

City of Lancaster
Pre-Application Meeting Request Form
www.lancaster-tx.com

Applicant Information

Development Name: _____
Development Address: _____
Contact Name: _____ Telephone #: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____

Site Information

Size of the Development: _____ Acres or _____ Square Feet Mapsco Grid #: _____ City Block Number: _____
Estimated Cost of Improvements as Development is Proposed: _____
Number of Dwelling Units: _____

_____ Square Footage _____
Retail _____ Dwelling Units & Associated Buildings: _____ Office Space: _____
Warehouse Space: _____ Manufacturing Space: _____ Other _____

Proposed Height: _____ Is the Site Platted? Y N Don't Know
Date Anticipated for Permit Submittal: _____ Target Date to Begin Construction: _____
Target Date for Completion of Construction: _____
Funding Appropriated: Yes No In Progress
Brief Description of Development: _____

Staff Requests

Staff Requests for Pre-Application meetings (PROVIDE 6 COPIES OF FULL SIZE & 8 1/2 x 11 PLANS)
We are requesting the following staff members to attend our meeting:

Zoning	Electrical Code
Subdivision	Mechanical & Plumbing Codes
Engineering Drainage/Grading/Paving/Circulation	Fire Protection Engineer (Sprinklers)
Engineering Water/Wastewater	Fire Rescue (Fire Lanes, Fire Hydrants, etc...)
Landscaping/Arborist	Historic/Conservation
Building Code	TIF - TIF name _____

To obtain a Pre-Application meeting please fill out this form including the Development and Construction Checklist below and submit it with a site plan and/or other pertinent information to the development coordination staff:

DEVELOPMENT & CONSTRUCTION REVIEW CHECKLIST

Land Development Review

Process	NEED	DON'T NEED	DON'T KNOW	Refer to Development Guide	Process Time	Notes
Zoning Change					12 Weeks	Requires both City Plan Commission and City Council review. May require a "Traffic Impact Analysis"
Abandonment/Private License					12 Weeks	Requires City Council review
Platting Process					8 week (varies)	Determine if site is a "legal building site". Requires City Plan Commission review
Site Plan					Varies	
Development Plan (Zoning)					4 Weeks	City Plan Commission review. Usually only required in Planned Development Districts
Board of Adjustment					8 Weeks	
Tree Survey					Varies	May be required when applying for a plat, zoning change or building permit. A tree removal permit may be required under some circumstances
Landscape Plan					Varies	
Engineering Review Paving and Drainage					4 Weeks (varies)	Required when infrastructure improvements are made (typically associated with platting). Storm water drainage plans are checked. It can allow a project to get started prior to approval of the Building Permit. May also require Tree Removal Permit and Storm Water Pollution Prevention Plan.
Engineering Review-Water/Wastewater/Fire Protection					4 Weeks (varies)	Required when infrastructure improvements are made (typically associated with platting). Capacity of water/wastewater lines need to be checked.
Floodplain Fill Permit					3 to 5 Months	Requires Corp of Engineers and FEMA involvement
Amend Thoroughfare Plan					14 Weeks	Requires City Plan Commission and City Council vote
Research: Is my site close to an Airport?						Platting close to an airport may require an "aviation" easement.