

**CITY OF LINCOLN**  
**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 \_\_\_\_\_

			Office Use Only	
Application Type	Subtype	Category	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** ([Forms & Fees](#)) Note: Make checks payable to the City of Lincoln.

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 City reserves the right to ask for additional information to process this application.

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**Property Owner Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Email** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

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**Contact Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Email** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

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**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.