



# SARPY COUNTY PLANNING & BUILDING DEPT.

1210 GOLDEN GATE DRIVE, #1240  
PAPILLION, NE 68046  
PHONE: 402-593-1555 FAX: 402-593-1558  
E-MAIL: [PLANNING@SARPY.COM](mailto:PLANNING@SARPY.COM)

## MISCELLANEOUS PERMIT APPLICATION

In order for your application to be considered **COMPLETE**, please answer all applicable questions and provide the following:

1. Completed Miscellaneous Permit Application
2. Non-Refundable Fee of **\$250** made payable to Sarpy County (an additional fee of **\$25.00** may also be required to cover cost of mailing of public notifications)
3. Copy of Deed on file with Register of Deeds or other acceptable proof of ownership
4. Two (2) full size drawings depending on what the permit is for (folded)
5. One (1) reduced size drawing (8.5 x 11)
6. One (1) electronic copy of any drawings (PDF form)
7. Detailed description of project

### PLANNING STAFF USE ONLY:

APPLICATION #: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

CP DESIGNATION: \_\_\_\_\_

CURRENT ZONING DESIGNATION: \_\_\_\_\_

PROPOSED ZONING DESIGNATION: \_\_\_\_\_

APPLICATION FEE: \$ \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

PUBLIC NOTIFICATION  
PROCESSING FEE: **\$25.00** RECEIPT NO. \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

### APPLICANT INFORMATION:

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
(IF DIFFERENT)

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

### PROPERTY OWNER INFORMATION: (If multiple owners, please attach separate sheet)

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
(IF DIFFERENT)

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

### ENGINEERING/SURVEYING OR OTHER CONSULTING PROFESSIONAL'S INFORMATION:

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
(IF DIFFERENT)

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**PROJECT DESCRIPTION:** (Describe the project in detail, including physical features of the site, proposed improvements, proposed uses or business, operating hours, number of employees, anticipated customers, etc. – Attach additional sheets if necessary.)  
**PLEASE NOTE:** A detailed project description is essential to the reviewing process of this request.

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**PROJECT SITE INFORMATION:** Complete each section in its entirety. If a question is not applicable to your project, please indicate this to show that each question has been carefully considered.

**SUBDIVISION NAME:** \_\_\_\_\_

**GENERAL LOCATION:** \_\_\_\_\_  
(example 189<sup>th</sup> & Giles Rd)

**ASSESSOR'S PARCEL NUMBER:** \_\_\_\_\_ **ADDITIONAL PARCEL NUMBERS** \_\_\_\_\_

**LEGAL DESCRIPTION:** (Describe property to wit:) \_\_\_\_\_

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**SIZE OF PROPERTY:** \_\_\_\_\_ *acres* **CURRENT ZONING:** \_\_\_\_\_ **PROPOSED ZONING:** \_\_\_\_\_

**SOURCE OF UTILITY SERVICES:** Water - \_\_\_\_\_ Sewer - \_\_\_\_\_  
Gas - \_\_\_\_\_ Electric - \_\_\_\_\_

**PLEASE NOTE THE FOLLOWING PROCEDURES:**

1. The Planning Department will review the application material along with other appropriate departments and/or agencies and provide a recommendation report to the Planning Commission and County Board.
2. The Planning Commission will hold a public hearing and make a recommendation to the County Board.
3. The County Board will hold a public hearing and make a final decision on the application.
4. Any necessary agreements will be recorded with the Sarpy County Register of Deeds, the cost of which will be borne by the applicant or the property owner.

*The applicant (or authorized agent) has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.*

\_\_\_\_\_  
Property Owner/Applicant Signature \_\_\_\_\_  
Date

*I, the undersigned, understand that if a public hearing is required for this permit, a sign will be posted on my property and will remain until the public hearing process of the Planning Commission and County Board is complete. I further authorize Sarpy County staff to enter the property for inspection related to the specific request during this process.*

\_\_\_\_\_  
Property Owner Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature \_\_\_\_\_  
Date