

CERTIFICATE OF APPROPRIATENESS PACKET



Lancaster

Development Services Department
Planning Division

211 N. Henry Street - Lancaster, TX
75146 Phone: 972-218-1200 - Fax:
972-218-1300 www.lancaster-tx.com

Application Type (Check One)

New Construction

Remodeling/Addition

Demolition

Other

Applicant/Owner Information

Key Contact Name: _____ Telephone #: _____ Fax #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Contact's Status (check one): Owner Representative Tenant Prospective Buyer

Owner Name: _____ Telephone #: _____ Fax #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Ownership Status (check one): Individual Trust Partnership

Applicant Signature: _____ Owner Signature: _____

Request Information

Site Location: _____

Site Street Address: _____

Subdivision*: _____ Block #: _____ Lot #: _____

Please note that a Certificate of Appropriateness (COA) must be approved by the Planning and Zoning Commission or administratively by Staff before applying for any permits.

Notary Statement (All signatures must be notarized)

Before me, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal office

Seal

on this _____ day of _____, 20 ____.

Notary Public in and for the State of Texas. My Commission Expires: _____

For Office Use Only

Application Date:
Planning and Zoning Hearing:

Fee:

Case No.:
City Council Hearing:

Proposed Location

Address: _____
or Subdivision: _____ Block#: _____ Lot#: _____

Proposed Work

Please describe your proposed work simply and accurately. PLEASE TYPE AND SIGN OR SUBMIT A SEPARATE TYPED AND SIGNED WORD DOCUMENT.



REQUIRED ATTACHMENTS: 3 COPIES

- Site Plan (existing and proposed, if applicable) 24" x 36"
 - Elevations (New structures only) 24" x 36"
 - Pictures (existing and proposed, if applicable)
 - Renderings (New structures only)
- ALL ATTACHMENTS SHOULD BE 11" x 17"**



Historic Overlay District Minimum Requirements

Project Name _____

This check list is provided to assist you in addressing the minimum requirements for Site Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Division. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this form at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approval body. Additional information may be required. Reference the specific requirement.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes, depending on the amount of changes or corrections needed. Additionally, more information may be required beyond the minimum requirements. **Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process.**

GENERAL SITE PLAN

Included

- 1. Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances, lot lines, setback lines, and distance to the nearest cross street.
- 2. Location map clearly showing the location of the subject property with cross streets is provided. Indicate scale or if drawings are NTS (Not to Scale).
- 3. A north arrow is provided pointing either to the top or left side of the sheet.
- 4. A written and bar scale is provided.
- 5. A title block in the lower right corner that includes large, boldly printed “SITE PLAN”, subdivision name, acreage, lot number, block number or letter, survey and abstract number, city, county, and state.
- 6. Indicate case number directly above title block.
- 7. The owner and design professional’s names, addresses and phone numbers, submission date, and a log of submittal/revision dates since submitted to the City.
- 8. Accurately located, labeled and dimensioned footprint of proposed structure(s) is/are shown by a solid heavy line.
- 9. Proposed and/or existing fences on the subject property are shown, dimensioned, and labeled.
- 10. Proposed and/or existing driveway(s) on the subject property are shown, labeled, and dimensioned.
- 11. Proposed and/or existing sidewalk(s) and barrier-free ramps (BFR) on the subject property are

shown, dimensioned, and labeled.

- 12. Off-site streets and roads shown, labeled and dimensioned with centerline.
- 13. Flood plain boundary indicating FEMA panel number and date, and flow line of drainage ways/creeks, as applicable.
- 14. Access easements are accurately located, labeled and dimensioned
- 15. Proposed dedications and reservations of land for public use including, but not limited to, rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.
- 16. Site data summary table that references information where applicable:
 - a. Existing Zoning
 - b. Proposed use(s) for each structure
 - c. Square footage of building(s)
 - d. Total lot area
 - e. Building height (stories and feet)

Facade/Elevation Plan

For the purpose of preparing this Plan, a façade will be each building face (including the face of a parapet roof); the elevation will be from just above the roof to the ground.

Included

- Architectural Style (i.e. Craftsman, Tudor, Victorian, etc):** _____
- Title block in the lower right corner that includes large, boldly printed “FAÇADE/ELEVATION PLAN”, subdivision name, acreage, lot number, block number or letter, survey and abstract number, city, county, and state.
- Indicate case number directly above title block.
- The owner, engineer’s, and architect’s names, addresses and phone numbers, submission date, and a log of submittal/revision dates since submitted to the City.
- Location map, north arrow, written and bar scale. Indicate if drawings are to scale or NTS (Not to Scale).

Architectural details of existing or proposed buildings or structures (i.e. fences) on the property are clearly defined as follows:

- Label elevations and show each facade separately (i.e. north, southeast, etc.)
- Dimension the length and height of each façade
- Detail the façade articulation, columns, off-sets, etc.
- Each elevation graphically indicates colors and materials of the following: facades, windows, roof(s), canopies, etc., and each is clearly labeled.
- A legend summarizing all of the corresponding colors, materials, and percentage of materials on the plan elevations.
- For building additions, plan details must clearly differentiate between the existing structure and the proposed portions to be added.