



Please complete the following form and provide the required information. If you have questions about filling out this form, please contact staff at the Permit and Information Center, 99 West 10th Avenue, Eugene, OR 97401, phone (541) 682-5377. **A separate application is required for each legal lot to be verified.**

Site Location: _____

Map and Tax Lot Number: _____

Filing Fee

There is no initial filing fee. The fee for a Legal Lot Verification varies depending on staff time to process the request and will be charged once the request is complete. Check with Planning staff at planning@eugene-or.gov for an estimate of the fee or for the current hourly fee check: www.eugene-or.gov/2040/Fees-and-Forms

Legal Lot Definition (See EC 9.0500)

A lot of record that has boundary lines that were established:

- (A) through a partition or subdivision procedure or*
- (B) by a deed that was signed before April 2, 1962 or*
- (C) through approval of an application to validate a unit of land consistent with ORS 92.176*

Materials to submit with your request:

- A written description explaining how the lot meets the definition of legal lot per EC 9.0500
- The property description card(s) for the property (available at Lane County Assessment & Taxation).
- All deeds listed on the property description card(s) (deeds are available at the Lane County Deeds & Records Office).
- The Assessor’s map for the subject property (available at Lane County Assessment and Taxation).

Contact Information:

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail: _____

Phone: _____ Fax: _____

I understand that staff time will be charged in 30-minute increments according to staff costs required to perform the work. Please contact me if the fee reaches \$_____.

Signature: _____ Date: _____

www.eugene-or.gov/planning