



PRE-APPLICATION MEETING INFORMATION

The City of Lancaster is committed to providing exemplary customer service, information, and guidance to assist applicants during the development process. City staff holds pre-application meetings for proposed projects to advise applicants during the development process. The goal of the pre-application meeting is to provide direction, instruction and assistance to the applicant regarding the City's development process including submittal requirements, appropriate fees, sequences of processes and review, applicable regulations, potential challenges and alternative solutions to technical and design review issues. This is an **ADVISORY** meeting, not a review meeting.

Pre-application meetings are required for all new development, zoning changes, platting, Specific Use Permits, Planned Development requests and other cases that benefit from staff feedback.

The pre-application meeting is 30 minutes to 1 hour long. Staff members representing the following divisions will be present at the meeting:

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

HOW TO SCHEDULE A MEETING

Pre-application meetings are held on Wednesday afternoons from 2 to 5 PM. Requests must be made a minimum of one week in advance to allow staff to prepare feedback for the proposal.

To make an appointment, please submit the pre-application meeting request form and necessary documents to the Planning division via email at jbuster@lancaster-tx.com.

REQUIRED DOCUMENTS

The following items may be preliminary but must be detailed enough for staff to understand the proposed project. **All items must be received before a meeting may be scheduled.**

- Completed pre-application meeting request form
- Concept or preliminary plan of proposed project (examples available upon request)
- Related graphics that further illustrate the project (i.e. elevations, renderings, surveys)

Staff encourages applicants to provide as much detail as possible to allow staff to provide sufficient and relevant feedback.

COMMON MEETING QUESTIONS

Staff will be available for questions during the meeting. It is beneficial to come prepared with questions or concerns for staff to address. The following questions are common during pre-application meetings.

Zoning:

- Does the zoning district allow for the proposed use?
 - If not, is rezoning possible?
- What is the process for rezoning?
- Will a public hearing be required?
- Will City Council review be required?
- What challenges may exist for rezoning?
- What is the process for a Specific Use Permit or Planned Development review?
- What is required for a Specific Use Permit or Planned Development application?
- What challenges may exist for Specific Use Permits or Planned Developments?
- Will I need to plat/replat the property?
- What are the next steps?



Platting:

- What is the process for platting the property?
- Which plat process is necessary for the proposed project?
 - Preliminary plat
 - Replat
 - Amended plat
 - Minor plat
 - Final plat
- Will a public hearing be required?
- Will City Council review be required?
- What are the next steps?
- Will right-of-way dedication be required?
 - If so, what type of road and what is the proposed width?
 - How does that change my project?
- What impact fees are required?
 - How much are impact fees?
- Is park land dedication necessary?
- Will I need to plat/replat the property?

Site Plan Review:

- When is a site plan review necessary?
- What is the process for a site plan review?
- What does a site plan review consist of?
 - Site plan
 - Landscape plan
 - Façade/elevations plan
 - Tree survey (if applicable)
- What are the next steps?

Building Materials, Development Standards, Etc.:

- Are there any conditions for the proposed use?
- What type(s) of exterior materials are permissible?
- What are the required building setbacks?
- When can I submit for permits?
- What is the process for submitting permits?
- How many parking spaces will be required?
- Is my property in the floodplain?
 - How do I develop in the floodplain?
- Where are the water and sewer lines?
 - How can I connect to them?

Below are additional documents and resources that may serve as useful references. The documents are available online at www.lancaster-tx.com or can be sent via email. For documents or questions, contact Alexandra Schrader at 972-218-1315 or via email at jbuster@lancaster-tx.com.

Lancaster Development Code: Information about zoning districts, land uses, land use conditions, landscaping, overlay districts, parking, environmental performance, signs, and park land dedication.

Development Submittal Calendar: Submittal and review meeting dates.

Standard Application Fees: Fees for each application type.

Development Handbook: Information about the development process.

All applications and application requirements are available through the City's website.