

Lincoln County Planning  
211 West Third Street  
North Platte, NE 69101  
(308) 535-6724

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## LINCOLN COUNTY CONDITIONAL USE APPLICATION AND INSTRUCTIONS

The following shall be submitted with a Conditional Use request. These items must be submitted before 5:00 p.m. 20 days prior to a Planning Commission meeting which is held on the second Tuesday of each month in the City Council Chambers located in City Hall at 211 West Third Street.

1. A completed and signed application available at the Lincoln County Planning Department, 211 W. 3<sup>rd</sup> Street.
2. At the time of filing said application, the applicant shall provide the names, addresses, and legal descriptions of all owners of any land located within 300' of the outer limits of said area to which the applicant desires a zone change. The 300 foot distance will commence on the opposite side of any public way abutting said area.
3. The applicant must supply the Planning Department with a copy of their deed and a copy of a location map/aerial photo designating the property (*can be found on Google Maps or Lincoln County GIS website [lincoln.gworks.com](http://lincoln.gworks.com)*) showing the area and a distance of at least 400' surrounding said area.
4. Certificate of Ownership (usually a copy of the owner's deed is sufficient certification of ownership).
5. Filing Fee. \$250.00 plus cost of postage plus \$0.50 per name filing fee made out to the *Lincoln County Treasurer*.
6. Power of Attorney A power of attorney certification must be attached to said form if signed by an authorized agent.

**APPLICATION FOR CONDITIONAL USE PERMIT  
LINCOLN COUNTY, NEBRASKA**

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Date: \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ File No. \_\_\_\_\_

<b>APPLICANT INFORMATION</b> Name: _____ Mailing Address: _____ _____ Telephone: (     ) _____ Email _____
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<b>ADDRESS, LEGAL DESCRIPTION AND GENERAL LOCATION OF PROPERTY BEING PROPOSED FOR CONDITIONAL USE</b> _____ _____ _____
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**Pursuant to the Lincoln County Zoning Resolution, application is hereby made for the following proposed use of property or structure:**

\_\_\_\_\_

Lot Size \_\_\_\_\_ (Sq. Ft./Acres)    Zoning District \_\_\_\_\_    School District \_\_\_\_\_

Located in Flood Plain: Yes \_\_\_\_\_ No \_\_\_\_\_

Present Use of Subject Property: \_\_\_\_\_

Uses of Adjoining Properties (Actual Use)

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

**Applicants Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

- Submit a copy of the deed (Register of Deeds' Office in the Lincoln County Courthouse).
- Submit adjoining property owners within 300 feet: names, addresses, legal descriptions (Lincoln County Assessor's in the Lincoln County Courthouse or online at [www.lincoln.gisworkshop.com](http://www.lincoln.gisworkshop.com)).
- Submit Justification (page 2 of this form)
- Submit Site Plan and any other additional exhibits as necessary. (i.e. easements)

Application fee is Non-Refundable.

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<b>OFFICE USE ONLY</b> _____ Date _____    Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved with Added Conditions <input type="checkbox"/> List _____ _____ _____ _____
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**JUSTIFICATION**

Please answer questions 1 through 8 completely. Use a separate sheet of paper if necessary. Type out each question and answer.

1. Explain the need for the proposed use in the area \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Will it be necessary to build a new structure or structures? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Will the proposed use increase traffic in the area? If so, will an increase in traffic be detrimental to the adjoining properties, and are existing county roads adequate to carry an increase in traffic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Is the area presently served by a similar type of zone and use? \_\_\_\_\_  
\_\_\_\_\_
5. How will surrounding property values be affected? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Will use in all other respects conform to the applicable regulations of the district in which it is located? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Will use have adequate water, sewer and drainage facilities? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Explain in detail your intentions for the use of the proposed conditional use (this may include times of operation, maximum number of customers expected at one time, maximum number of vehicles expected at one time, percent of area to be used for retail, wholesale, service and storage. Will all business activities be conducted inside a building or will part of all of the activities be conducted outside of a building? If so, what provisions will be provided to screen the area? Explain any other details that may help the Planning Commission determine if said conditional use should be allowed in said area). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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LINCOLN COUNTY, NEBRASKA**

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**SITE PLAN REQUIREMENTS**

The following represents the guidelines regarding the site plan, landscaping plans and topography plans required for change in Zoning, Conditional Use Permits and Variances.

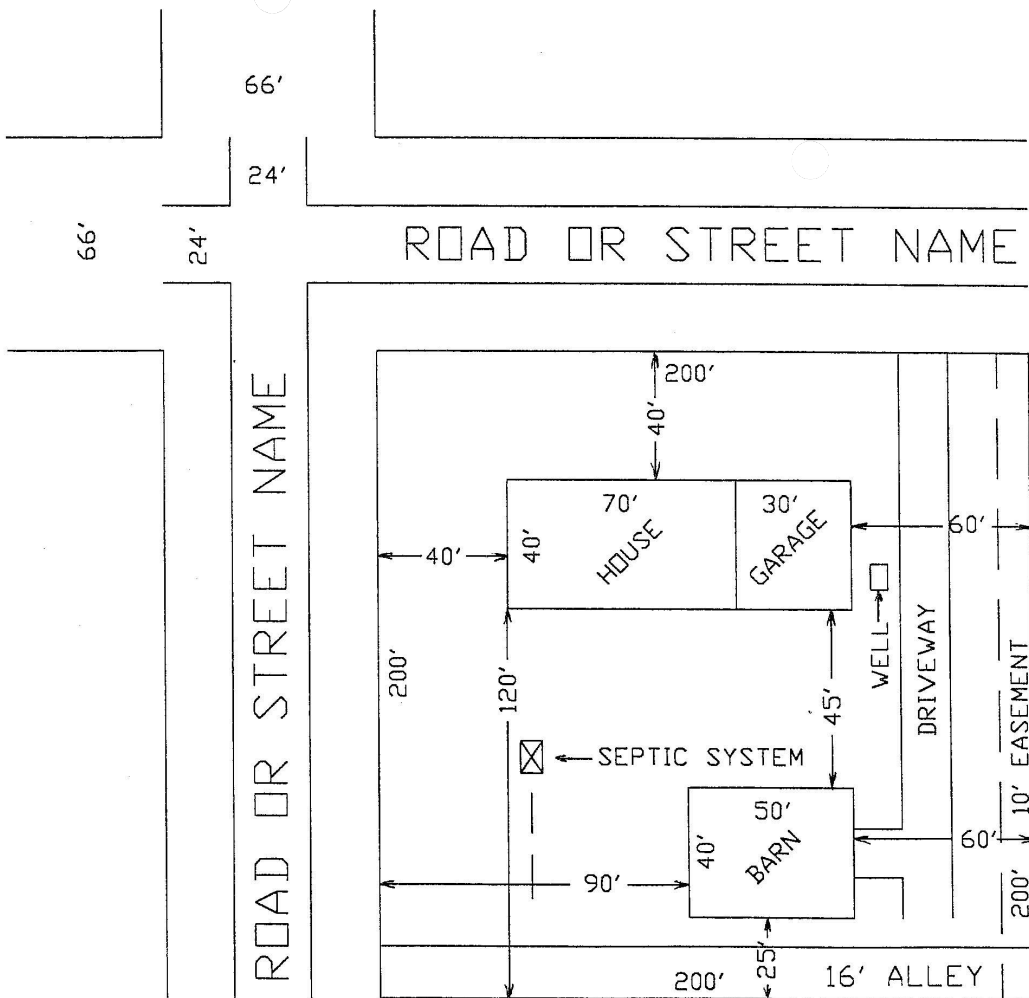
Landscaping and topography data may be shown on the site plan if a clear and thorough plan can be presented. Otherwise, said data must be shown on separate sheets. The site plan may be drawn by the applicant if a clear and precise plan is submitted for single families, two families and general agricultural uses. For multiple family dwellings, commercial uses, commercial agricultural uses, and industrial uses it will require plans drawn by a qualified engineer, architect or surveyor.

- Legal description of building property
- Date, scale, north point
- Zoning information
- Dimension of the exterior boundaries of the land being built on
- Location data (sufficient information to easily identify the specific location of the property to be built on including street names, county road numbers, land sections, etc.)
- Location and dimensions of all existing streets, county roads, roads, alleys and easements
- Location of nearest utilities (water, sewer, power, gas, etc.)
- Location and dimensions of all proposed and existing buildings
- Square footage of each building (existing and proposed)
- Number of seats in each room (for restaurant or similar use)
- Designate what each building (existing and proposed) is to be used for
- Location and dimensions of all sidewalks, driveways, etc.
- Designate type and depth of surfacing on vehicular use areas
- Location of access entrances to property from public streets, county roads, alleys, etc.
- Location and dimensions of access entrances to parking stalls, garages, services entrances, etc.
- Location and dimensions of each parking stall
- Designate handicapped parking stalls with appropriate markings and dimensions
- Location of all existing buildings, fences, etc. abutting the exterior boundaries of the land being built on, if applicable
- Topography – Overall grading and drainage course, if applicable
- Landscaping shall be installed in accordance with Article 3 of Lincoln County's Zoning Regulations
- Minimum parking standards shall be followed in accordance with Article 6 of Lincoln County's Zoning Regulations

Copies of all regulations may be obtained from the Lincoln County Planning Department or on the Lincoln County website at [www.lincolncountyne.gov](http://www.lincolncountyne.gov).

**APPLICATION FOR CONDITIONAL USE PERMIT  
LINCOLN COUNTY, NEBRASKA**

SITE PLAN  
SAMPLE SHEET  
FOR  
RESIDENTIAL AND AGRICULTURAL



SCALE 1"=

DATE \_\_\_\_\_

