



**DIRECTOR’S REVIEW CHECKLIST**

This review is conducted at the staff level and does not require a public hearing. For a list of Director’s Review categories, [click here](#).

ITEMS	
	<a href="#">Standard Application</a>
	Notarized <a href="#">Owner’s Affidavit</a>
	Site Plan, Floor Plan, and Elevations
	<a href="#">Submittal Fee</a>

**PROJECT-SPECIFIC REQUIREMENTS**

The following items may be additionally required depending on the type of project being proposed.

ITEMS	
	<b>Alcohol Sales:</b> <a href="#">Investigator’s Report Form</a>
	<b>New Businesses:</b> Business Description (Number of Employees, Hours of Operation, etc.) Preliminary Landscape Plan
	<b>New Development on Undeveloped Land:</b> Preliminary Title Report (within 60 days) & Complete Legal Description
	<b>Projects Creating New Housing Units:</b> <a href="#">Project Description Form</a>
	<b>Wireless Projects:</b> Photo Simulations

**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: \_\_\_\_\_