

# ACCESS PERMIT APPLICATION

LANCASTER COUNTY ENGINEERING DEPARTMENT  
444 Cherrycreek Road, building C, Lincoln Nebraska 68528-1578  
402-441-7681

Only **ONE** access location per application.

(\*Denotes required fields, Application will not be processed if left blank)

<b>FOR OFFICE USE ONLY</b>
Permit # _____
Maintenance District _____
Date Received _____
County Rep _____
Previous Permit # _____

\*Permit Type \_\_\_\_\_ \*if Accessory Drive, see requirement item #1 Listed in the guidelines for driveway permits

If temporary, list date to be removed: \_\_\_\_\_

**Application is hereby made to the Lancaster County Engineering Department: pursuant to County Board Resolution #3708 by:**

\*Property Owner \_\_\_\_\_ Applicant/Agent \_\_\_\_\_

(If different than owner)

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\*Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

\* \_\_\_\_\_ and/or \_\_\_\_\_  
Daytime Phone Cell Phone

\_\_\_\_\_ and/or \_\_\_\_\_  
Daytime Phone Cell Phone

**Legal Description of Property:** (Legal descriptions can be found here: <http://lincoln.ne.gov/gis/gisviewer>)

\*Subdivision \_\_\_\_\_ \*Lot # \_\_\_\_\_ \*Block # \_\_\_\_\_ **or**

\*Irregular Tract # \_\_\_\_\_ Or Fractional part of Section (if Applicable) 1/4 Section \*Section # \_\_\_\_\_ \*Township \_\_\_\_\_ \*Range \_\_\_\_\_

If in an adjacent county, list the county \_\_\_\_\_

### Driveway Information:

\*Is this an existing drive? \_\_\_\_\_

What is the requested Drive width? \_\_\_\_\_ Feet (Residential or Accessory = 16' Min, 25' Max. Field or Commercial 35' Max)

If the property has an existing address list it here \_\_\_\_\_

\*List name of street to access \_\_\_\_\_

\*Has the proposed driveway been flagged? \_\_\_\_\_ (Flags are available in the County Engineers Office or at Maintenance stations)

\*If not what date will the location be flagged in the field? \_\_\_\_\_

\*How is the proposed driveway location flagged or marked in the field (list material used)? \_\_\_\_\_

What is the approximate distance to the nearest cross street? \_\_\_\_\_ Feet to \_\_\_\_\_  
(Nearest cross street name)

What is the approximate date you intend to begin driveway construction? \_\_\_\_\_

Do you require an onsite meeting with our District Supervisor? \_\_\_\_\_

Owner /Applicant Comments:

**General Guidelines:**

- Pipe drainage structures shall be constructed of corrugated metal of Nebraska Department of Transportation Standard Specifications for Highway Construction (1997-English Units), and shall have a minimum of One (1) foot of cover.
- If spiral corrugated metal pipe is to be used for drainage it shall have **annular corrugations** at each end of the pipe section, and manufactured with a **continuously welded seam.** (Resolution #R-01-5, January 30,2001)
- If concrete pipe is desired and installed, the applicant/owner is responsible for all costs incurred for cleaning, maintenance and/or replacement at such time that may be designated by the Lancaster County Engineering Department.
- **Plastic culvert pipes are not permitted. Construction of culvert headwalls is not permitted.**
- Adequate time shall be given for crew scheduling and to allow utility line locates be done prior to ditch cleaning or re-grading.
- No driveway pipe shall be located within 24' of any adjacent driveway culvert pipe.
- On County maintained roads, the County assumes ownership of culverts after installation.
- Landscaping which may cause a safety hazard or maintenance concerns shall not be permitted within road right-of- way. Any cleaning or re-grading of the existing road ditch needed for private construction along roads maintained by the County will be done by the County or done under the County's direct supervision.

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**When a driveway approach to public right-of- way is to be paved, the following conditions shall apply:**

- We recommend paved driveways be a minimum of four-inch (4") concrete or a minimum of five-inch (5") asphalt.
- Driveway shall be sloped and crowned to prevent drainage onto the connection roadway. (minimum slope shall be ¼ inch per foot)
- When connecting a paved driveway to an adjacent paved public roadway, the driveway surface shall match the existing public road surface elevation with a tolerance of the connecting driveway being no more than 3/8 of an inch above the adjacent roadway.
- Driveway shall be inspected prior to paving by a representative from the Lancaster County Engineering Department.
- A Twenty four hour notice shall be given for driveway inspections prior to paving except if connecting to urban type pavement with curb and gutter drainage.
- Maintenance and upkeep of any paved driveway shall be the sole responsibility of the property owner that the drive serves.
- If the driveway access is to a gravel or non-paved roadway, the paved portion of the private driveway shall stop at the property line and shall not encroach on the County right-of-way.

I (we) agree to construct the private driveway in accordance with the above information within three (3) months from the date of issuance of this permit. It is my (our) understanding that this permit may be canceled at any time by the applicant prior to the construction of the work and that this permit is valid for only three (3) months from date of issuance; however, if more time is required, contact this office at (402) 441-7681 for a one-time extension approval.

If a driveway permit is issued to you, it will state the terms and conditions for its use. Any changes in the use of the permit not consistent with the terms and conditions listed herein may be considered a violation of the permit.

The owner/applicant declares that all information provided on this form is to the best of their knowledge, true and complete. They further understand receipt of the driveway permit does not constitute approval to begin any building construction. **Also, the owner/ applicant agrees to notify County Engineering Department when work covered by this permit has been completed and is ready for final inspection and installation approval.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Owner** must sign within 48 hours of submitted permit to continue the application process. If the applicant is not the owner of the property, **we require this application also to be signed by the property owner or their legally authorized representative.** This signature shall constitute agreement with this application by all owners-of -interest unless otherwise stated in writing. If a permit is issued, the property owner, in most cases will be listed as the Permittee.

\_\_\_\_\_  
\*Signature of Applicant Required (If NOT Owner)

\_\_\_\_\_  
\*Printed Name

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

**Allow a minimum of 7-10 working days for permit processing, weather permitting.**