrative Fees			