

LANCASTER COUNTY

Planning and Development Services Department

Application Request Form

Planning and Development Services Department / 555 S 10th St, Ste 213 / Lincoln, NE 68508
Phone 402-441-7491 / Fax 402-441-6377
plan@lincoln.ne.gov

Date _____

Application Type	Subtype	Category	Office Use Only	
			File #	PC Final Action
				<input type="checkbox"/>

Project Name _____

Address/General Location _____

Legal Description
(Attach legal if necessary.) _____

Parcel ID Number(s) (PID) _____

Number of Acres _____ Number of lots being platted _____ App # Being Amended _____
(Not outlots)

THE FOLLOWING INFORMATION IS NECESSARY TO HAVE A COMPLETE APPLICATION:

1. **LETTER** stating purpose of application. This statement should include information concerning the reason for the request(s), any associated applications, projects or other information related to the application. This letter should include a list of waivers associated with an application and justifications for those waivers. If no waivers are requested state "no waivers are requested."

2. **FEE** ([View Fee Schedule](#)) Note: Make checks payable to Lancaster County.

3. **SITE PLAN** The site plan shall be submitted electronically using e-plan. ([View instructions on eplan submittal](#))

NOTE: See [Forms & Fees](#) section of Planning and Development Services Department website for checklists with specific requirements for each type of project.

*** This application may be returned as incomplete if all requested information is not provided.

*** The County reserves the right to ask for additional information to process this application.

.....
Property Owner Name _____ **Phone** _____

Address _____ **Email** _____

City _____ **State** _____ **Zip** _____

.....
Contact Name _____ **Phone** _____

Address _____ **Email** _____

City _____ **State** _____ **Zip** _____

.....
ProjectDox Contact _____ **ProjectDox Email** _____

* Property Owner Signature: _____

* NOTE: If application is for a special permit or a use permit and the contact is not the owner of the property, the property owner must sign the application or the contact must attach written permission of the owner authorizing the contact to sign on behalf of the owner. By signing this application request form or granting the contact permission to sign on the owner's behalf, the owner hereby grants all authorized city/county personnel to access the property for purposes of review of this application.