



PRE-APPLICATION MEETING INFORMATION

The purpose of the pre-application meeting is to allow the applicant to become familiar with the City of Lancaster's development codes and procedures to ensure that future submittals will contain the minimum required information. A pre-application meeting is preliminary in nature, as its intent is to allow the applicant an opportunity to discuss proposed projects, along with potential challenges or issues that may occur with City staff. We want the applicant to obtain a clear understanding of the development process, be made aware of major issues and understand which ordinances and requirements may apply to their project. This is an **ADVISORY** meeting not a review meeting.

The pre-application meeting is 30 minutes to 1 hour; however, staff is available for follow-up and additional questions. Staff members representing the following divisions will be present at the meeting:

- Planning
- Engineering
- Building Inspections
- Public Works (Water/Wastewater)
- Fire
- Quality of Life and Cultural Services (Parks and Recreation)

While representatives from each division can answer most questions, detailed and specific information may require a separate meeting with that particular division.

HOW TO SCHEDULE A MEETING

Pre-application meetings are held on Wednesday afternoon's beginning at 2:30 p.m. To make an appointment, please submit the pre-application meeting request form to the Planning division via email at dpowell@lancaster-tx.com.

Due to the number of development inquiries that we receive available time slots will cut-off at 4:30 p.m. in order to give each applicant reasonable time with applicant with staff. We recommend requesting an appointment a minimum of one (1) week in advance to allow staff the opportunity to draft feedback for the proposed project. Below are the required documents to submit before a meeting can be scheduled.

WHAT TO SUBMIT FOR PRE-APPLICATION MEETINGS

The items listed here do not have to be extensive in nature but enough that staff can understand the premise of the applicant's proposed project. Without the mentioned items a pre-application request may not be processed or delay the meeting date.

- Completed pre-application meeting request form
- Legible drawing of proposed project
- Related graphics of proposed project are acceptable if a legible drawing is not available

This can be previous development projects completed around the Dallas-Fort Worth area or images that illustrate the project (i.e. from Google, Adobe Stock, etc.)

Staff highly recommends and encourages applicants to provide as much detail about the proposed project as possible. This allows staff to gain a better understanding of the project and provide sufficient feedback.

COMMON PRE-APPLICATION MEETING QUESTIONS AND/OR CONCERNS

Zoning:

- What is the zoning of the proposed property?
- Does the zoning district allow for the proposed use? If not, is a rezoning possible?
- What is the time frame and process (including fees) for a rezoning?
- Will a planning & zoning meeting be required and/or necessary?
- Will a public hearing be required and/or necessary?
- Will a city council meeting be required and/or necessary?
- What challenges or issues may exist for a rezoning?

Platting:

- Is the proposed property platted? If not, what is the time frame and process (including fees) for platting the property?

- Which plat process is necessary for the proposed project?
 - Preliminary plat
 - Replat
 - Amended plat
 - Minor plat
 - Final plat
- Will a planning & zoning meeting be required and/or necessary?
- Will a public hearing be required and/or necessary?
- Will a city council meeting be required and/or necessary?
- What challenges or issues may exist for platting?

Site Plan Review:

- When is a site plan review necessary?
- What is the time frame and process (including fees) for a site plan review?
- What does a site plan review consist of?
 - Site plan
 - Landscape plan
 - Façade/elevations plan
 - Tree survey (if applicable)
 - Photometric plan (if applicable)

Building Materials, Development Standards, Etc.:

- What type(s) of exterior materials are permissible?
- What are the required building setbacks?
- What is the time frame and process (including fees) for submitting permits?
- Will a fire sprinkler system be required?
- How many parking spaces will be required?
- Where are the water and sewer lines?
 - How can I connect to them?
- Will right-of-way dedication be required and/or necessary?
 - If so what type of road is proposed and the proposed width?
- What impact fees will required and/or necessary?
 - How much are impact fees?

**Note: These are not all the questions that have been or can be asked but is a general idea of the most common questions asked by applicants.*

Below are additional documents and resources that may serve as useful references that are available online at www.lancaster-tx.com or can be sent via email. Contact Desiree Powell at 972-218-1315 or via email at dpowell@lancaster-tx.com.

- [Lancaster Development Code](#)
- [Development Submittal Calendar](#)
- [Standard Application Fees](#)
- [Commercial Construction Packet](#)
- [General Construction Design Manual](#)
- [Development Handbook](#)

