

SPECIFIC PLAN

Requirements

Purpose

The purpose of a specific plan is to provide for the logical development of an overall comprehensive “planning area”. The City of Lancaster has adopted, through the General Plan, a SP (Specific Plan) designation where such a comprehensive development scheme is necessary. The “planning area” covered by a specific plan consists of all land that should logically be developed or planned as a single unit; the boundary of the “planning area” is normally some kind of physical barrier such as a major roadway or utility easement. The “planning area” may consist of a single large ownership, or it may comprise a number of different property owners working together to create a single development scheme.

The goal of a specific plan is to encourage innovation, unique design, and the provision of facilities and amenities that are not usually included in standard developments. The specific plan should strive to create a superior level of project design and an overall sense of community where the daily needs of its residents and employees can be met. Mixed use developments are, therefore, encouraged. In order to achieve this objective, a specific plan may contain uses not identified on the General Plan Land Use Map, if these uses enhance the overall development. For example, a specific plan may contain areas for parks, schools, or local commercial and public facilities even though they are not specifically shown on the General Plan Land Use Map. For residential development, the specific plan cannot exceed the overall gross density established for the site by the General Plan; however, a variety of housing types, lot sizes, and development standards maybe used.

The preparation and review of a specific plan requires a considerable amount of effort on the part of both the applicant and the City. The specific plan would be reviewed by both the Planning Commission and the City Council. A specific plan is normally adopted by ordinance and establishes all the development regulations for that area. A description of the typical contents of a specific plan is given below.

1. INTRODUCTION:

Describes the background, purpose, authority, and application of the specific plan, as well as how the plan complies with the California Environmental Quality Act (CEQA).

2. AN OVERVIEW:

Describes the specific plan location, the planning and development concept, the community and regional context, property ownership, and existing conditions. It also describes how the project will relate to surrounding properties, and how the specific plan realizes the City's General Plan Goals, Objectives, Policies, and Action Programs.

3. COMPONENT PLANS:

Contains the five (5) component plans of the Specific Plan:

- A. Land Use Plan: Identifies the general location of each type of proposed development (single family, multiple family, commercial, parks, schools, etc.).
- B. Circulation Plan: Provides a framework and standards for the development of public/private roadways, lot access, trails, sidewalks & pedestrian circulation, and bikeways.
- C. Infrastructure and Utilities Plan: Defines the location and size of utilities and utilities right-of-way.
- D. Landscape Plan: Ensures that all proposed landscaping contributes to a pleasant environment and helps create a sense of community and place, enhances the project design and architecture, defines public and private spaces, and emphasizes economical use of water, including drought tolerant plant materials, where appropriate.
- E. Fiscal Impact Analysis: Identifies the fiscal impact of the Specific Plan on the City projected over a 20-year time frame in accordance with the Urban Structure Program, including how the proposed project would finance necessary services, facilities, and improvements without burdening the City.

4. PUBLIC/PRIVATE SERVICES AND FACILITIES:

This section will describe how the specific plan would provide for necessary public services and facilities and how they would be maintained. These services and facilities could include (as applicable) parks and open space, schools, libraries, satellite government centers, fire and police protection, and post offices.

5. DEVELOPMENT STANDARDS:

The standards shall address purpose, uses, site design, building design, setbacks, height regulations, and layout, landscape requirements, signage, lighting, maintenance requirements, street design, and other requirements that may apply to create a functional, orderly plan with a sense of identity and appeal.

The Development Standards must have the following objectives:

- A. To assure that the specific plan will have a clear identity and order, character, continuity, and balance.
- B. To meet the needs of the future owners and tenants.
- C. To promote development that is harmonious as well as functional; one that provides a pleasing environment, with diversity and comfort; one that also promotes pedestrian-oriented development that unites with streets, trails and bikeways as appropriate; and provides for development that is adaptable to future mass appeal.

6. ARCHITECTURAL MOTIF / DESIGN CONCEPTS:

- A. Overall architectural themes should be established. These themes should be reflected in all architectural elevations and sign approval.
- B. Review procedure should be established.

7. ADMINISTRATION:

This section will describe how the regulations and various other requirements would be implemented, including procedures for transferring densities and amendments to the specific plan. This section will also define the approval process (e.g. review boards) which would consider individual projects within the specific plan. Environmental mitigation measures and how they would be implemented and monitored will also be defined in this section.



SPECIFIC PLAN APPLICATION

FOR STAFF USE ONLY:

Case No.: _____
 Electronic Submittal Date: _____
 Hard Copy Submittal Date: _____
 Date Filed: _____
 Cross Reference Case No.: _____

***Name of Applicant (please print)**

Address	City	State	Zip Code
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Phone Number	Fax Number	E-mail Address
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Name of Engineer/Architect	Registration/License Number
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Address	City	State	Zip Code
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Phone Number	Fax Number	E-mail Address
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Location of Project (address or vicinity)

Existing Zoning	Assessor's Parcel Number(s)
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***NOTE:** If the property owner or applicant is a trust, partnership, corporation, or LLC (“Entity”), on a separate sheet, provide a listing of all persons that make up the Entity.

PROPERTY AUTHORIZATION

THE UNDERSIGNED STATES THAT THEY ARE THE OWNER of the property described herein and hereby gives authorization for the filing of this application. Further, I DO BY MY/OUR SIGNATURE(S) ON THIS AGREEMENT, absolve the City of Lancaster of all liabilities regarding any deed restrictions that may be applicable to the property described herein.

Print Name (Property Owner)	Signature	Date
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Print Name (Property Owner)	Signature	Date
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Print Name (Property Owner)	Signature	Date
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Print Name (Applicant)	Signature	Date
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(The answers to the following must be made complete and full. If space provided to respond to questions contained herein is insufficient, please attach additional pages as needed.)

1. GIVE EXACT LEGAL DESCRIPTION OF PROPERTY. (Use extra sheet if necessary)

2. IF PROPERTY IS NOT CURRENTLY DESIGNATED SP (SPECIFIC PLAN), DESCRIBE PROPOSED REQUEST FOR GENERAL PLAN AMENDMENT AND CITY ZONING ORDINANCE AMENDMENT AS NECESSARY. (Attach assessors map(s) indicating the property to be considered):

3. INDICATE WHY THE NEED FOR THE PROPOSED SPECIFIC PLAN IS WARRANTED:

4. INDICATE THOSE GOALS, OBJECTIVES, POLICIES, STRATEGIES, AND/OR PROGRAMS OF THE GENERAL PLAN WHICH ARE SUPPORTED OR IMPLEMENTED BY THE SPECIFIC PLAN REQUEST, AND EXPLAIN THE REASONING BEHIND THE CONTENTION.

5. INDICATE VISUAL IMAGE THE SPECIFIC PLAN IS TRYING TO CREATE (the type and character of development). Include general architecture and landscape descriptions

6. SUMMARIZE SIGNIFICANT ENVIRONMENTAL EFFECTS WHICH WOULD BE EXPECTED IF THE SPECIFIC PLAN WERE APPROVED. (Both beneficial and negative effects shall be addressed. Note: Specific Plan is subject to the requirements of CEQA.)

7. DISCUSS THE COMPATIBILITY OF THE PROPOSED SPECIFIC PLAN WITH ADJACENT LAND USE AS WELL AS THE COMPATIBILITY OF LAND USE WITHIN THE SPECIFIC PLAN AREA ITSELF. (Where problems exist, explain the development methods that would be applied to mitigate or minimize the conflict.)

8. SUMMARIZE THE IMPACT OF THE PROPOSED SPECIFIC PLAN ON TRAFFIC AND CIRCULATION SYSTEMS.

9. EVALUATE THE ADEQUACY OF PUBLIC SERVICE SYSTEMS TO ACCOMMODATE DEVELOPMENT PROPOSED IN THE SPECIFIC PLAN. (Water supply and distribution systems, sewer treatment and collection capacity, storm drainage, school capacity, parks and recreation facilities, police, fire, solid waste disposal, energy consumption, gas, electric, and telephone services shall be addressed. Where the service is provided by an agency other than the City of Lancaster (excluding contract service providers),

verification of adequate services or facilities shall be provided by the applicant in the form of letter from the purveyor attesting to the existence and adequacy of such facilities.)

- 10. PROVIDE AN INFRASTRUCTURE PLAN SHOWING AND DEPICTING THE FOLLOWING:
 - a. Proposed storm drain showing sizes, and linkages with community/regional facilities.
 - b. Proposed water system showing the proposed sizes and linkages with community/regional facilities.
 - c. Proposed water system showing proposed sizes and linkages with master water plan.
 - d. Proposed sewer system showing proposed sizes and linkages with master sewer plan.
 - e. Statement about ability of existing utility companies to serve the area (electricity, gas, telephone, etc.).

- 11. ANALYZE THE IMPACTS OF THE PROPOSAL ON THE LONG-TERM DEVELOPMENT PHASING OF THE CITY AND ON THE CITY AS A WHOLE. (Indicate how the proposal will affect future development in the City over the next five to ten years. The analysis shall consider phasing within the Specific Plan, and shall also consider if the proposal promotes logical extension of existing urban development or promotes premature development in out-laying areas).

12. SUMMARIZE THE ECONOMIC COSTS AND BENEFITS TO THE CITY. (NOTE: economic benefits realized for individual property owners or developers does not constitute sufficient or justifiable causes for specific plan).

13. PREPARE FINDINGS WHICH ARE BASED UPON IDENTIFIED AND DOCUMENTED FACTS, AND DEMONSTRATE HOW THE PROPOSAL IS IN THE PUBLIC INTEREST. (These findings must be accurately and clearly reflect a fulfillment of the public interest and general Plan consistency if they are to be considered for adoption by the City Council.)

14. COMPONENT PLAN:

- a. Land use plan showing planning units, type of land uses permitted in each unit. The land use plan should include area (in net acres) for each planning area, and include maximum number of dwelling units (residential) or maximum square-footage (commercial, industrial, or other land uses).
- b. Land use phasing plan depicting the phases in which the specific plan will be developed.
- c. Circulation plan showing the concept of vehicular, bicycle and pedestrian access through the specific plan area. All public and private streets should be shown. Standards for vehicular access and driveway locations should be provided.
- d. Provide street sections, recreational trails and bikeways.

15. COMMUNITY FACILITIES PLAN DEPICTING THE FACILITIES TO BE PROVIDED WITHIN THE SPECIFIC PLAN AREA:

- a. Schools
- b. Libraries
- c. Parks
- d. Churches
- e. Fire/Police Stations
- f. Solid waste disposal
- g. Open space / recreational
- h. Transit and other transportation facilities

16. CONCEPTUAL LANDSCAPE PLAN (Depict area to be landscaped, street trees for each street, and plant palette indicating acceptable landscape materials).
17. GRADING PLAN.
18. DEVELOPMENT STANDARDS OR FORM BASE CODES:
 - a. Permitted uses
 - b. Minimum lot size for any new lots to be created within the specific plan
 - c. Minimum lot width
 - d. Minimum lot depth
 - e. Maximum building coverage for planning unit
 - f. Minimum building setbacks and distance between buildings
 - g. Maximum building heights
 - h. Off-street standards
 - i. Sign requirements
 - j. Fencing screen details
 - k. Lighting details
19. ARCHITECTURAL MOTIF / DESIGN CONCEPTS:
 - a. Overall architectural theme should be established. These themes should be reflected in architecture, elevations, sign approvals, and hardscape/landscape plan.
 - b. Review procedures should be established.
20. ENERGY EFFICIENT MEASURES – Design features for energy conservation (solar orientation, panels, landscape treatment, street design, lighting, equipment, etc.):
21. APPROVAL PROCESS:
 - a. Required levels of review (concept, site plan, planning area plan, etc.).
 - b. Required contents of submittal for review.
 - c. Required approvals.
22. AMENDMENT PROCESS
 - a. Major amendment
 - b. Minor amendment

23. THE APPLICANT MAY SUBMIT ANY ADDITIONAL MATERIALS WHICH ARE PERTINENT TO THE REQUEST (Optional).

MATERIALS RECEIPT

Specific Plan Checklist

This form to be completed by Planning Department; place submittal package in the following order (NOTE: the items listed below are considered a minimum; additional information may be required depending on the case):

- _____ Application Form
- _____ [Record Owners](#) (website)
- _____ [Owner's Affidavit](#) (website)
- _____ Incorporation papers showing authorization of signature
- _____ Preliminary Title Report (not more than 60 days old)
- _____ [Environmental Assessment Form](#) (Initial Study) (website)
- _____ [Fire Department Form](#) (website)
- _____ Complete Legal Description (Separate Sheet)
- _____ Biological Study** (2 bound copies)
- _____ Cultural Resource Study* (1 bound copy)
- _____ Phase I Environmental Assessment* (1 copy - must contain both a field survey & a record search)
- _____ Preliminary Grading Plan (3 copies - minimum 24"x36")
- _____ Preliminary Landscape Plan (2 color copies – minimum 24"x36")
- _____ Component Plan (35 blackline copies folded to 9"x12")
- _____ Color Elevations (north, east, south, and west) (5 copies - 11"x17" and 1 copy – 24"x36")
- _____ Floor plan (5 blackline copies folded to 9"x12")
- _____ Material Board (1 copy)
- _____ Infrastructure and Utilities Plan (2 copies)
- _____ Conceptual Landscape Plan (2 copies)
- _____ Development Standards (2 copies)
- _____ Community Facilities Plan (2 copies)
- _____ Circulation Plan (2 copies)
- _____ Fiscal Analysis Plan (2 copies)
- _____ Architectural Motif (2 copies)
- _____ Specific Plan (30 copies/to be determined)
- _____ Fee ([See Fee Schedule](#))

** Environmental Documents: All studies shall include the project number, the location of the project and APN No., a summary of the conclusion, and all pertinent information necessary as determined per CEQA requirements. This constitutes receipt of above-checked required filing materials and does not necessarily guarantee completeness of application.

Submittal Hours: 8:00 a.m. to 5:00 p.m., Monday through Thursday
8:00 a.m. to 4:00 p.m., Fridays only

FOR STAFF USE ONLY:

Case No.: _____
Electronic Submittal Date: _____
Hard Copy Submittal Date: _____
Date Filed: _____
Cross Reference Case No.: _____