



MINOR USE PERMIT CHECKLIST

This review is conducted at the staff level. A public notice will be sent to neighboring property owners, and they will be given an opportunity to raise any concerns about the proposal. A public hearing is generally not required.

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
	Investigator’s Report Form (Alcohol Sales Only)
	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)
	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: _____