



MEMORANDUM

Date: August 30, 2007

Subject: Non-Residential Driveway Permits

All proposed driveways within the City right-of-way (ROW) must be approved by the City of Lancaster Engineering Division prior to permit issuance.

All proposed driveway locations must be located per the Planning Department Approved Tentative Site Plan/Tentative Map and all Conditions of Approval pertaining to the driveway must be met prior to plan approval and permit issuance.

Non-Residential driveways must be designed in accordance with the City of Lancaster Engineering Design Guidelines Section 2.2.10.11.3; per APWA STD 110-1 Type C (or Traffic Section approved equal); and must include an ADA compliant 4 ft walk around each driveway.

If the 4 ft ADA compliant driveway walk around cannot be contained within the standard street ROW, then additional dedication to the City will be required prior to permit issuance. Additional ROW may be dedicated with the Final Map or by separate instrument (City of Lancaster approved Road Deed).

Proposed driveways must always be shown on the Street Improvement plans along with the other street improvements (curb, gutter, sidewalk, handicap ramps, paving, etc.) required in the Conditions of Approval.

Proposed driveways may be shown on the Grading plan **only** if all other street improvements (curb, gutter, sidewalk, handicap ramps, paving, etc.) exist **and** the Conditions of Approval do not require additional street improvements; for this case, in addition to the Building & Safety Division grading submittal, the following items shall be submitted to the Engineering Division for review and approval of the driveways:

Grading Plan – 3 Copies
Conditions of Approval
Approved Tentative Site Plan/Tentative Map

Driveway permits will not be issued until the Grading plan has been approved by the Engineering Division for "Driveways Only" within the City ROW.