

## **URBAN STRUCTURE PROGRAM DEVELOPMENT IMPACT FEE**

### **Instructions for Completing Application**

#### **The Urban Structure Program (USP)**

The USP is a comprehensive development impact fee program for proposed development projects within the City of Lancaster, California. Prior to issuance of any building permit(s) for residential, commercial and/or industrial development, the applicant is required to complete the Project Characteristics Application in order to determine the development impact fees for the project.

#### **Estimate of Fees**

To receive an estimate of fees, the project applicant must complete the USP Application using the attached instructions and submit the completed form to the Planning Department. The applicant will receive in return the following:

1. A printed summary of the project characteristics.
2. The project's estimated impact fees. Those fees, calculated prior to or at the time of project submittal, are preliminary in nature. It will be necessary to recalculate fees at the time an application for building permits is requested when final details of the project are known.

#### **Accuracy, Reliability and Other Important Information**

The accuracy and reliability of the information presented in the application is the sole responsibility of the applicant. The applicant should review the information contained in the Impact Fee Summary printout to make sure that it matches the information submitted on the application. Please notify Planning Department personnel of any discrepancies.

An administrative charge of \$25.00 will be assessed for all preliminary project Impact Fee Summary Applications not accompanied by an Application for Development. Upon filing an Application for Development, the project applicant will be allowed to receive an Impact Fee Summary printout at no charge.

More detailed information regarding the development impact fees and the USP can be found in the Urban Structure Program Documentation Report which can be purchased from the Planning Department. If the applicant wishes to dispute the impact fees and/or prepare an independent financial analysis, the applicant must follow the procedures established in Section 4 "Guidelines for Independent Analysis" of the Urban Structure Program Documentation Report.

**Projects Requiring Building Permits which are Exempt from the Estimated USP Impact Fees are**

1. Those operating under development agreements where increases in impact fees are specifically exempted.
2. Those seeking a building permit to expand an existing dwelling unit.
3. Those seeking a building permit to expand an existing commercial or industrial building by 25% of the existing floor area not to exceed 2,000 square feet.
4. Tenant improvements and changes of occupancy.
5. Those seeking a building permit for the repair or replacement of an existing building which has been accidentally damaged or destroyed by natural causes or human activity, provided there is no increase in floor area or number of dwelling units.
6. Those uses which are specifically exempted by law.
7. New construction of a single family dwelling unit on a lot or parcel of land which was created prior to the adoption of the program and was not conditioned for the program. (The Urban Structure Documentation Report of the Urban Structure Program was approved by City Council on March 1, 1993.)
8. Tentative tracts, parcel maps, CUPs, and other projects which received discretionary approval but which were not conditioned for the Urban Structure Program.
9. Other uses which, in the determination of the Director of Community Development, do not fall within the intent and purpose of the Urban Structure Program.

**Please supply the following information on the attached application form**

**Project ID**

Provide the municipal identification number for the project (e.g., tentative tract map number).

**Project Description**

Provide the proposed site's location/address/gross site acreage.

**Single Family Residential**

Provide the characteristics of proposed single family development.

1. Number of dwelling units by the number of bedrooms.
2. Number of dwelling units by their average gross square feet of floor space.
3. Number of dwelling units by their sale price or market value at time of initial occupancy.

*Note:* Single family residential units are defined as detached homes or two attached homes with a property line dividing the units at their common wall.

**Multi-Family Residential**

Provide the characteristics of proposed multi-family development.

1. Number of dwelling units by the number of bedrooms.
2. Number of dwelling units by their average gross square feet of floor space.
3. Number of dwelling units by their sale price or market value at time of initial occupancy.

*Note:* Multi-family residential units are defined as attached homes that are not single family units or mobile homes.

### **Non-Residential Land Uses**

Provide the characteristics by land use of proposed non-residential development for retail commercial uses, other commercial (non-retail) uses and industrial uses.

1. Total gross square feet of floor space by use.
2. Average estimated sale price per square foot of floor area or market value per square foot of floor area at time of initial occupancy (or cost per square foot to build).
3. Total gross square feet of impervious surface areas by each type of land use (include roof area, walks, swimming pools, driveways, and other hard surface areas).
4. Retail uses and categories include the following:
  - Aircraft Dealerships
  - Boat Dealerships
  - Department & Dry Goods Stores
  - Eating Places
  - Farm Equipment Dealerships
  - Food Stores
  - General Merchandise Stores
  - Hardware
  - Jewelry
  - Lumber
  - Mobile Home, Trailer, & Camper Dealerships
  - Motorcycle Dealerships
  - New & Used Motor Vehicle Dealerships
  - Office Supplies
  - Service Stations
  - Specialty Retail Stores
  - Stationary & Books
  - Such other uses which directly generate sales taxes to the City
  - Automotive Supplies & Parts
  - Clothing Stores
  - Drug Stores
  - Farm & Garden Supply Stores
  - Florists
  - Furniture
  - Gift, Art Goods, & Novelty Stores
  - Household Appliance Stores
  - Liquor Stores
  - Musical Instruments
  - Second-Hand Merchandise
  - Shoe Stores
  - Sporting Goods

### **Hotel/Motel Use**

Provide the characteristics of proposed hotel/motel development.

1. Number of hotel/motel rooms in the facility.
2. The estimated average room rate per night upon initial occupancy.

### **Miscellaneous Project Features**

1. Assessed valuation of the project site for the current tax year.

**IMPACT FEE APPLICATION**  
**PROJECT CHARACTERISTICS - URBAN STRUCTURE PROGRAM**

<b>Project ID/Case #</b>		<b>Applicant Information: Name • Address • Phone</b>
<b>Project Features</b>		
• Site Location		
• Parcel Numbers		
Site Size (gross acres)		

**Single Family Residential**

Number of DU's	Floor Area		Valuation at Occupancy	
	No. DU's	GSF/DU	No. DU's	Sale Price/DU
• 1 Bedroom				\$
• 2 Bedrooms				
• 3 Bedrooms				

**Multi-Family Residential**

Number of DU's	Floor Area		Valuation at Occupancy	
	No DU's	GSF/DU	No. DU's	Sale Price/DU
• 1 Bedroom				\$
• 2 Bedrooms				
• 3 Bedrooms				

**Non-Residential**

	Total GSF @ Occupancy	Estimated Sale Price GSF	Square Feet of Impervious Area
• Retail Commercial		\$	
• Other Commercial			
• Industrial			

**Hotel/Motel**

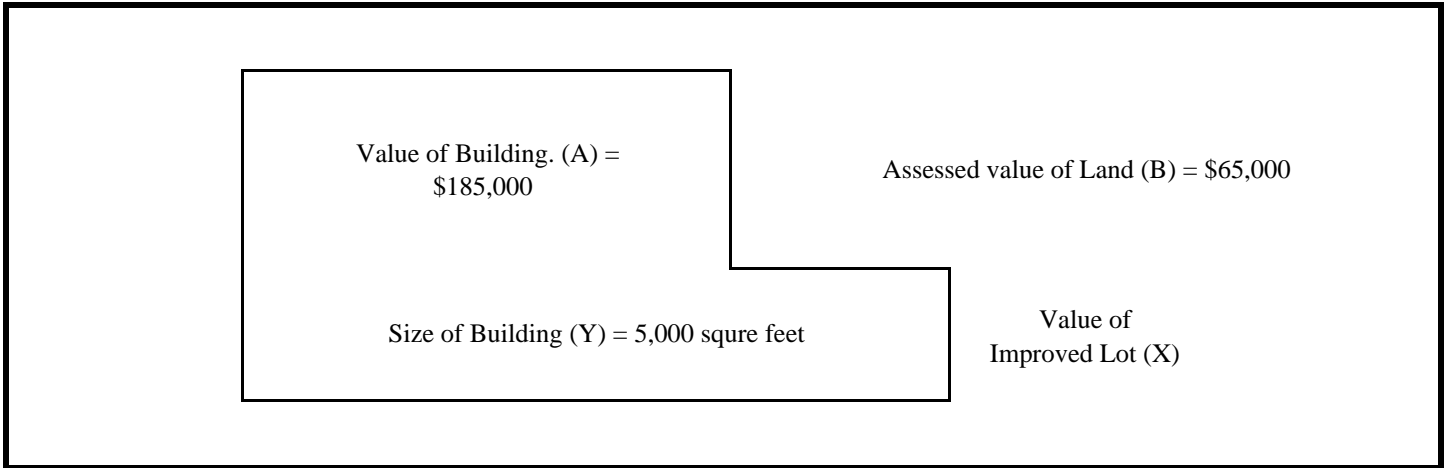
• Number of Rooms • Estimated Average Room Rate		<b>RDA Status</b>
		Is project in redevelopment area?
		• Yes/No

**Miscellaneous**

• Distance between project and nearest Sheriff's substation in miles (0.0) * • Distance between City Hall and the park nearest to the project in miles (0.0) * • Distance between the project and nearest City corporate yard in miles (0.0) * • Number of publicly maintained roadway lane miles to be added by project *	
• Current assessed valuation of acreage within project • Average daily trip ends (ADTE's) to be generated by project *	\$

\* City provides information

**FIGURING ESTIMATED SALE PRICE PER GROSS SQUARE FOOT  
 - URBAN STRUCTURE PROGRAM**



$$\frac{A + B}{Y} = X$$

- **A** = Value of Building only - \$185,000
- **B** = Assessed value of Vacant Land - \$65,000
- **Y** = Square footage of Building - 5,000 square foot
- **X** = Value of Improved Lot -  $A + B \div Y$

$$\frac{185,000 + 65,000}{5,000} = \frac{250,000}{5,000} = 50 = \text{Estimated Sale Price per Gross Square Foot}$$

Estimated Sale Price per Gross Square Foot