



CONDITIONAL USE PERMIT – NEW DEVELOPMENT CHECKLIST

This review requires a public hearing before the Planning Commission.

ITEMS	
	Standard Application
	Notarized Owner’s Affidavit
	Record Owner(s) Authorization
	Incorporation papers showing authorization of signature, if applicable
	Preliminary Title Report (within 60 days) and Complete Legal Description
	Financial Interest Disclosure
	Site Plan, Floor Plan, and Color Elevations
	Preliminary Grading Plan
	Preliminary Landscape Plan
	VMT Analysis Screening
	Hydrology Study
	Sewer Area Study
	For CEQA Review:
	Environmental Assessment Form
	Phase I Environmental Assessment (with field survey & record search)
	Biological Study
	Noise Study
	Air Quality Study
	Cultural Resource Study
	For Public Noticing:
	Certified Property Owner’s List Affidavit
	Vicinity Ownership/Occupant List in Excel – Required Template
	Vicinity Ownership/Occupant Mailing Labels (1 hardcopy and 1 digital)
	Vicinity Ownership/Occupant Map (500’ in Urban/1500’ in Rural)
	Projects Creating New Housing Units:
	Project Description Form
	Submittal Fee

Submit Online:

A complete submittal package may be emailed to:
planning@cityoflancasterca.gov.

Submit in Person:

A complete submittal package may be mailed or delivered to City Hall. All plans must be individually folded prior to submittal.

This constitutes receipt of above-checked required filing materials and does not necessarily guarantee completeness of application. Additional materials may be required upon formal project review.

FOR STAFF USE ONLY:

Case No.: _____
 Received By: _____
 Date Filed: _____