



**CONDITIONAL USE PERMIT – EXISTING FACILITIES CHECKLIST**

This review requires a public hearing before the Planning Commission.

ITEMS	
	<a href="#">Standard Application</a>
	Notarized <a href="#">Owner’s Affidavit</a>
	<a href="#">Record Owner(s) Authorization</a>
	Incorporation papers showing authorization of signature, if applicable
	Preliminary Title Report (within 60 days) and Complete Legal Description
	<a href="#">Financial Interest Disclosure</a>
	Site Plan, Floor Plan, and Color Elevations
	<a href="#">Investigator’s Report Form</a> (Alcohol Sales Only)
	<b>For Public Noticing:</b>
	<a href="#">Certified Property Owner’s List Affidavit</a>
	Vicinity Ownership/Occupant List in Excel – <a href="#">Required Template</a>
	Vicinity Ownership/Occupant Mailing Labels (1 hardcopy and 1 digital)
	Vicinity Ownership/Occupant Map (500’ in Urban/1500’ in Rural)
	<a href="#">Submittal Fee</a>

**Submit Online:**

A complete submittal package may be emailed to [planning@cityoflancasterca.gov](mailto: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: \_\_\_\_\_