

## Zoning Exhibit Checklist

The following is a partial listing of requirements for zoning petitions as found in Lancaster's development regulations and policies. A completed checklist must be submitted with each petition. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of the petition and/or delay of substantially conforming site plan approval.

### Zoning Exhibit Standards (check if provided; indicate NA if not applicable)

Zoning exhibits shall comply with the following standards:

- An approved preliminary site plan or site plan is sufficient for specific use permit requests. The plan shall identify the lease space in a multi-tenant building.

### Zoning Exhibit Format & General Standards (check if provided; indicate NA if not applicable)

Zoning exhibits shall comply with the following plan format and general standards:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue line copies will be accepted.
- Zoning exhibit is clear and legible. Use a variety of line types and line weights. Do not screen information. Indicate zoning exhibit boundary/limits with heavy/bold line weight. Do not use greyscale shading.
- Permissible scale for zoning exhibit are engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the zoning exhibit. The title block shall contain: zoning case number; plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Provide 1 1/2" x 5" blank area above title block for city approval stamps.
- Label company name, preparer name, address, and phone number of zoning exhibit preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block.
- Legal description of the property shall be indicated on the zoning exhibit – The legal description shall go to the centerline of rights-of-way except for specific use permit (SUP) requests. The legal description for the SUP shall apply to the lot unless the use is located in a multi-tenant building or will occupy a portion of the property where a metes and bounds description is required for the lease space.

- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plat/replat so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other. Provide a vicinity map in the same orientation of zoning exhibit showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one mile radius of site.
- Point of beginning tied to abstract corner if not previously platted or subdivision corner if platted. Indicate on graphic and/or in legal description.
- For property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second).
- For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second).
- Label boundary monuments as to type and size and whether found or set for all property corners, points of intersection, and points of curvature/tangency.
- Provide the following note: Approval of the zoning case associated with this exhibit shall not imply approval of any associated study, plat, or plan, approval of development standards shown hereon, or the initiation of the development process. Planning & Zoning Commission and/or City Council action on studies, plats, or plans relating to development of this property shall be considered as an action separate from action taken on this zoning case."

**Site Information** (check if provided; indicate NA if not applicable)

For the proposed site, provide the following:

- Show metes and bounds legal description narrative
- Show location and width of planned and existing major and secondary thoroughfares located within the subject property.
- Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, parking areas, etc.
- Show topography at 5 foot contours or less.
- Do not show, label, or dimension (width) required landscape edge.
- Show the subdivision boundary in heavy lines. Label line and curve data to match legal description.
- Show current and proposed property boundaries/lot lines. Label line and curve data. Provide ties and/or intermediate distances as appropriate.
- Label existing/proposed lot and block designations.
- Label lot area for each lot in acres and square feet.
- Show and label existing easements. Provide line and curve data for easement boundaries and tie down easements. Provide recording information.

- Show and label floodway and drainage easements including access and maintenance easements. Provide line and curve data for easement boundaries and tie down easements.
- Label street names (as approved by City of Lancaster).

**Adjacent Property Information (check if provided; indicate NA if not applicable)**

For properties within 200 feet of the property to be rezoned:

- For platted properties, show lot lines and label zoning, subdivision name, lot and block designation, and plat recording information for each lot. For unplatted properties, show parcel lines and label zoning, record owner, and deed record information for each parcel.
- Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, and parking areas.
- Show all easements and provide recording information.
- Show and dimension planned and existing major and secondary thoroughfares.
- Show and dimension platted streets or county roads.
- Label street names.
- Show and label city limit lines, county limit lines, and/or survey (abstract) lines.

**Legal Description and Plat/Replat Language (check if provided; indicate NA if not applicable)**

Provide legal description of the land including the following:

- Name of record owner and corresponding deed reference.
- Name of survey, abstract, county, and state.
- Metes and bounds legal description for subdivision boundary as required under Zoning Exhibit Requirements.
- Total area of the zoning exhibit in acres and square feet.

**Other (check if provided; indicate NA if not applicable)**

- Two copies of an interior floor plan for private club request. The plan shall clearly delineate the bar and waiting areas and include square footage calculations for these areas.
- Special Zoning District Provisions – In all instances where the applicant proposed to modify, delete, or add to any of the standard regulations of a requested zoning district, a complete list of the changes shall be submitted.