

# CITY OF LINCOLN

## Design Review Application Form

Planning and Development Services Department / 555 S 10th St, Ste 203 / Lincoln, NE 68508

Phone 402-441-7491

[plandev@lincoln.ne.gov](mailto:plandev@lincoln.ne.gov)

### Project Information

Project Address:

PID:

Design Committee

### Contact Information

#### Property Owner Name:

Address

Email

Phone

#### Primary Contact Name:

Address

Email

Phone

#### Project Architect (required for any UDC or TIF related projects):

Address

Email

Phone

### Submission Materials

1. **LETTER** stating purpose of application. This statement should include information concerning the reason for the request, scope of the project, and anticipated start and end to the work. The letter should include any deviations requested from the design standards and how the request meets the intent of the standards.
2. **PHOTOGRAPHS** of the existing conditions or location of work to be completed. Include an image taken from adjacent streets to show the impact from the public.
3. **SITE PLAN, FLOOR PLANS, ELEVATIONS, AND/OR RENDERINGS.** Enough detail needs to be included to show how the project will be carried out. For example, a porch replacement would need a detailed drawing or sketch to show the height of railings, how the railings will be assembled, design of columns (tapered, square, rounded, with or without cap and base), type of flooring material, location on the building, etc.
4. **SUPPORTING INFORMATION** such as cut sheets or product samples for proposed materials that describe the product make up and its design. This is not necessary for review of signs.

*Some projects may require additional information to what is listed above for the commission to fully review and make a determination on the project request. Applicants should consult with the Planning Department on specific projects.*