

STATE OF NEBRASKA
AS/STATE BUILDING DIVISION
VACANT BUILDING AND EXCESS LAND COMMITTEE



Date: _____ Requesting Agency: _____
Agency Contact Name: _____ Agency Contact Phone: _____

Please complete at least one Reason for Request section below, as applicable.

1. Reason for Request: To allow for the demolition and/or removal at the cost of the requesting agency.
Location of structure(s): _____ Inventory Number: _____
 The requesting agency certifies that the existing building or structure is vacant or unused; and, requesting agency has no known plan for the use of this building or structure for the next fiscal year.
Reason for request for demolition and/or removal:
Pictures Enclosed Yes No

2. Reason for Request: To issue a Temporary or Permanent Utility Easement.
Grantee Name: _____
Location: _____ Inventory Number: _____
 Permanent Easement
 Temporary Easement
Description of Easement: _____
Reason for this Easement: _____

3. Reason for Request: To transfer responsibility and control of a tract of land, building and/or structure with no known future use plan of requesting agency to the VBEL Committee for consideration as excess or vacant.
Location of structure(s) (City or Campus): _____
Name of Building: _____
Inventory Number: _____ Pictures Enclosed Yes No
Notice to Agency: When requesting transfer of a tract of land, building or facility, the requesting agency certifies that the existing land, building or structure is vacant in that it is unoccupied and unused, and the requesting agency has no known plan for the future use of this land, building or facility for the next fiscal year; and, the requesting agency certifies that the land on which the building/structure exists is in excess to its needs.
Please submit, along with this request, a drawing/map illustrating the borders to the excess land on which this building or structure rests.
Regarding the building or structure, the requesting agency recommends
 Demolition
 Sale
 Lease
 Other: _____

APPROVED:

Requesting Agency Director's Signature

Date