



COMMUNITY
DEVELOPMENT

Development Services Department

Welcome to the City of Lancaster! This checklist helps explain your submittal requirements. All items requested must be submitted with your application. A member of staff will help you fill out this form. **NOTE:** Please submit this checklist with your application upon project submittal.

Date	
Address/Location/APN	
Project Description	
Application Type	
Prepared By	



SITE PLAN

Please show the following items:		<i>No. of copies:</i> _____	<i>DO I NEED THIS?</i>
1.	Title block on lower right hand side of map		
2.	Title, Project name, North arrow, Engineering scale		
3.	Name and address of legal owner		
4.	Name and address of persons preparing plan		
5.	Legal description to define the boundary of proposed project site		
6.	Date of preparation		
7.	Exterior boundary lines of the property; easements, dimensions, and lot size		
8.	Location map outlining site showing major streets within a square mile		
9.	Distances from the property lines to the centerline of an existing major street unless the project is located on the corner of an existing major intersection		
10.	Gross floor area		
11.	Zoning information and Assessor Parcel Number (APN)		
12.	Land area: gross and net acreage		
13.	Existing structures (mark those to be removed)		
14.	Location and width of easements		
15.	Location of pavement, right-of-way width, grade, and name of streets and highways		
16.	Location and size of sanitary sewers, water mains, and storm drains		
17.	Gross floor area		
18.	Areas subject to inundation or storm water flow, width and direction of each water course		
19.	Fire hydrants within 300ft of property line		
20.	Flood zone information		
21.	Identify and label all drainage easements and who owns each		
22.	Buildings, including setbacks		
23.	Parking, count by type of space (handicapped, compact, full size), indicate required parking and proposed parking		
24.	Loading docks, screening of loading docks, and maneuvering areas		
25.	Interior circulation		
26.	Driveways (on-site, adjacent, and across the street)		
27.	Freestanding light standards		
28.	Fences, walls (show existing/proposed)		
29.	Carports and covered parking		
30.	Trash enclosures		
31.	Mechanical equipment, utility meters, transformers, and backflow preventers.		
32.	HVAC Equipment		



BUILDING ELEVATIONS

Please show the following items:		<i>Do I Need This?</i>
1.	Date, map scale, and elevations properly labeled as north, south, east, and west.	
2.	Building height	
3.	Composite elevation from street.	
4.	Roof plan showing direction of flow of roof elements and location of mechanical equipment, ducts, and vents.	
5.	Lighting to be applied to exterior wall surfaces or to be used for walkways, drives, parking lots, and signs.	
6.	Art work, sculptures, fountains, or other decorative or ornamental features.	
7.	Provisions, design, and method of screening for: parking, trash enclosures, etc.	
8.	All identification, directional signs, and graphics visible on exterior of structure.	
9.	Elevations should be in color. Please show all architectural features of each building.	

FLOOR PLAN

Please show the following items:		<i>Do I Need This?</i>
1.	Dimensioned floor plan	
2.	Calculate square footage (for alcohol sales, square footage used for alcohol must be shown)	
3.	Identify each room	
4.	If patios or balconies are used as private space, show percentages and square-footage	

PRELIMINARY GRADING AND DRAINAGE

Please show the following items:		<i>Do I Need This?</i>
1.	A preliminary grading plan showing building footprints, pad elevations, finished grades, drainage routes, retaining walls, erosion control, slopes, and other pertinent information in accordance with current local standards and codes.	
2.	Show existing and proposed private and public utility infrastructure improvements such as street, sewer, storm drain, domestic water, and fire suppression in the public right-of-way.	
3.	All required plans shall be prepared by a California Registered Civil Engineer	



LANDSCAPE PLAN

Please show the following items:		<i>Do I Need This?</i>
1.	Show all proposed plant material, common and scientific names and varieties, quantities and sizes.	
2.	Clearly illustrated paved areas and paving treatments.	
3.	Clearly drawn property lines and right of ways.	
4.	Specify form of irrigation.	

TENTATIVE MAP

Please show the following items:		<i>Do I Need This?</i>
1.	Parcel/Tract Map or accomplish applicable requirements of the Subdivision Map Act as may pertain to the project.	
2.	All required plans shall be prepared by a Registered Professional Engineer.	
3.	Include all items requested for site plan, if applicable.	

SIGN CRITERIA

Please show the following items:		<i>Do I Need This?</i>
1.	Location, size, height, materials used, color, lighting, and full dimensions of proposed sign.	
2.	Address of proposed sign and names and phone numbers of applicant and sign contractor labeled on plans.	
3.	Elevations of all structures where signs will be attached.	
4.	Exterior property lines indicating full dimensions, as well as all streets/right-of-ways adjacent to the site.	
5.	Other freestanding signs within 100 feet of proposed sign.	
6.	Owners signature declaring that sign criteria for shopping center complies.	

OTHER ITEMS

1.	Mailing Labels: Include Applicant and Engineer on mailing list. Three (3) sets of mailing labels, plus a photographic copy of the list prepared by a qualified preparer notarized as to accuracy, providing labels for property owners within 500/1,500 feet of the applicant's property lines, as well as all tenants in a shopping center who are within distance requirement.	
2.	Property Ownership List Keyed to Map	
3.	Vicinity Ownership Map (radius to map mailing labels)	
4.	Vicinity Land Use Map	
5.	Map indicating separation distances (Alcohol, Entertainment, and Cannabis)	
6.	Materials Board: An illustration board (min. 8.5" x 11")	



	<ul style="list-style-type: none"> • Samples of all exterior colors, finishes, and materials: identifying color, name, manufacturer, and number. • Board should be keyed to elevation drawings (including but not limited to all exterior elements and finishes such as roofing, window and door moldings, aluminum and flashing finishes, pavers, trims, etc.) 	
7.	Environmental Assessment Form	
8.	Fire Department Form	
9.	Financial Interest Disclosure	
10.	Standard Application	
11.	Easements of Record Affidavit	
12.	Investigator's Report Form	
13.	Owner's Affidavit	
14.	Preliminary Title Report (not more than 60 days old)	
15.	Engineer's Certification of Survey	
16.	Restaurant Menu	
17.	<p>Technical Studies: An X indicates if this item is required.</p> <p>Phase 1 ESA (must include field survey & record search)</p> <p>Biological Study (2 copies)</p> <p>Cultural Study (must include record and sacred lands file searches)</p> <p>Air Quality/GHG</p> <p>Noise</p> <p>Sewer</p> <p>Lighting Study</p> <p>Hydrology Study</p> <p>Geotechnical/Soils Study</p> <p>Traffic Study</p>	
18.	Record Owner's Form	
19.	Incorporation Papers	
20.	General Plan Amendment Application	
21.	Zone Change Application	
Commercial Cannabis		
1.	Environmental Plan	
2.	Emergency Response Plan	
3.	Primary License	
4.	Context Aerial Map	
5.	Site Plan and Floor Plan	
6.	Owner and Manager Information	



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7.	Property Owner Information and Acknowledgment	
8.	Operating Plan	
9.	Security Plan	
10.	Odor Filtration System	
11.	Declaration and Acknowledgment	