

Nebraska Department of Transportation  
**Capital Facilities Land Acquisition Request**

**1. THE REQUESTING DISTRICT IS RESPONSIBLE FOR THIS SECTION:**

- a. Requesting District:
- b. Request Date:
- c. District Contact:
- d. Facility Type:
- e. Other (describe Facility Type):
- f. Construction Office will be co-located:  
Yes      No
- g. NSP Office will be co-located:  
Yes      No
- h. Staffing Type:
- i. Other (describe Staffing Type):
- j. Justification for Request:

k. Location/Description:

- l. District Needs List:      2-year      6-year      20-year      Other
- m. Deputy Director-Operations Initial Review Date:

\* Forward request to [NDOT.CapitalFacilitiesAcquisitions@nebraska.gov](mailto:NDOT.CapitalFacilitiesAcquisitions@nebraska.gov).

**2. CAPITAL FACILITIES IS RESPONSIBLE FOR THIS SECTION:**

CAP FAC Committee Needs List	Yard Number	CAP FAC Date

**3. ENVIRONMENTAL IS RESPONSIBLE FOR THIS SECTION:**

Environmental Section Manager Signature      Date Signed

\* Forward request to [NDOT.CapitalFacilitiesAcquisitions@nebraska.gov](mailto:NDOT.CapitalFacilitiesAcquisitions@nebraska.gov).

**4. RIGHT OF WAY IS RESPONSIBLE FOR THIS SECTION:**

Preliminary Cost Estimate      ROW Division Administrator Signature      Date Signed

\* Forward request to [NDOT.CapitalFacilitiesAcquisitions@nebraska.gov](mailto:NDOT.CapitalFacilitiesAcquisitions@nebraska.gov).

**5. DEPUTY DIRECTOR-OPERATIONS APPROVAL:**

Signature      Date Signed

Nebraska Department of Transportation  
**Capital Facilities Land Acquisition Request**

**Purpose** – To ensure consistency when making a Capital Facilities Land Acquisition. Capital Facilities Land Acquisitions shall include but are not limited to the following: all yard site classifications, expansions, storage sites and mixing strips.

**1. THE REQUESTING DISTRICT IS RESPONSIBLE FOR THIS SECTION:**

- a. Requesting District.
- b. Request Date.
- c. District Contact.
- d. Facility type picked from the dropdown (New Yard, Yard Expansion, Reload Site).
- e. Other (describe if applicable).
- f. Construction Office be co-located on site? Yes or No
- g. NSP Office be co-located on site? Yes or No
- h. Staffing type (type of yard it is): Superintendent, Supervisor, Manned, Unmanned, Other.
- i. Other (describe).
- j. Justification for Request (including Need and Use): Provide an explanation of the purpose for purchase, including the need and use of the land. If the request is a yard expansion, provide the name and yard number of the existing yard.
- k. Location/Description:
  - Provide as much information about the location that you can.
  - Lot, block, section, township, and approximate area.
  - **\*\*It is required that you attach an aerial view including boundary with sketch\*\***
  - If you have identified more than one piece of land, please rank them.
- l. District Needs List: Is this request on your 2-year, 6-year, or 20-year District needs list?
- m. Deputy Director-Operations Review Date: The date that the Deputy Director-Operations authorized proceeding with developing this request.

2. E-mail to NDOT Capital Facilities Acquisitions ([NDOT.CapitalFacilitiesAcquisitions@nebraska.gov](mailto:NDOT.CapitalFacilitiesAcquisitions@nebraska.gov)) when complete.

**2. CAPITAL FACILITIES IS RESPONSIBLE FOR THIS SECTION:**

- a. Is this request on the CAPFAC Committee's statewide 2-year, 6-year, or 20-year needs list?
- b. Provide yard number (new number for new yard – or, existing number for existing yard).
- c. Provide the date the yard number was assigned to a new yard, or date existing yard number was verified.

\* E-mail to NDOT Capital Facilities Acquisitions ([NDOT.CapitalFacilitiesAcquisitions@nebraska.gov](mailto:NDOT.CapitalFacilitiesAcquisitions@nebraska.gov)) and CC District Engineer when complete.

**3. ENVIRONMENTAL IS RESPONSIBLE FOR THIS SECTION:**

- a. Environmental Section Manager Signature
- b. Date Signed to indicate that the initial environmental review is complete.
- c. Attach any documentation to the form that is needed.

\* E-mail to NDOT Capital Facilities Acquisitions ([NDOT.CapitalFacilitiesAcquisitions@nebraska.gov](mailto:NDOT.CapitalFacilitiesAcquisitions@nebraska.gov)) and CC District Engineer when complete.

**4. RIGHT OF WAY IS RESPONSIBLE FOR THIS SECTION:**

- a. Provide preliminary cost estimate.
- b. ROW Division Administrator signature.
- c. Date signed.

5. E-mail to NDOT Capital Facilities Acquisitions ([NDOT.CapitalFacilitiesAcquisitions@nebraska.gov](mailto:NDOT.CapitalFacilitiesAcquisitions@nebraska.gov)) and CC District Engineer when complete.

**5. DEPUTY DIRECTOR-OPERATIONS APPROVAL** – Capital Facilities will present the completed form to the Deputy Director-Operations for approval; once approved, the final NDOT Form 95 will be sent to NDOT Capital Facilities Acquisitions ([NDOT.CapitalFacilitiesAcquisitions@nebraska.gov](mailto:NDOT.CapitalFacilitiesAcquisitions@nebraska.gov)) and CC District Engineer to retain in their records.