

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

LINCOLN COUNTY ZONE CHANGE APPLICATION AND INSTRUCTIONS

The following shall be submitted with a Zone Change 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. 3rd 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*) 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.

**NOTICE TO PROPERTY OWNERS
LINCOLN COUNTY, NEBRASKA**

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

Form must be filled out completely before acceptance of this application for processing. Please print.

APPLICANT INFORMATION Name: _____ Mailing Address: _____ _____ Telephone: () _____ Email _____

ADDRESS AND LEGAL DESCRIPTION OF PROPERTY REQUESTED TO BE REZONED _____ _____ _____ _____
--

Located in Flood Plain: Yes____ No____

Present Use of Subject Property: _____

Desired Use of Subject Property: _____

School District: _____ Fire District: _____

Current Zoning: _____ Requested Zoning: _____

Area of Subject Property, Square Feet and/or Acres: _____

Uses of Adjoining Properties (Actual Use)

North: _____ South: _____

East: _____ West: _____

- 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).
- Submit Site Plan and any other additional exhibits as necessary.

**NOTICE TO PROPERTY OWNERS
LINCOLN COUNTY, NEBRASKA**

Justification

You must justify your request. Questions 1 through 7 must be answered completely. Use separate sheet if necessary.

1. What is the general character of the area? Describe. _____

2. Can soil conditions support the kinds of development in the proposed zoning district? What is the soil classification of the area? _____

3. What type of sewer and water system will be used? _____
4. How will the proposed Zoning District affect traffic in the area? _____
5. Will streets or roads need to be updated for access to the area? If yes, what will the requirements be? _____

6. Will it be necessary to build a new structure or structures? _____
7. Explain in detail your intentions for the use of the proposed zone change (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 zone change should be allowed in said area). _____

The Zoning Administrator, who may be accompanied by others, is hereby authorized to enter upon the property during normal working hours for the purpose of becoming familiar with the proposed situation.

Signature(s) of Owner(s) or Agent(s):

_____ Date _____
_____ Date _____

Page 2 of 3

<p>OFFICE USE ONLY</p> <p>File No. _____ Fee paid Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Lincoln County Planning Commission: Date _____ Approved <input type="checkbox"/> Disapproved <input type="checkbox"/></p> <p>Lincoln County Board of Commissioners: Date _____ Approved <input type="checkbox"/> Disapproved <input type="checkbox"/></p>
--

**NOTICE TO PROPERTY OWNERS
LINCOLN COUNTY, NEBRASKA**

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.

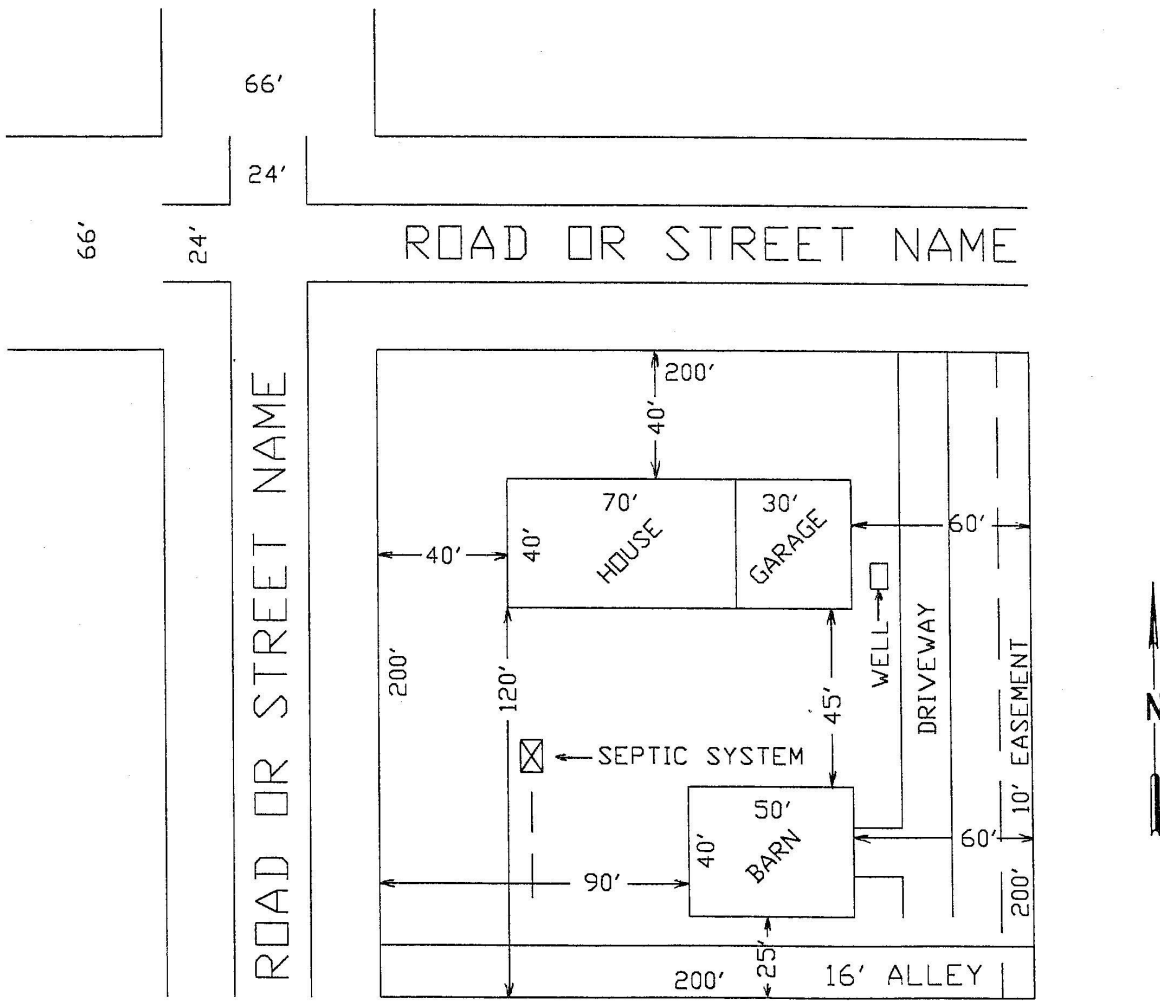
Landscaping and topography data may be shown on the site plan if a clear and thorough plan can be presented. Otherwise, said data must be shown on separate sheets. The site plan may be drawn by the applicant if a clear and precise plan is submitted for single families, two families and general agricultural 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.

**NOTICE TO PROPERTY OWNERS
LINCOLN COUNTY, NEBRASKA**

SITE PLAN
SAMPLE SHEET
FOR
RESIDENTIAL AND AGRICULTURAL



SCALE 1"=

DATE _____

