

(For best results Lancaster County Engineering recommends using Adobe Reader 10 or newer.)

Adobe reader can be downloaded at <https://get.adobe.com/reader>

Permit Type- Using the pull down menu choose what kind of access you need.

### Applicant Information

Property owner **and/or** Applicant/Agent – At least one of these fields needs to be filled out. If an Applicant/Agent is requesting the drive, both need to be filled out.

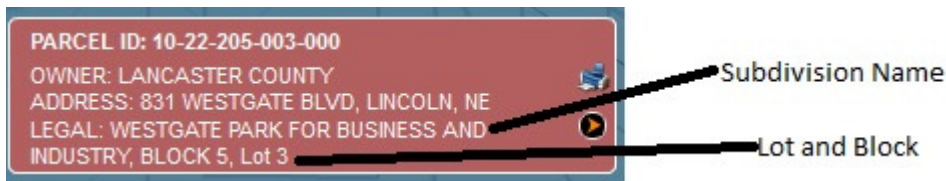
Mailing address - An address is required for owner and agent (if agent is involved).

Email Address – An email address is optional.

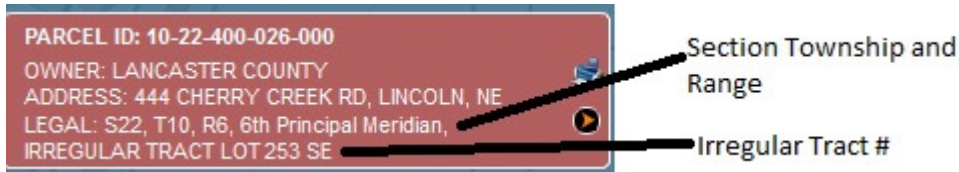
Phone Number – A phone number for questions regarding the permit is required.

### Legal Description

Subdivision/Lot/Block – Place your Subdivision name, Lot and block here. You can find this information from either your mortgage papers, or by locating your property at: <http://lincoln.ne.gov/gis/gisviewer>



Irregular Tract#/Section/1/4 Section/Township/Range – You can find this information from either your mortgage papers, or by locating your property at: <http://lincoln.ne.gov/gis/gisviewer>



Adjacent County – If you share a county line with Lancaster County but the property is within Gage, Saline, Seward, Otoe, Cass, or Saunders County

### Driveway Information

Existing drive – This is required, simple yes or no.

Width – Common widths are on the permit.

Existing Address – This address will be checked with Building & Safety to make sure it correct.

List name of street to access – What street will your driveway go onto.

How flagged – Expectable flags would include Non-logoed wire flags (green are available at Lancaster County Engineering and at each County maintenance shop), or painted lath.

District contact? If you would like the District Supervisor to meet with you for any reason enter yes.

*Signatures* – The owner or owner/applicant signature will be required within 48 hours of submittal to continue with the permitting process.

***Bottom of last page***

*Save a Copy* – Use this to save a copy to send to [coeng@lanaster.ne.gov](mailto:coeng@lanaster.ne.gov) and also to keep for your own record.

*Print Form* – if you would like to print a copy of your form after you have saved and sent Lancaster County Engineering the application.

*Clear Form* – This will clear the entire form so you are able to restart the application or make a new application.

**Lancaster County Maintenance Shop addresses:**

<b>40th St &amp; Saltillo</b>	11437 S 40th St	Roca, NE 68430
<b>Bennet</b>	300 Tyler St	Bennet, NE 68317
<b>Davey</b>	3434 Maple St	Davey, NE 68336
<b>Denton</b>	7144 SW 91st St	Denton, NE 68339
<b>Emerald</b>	245 NW 84th St	Lincoln, NE 68528
<b>Firth</b>	709 May St	Firth, NE 68358
<b>Hallam</b>	450 North St	Hallam, NE 68368
<b>Hickman</b>	6700 Hickman Rd	Hickman, NE 68372
<b>Kramer</b>	22691 SW 114th St	Kramer, NE 68333
<b>Malcolm</b>	210 Malcolm Rd	Malcolm, NE 68402
<b>Panama</b>	15300 Panama Rd	Panama, NE 68419
<b>Raymond</b>	14775 North 5th St	Raymond, NE 68428
<b>Roca</b>	4301 Roy St	Roca, NE 68430
<b>Sprague</b>	18725 Buell St	Sprague, NE 68438
<b>Walton</b>	1361 South 134th St	Walton, NE 68461
<b>Waverly</b>	13959 Old Field St	Waverly, NE 68462