



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: _____

Staff time will be calculated at \$35.00 per hour and will be pro-rated at 30 minute increments. The applicant may also be charged for copies made by City staff during research. Copy fees are based off the current Copies and Research Fees form, available upon request.

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: _____