

Instructions for Completing the:

Notice of Operation and Maintenance Plan & Form O&M: Operations & Maintenance Plan

1. Print the documents on legal (8-1/2" x 14") size paper. This ensures the document has the required minimum font size required by the Lane County Recorder's Office¹; failure to do so may result in additional recording fees.
2. Complete the forms, please note that the map and tax lot numbers are not a legal description.
3. Record the **Notice of Operations and Maintenance Plan** at the Lane County Recorders Office. Only the Notice of O&M document, and the legal description if it is an attachment, are required to be recorded, recording additional items may increase the recording fee.
4. Return both forms to staff at the Permit & Information Center.



For more information: contact Public Works staff at the Permit Information Center (PIC).

In person: 99 W. 10th Ave. (Atrium Building) from 9 a.m. to 5 p.m., Mon.-Fri.

Voice-mail: 541-682-8400

Email: cewepic@ci.eugene.or.us

Web: www.eugene-or.gov/stormwater

¹ Contact Information for Lane County Recorder's Office (Deeds and Records):
125 East 8th Avenue
Eugene, OR 97401
Phone: 541-682-3654
Email: lcrecusv@co.lane.or.us