

Is site included on City acknowledged Statewide Goal 5 Inventory?

- Yes No Uncertain

Filing Fee

- A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or check the City website at www.eugene-or.gov.
- Initiating a request for water or wastewater extension or connection is the responsibility of the owner of the system (e.g., city, special district, community water or wastewater system). The initiating document may be in the form of a letter addressed to the boundary commission.

Submittal Requirements:

Provide 2 paper copies and one digital copy (CD, USB Drive, or Other) of all application materials (i.e. written statement, site plans, etc.). Digital files must be in PDF file format. Please note that it is the applicant’s responsibility to make sure that the digital and paper copies are identical. Following completeness review, an updated digital and paper copies may be required. All paper site plans must be folded to a size equal or less than 11” x 17”.

Written Statement

- Submit a written statement including why the water or sewer extension is needed and plans for future development of the undeveloped portion of the property. This should describe the proposed extension or connection and include the location of the line to be extended or connected, size of line and distance of existing line from property of this request (water lines can be shown on the map).

Tentative plan information consists of at least the following:

- The proposed number of service connections.
- A map of the proposed service area.

For Water Extension:

- The source and quantity of water available.
- The transmission, distribution, and storage system size and location.

For Wastewater:

- The location of the treatment facility and outfall or other method of disposal.
- The size and location of the collection system.

Statement of Consistency with the Metropolitan Area General Plan

- All water or wastewater extension requests must be accompanied with a statement from the appropriate city or county providing a statement of consistency with the applicable acknowledged comprehensive plan. The statement must include information about the provision of services prescribed by the comprehensive plan.

Map Information

- Prepare a vicinity map showing the proposed extension/connection and the area to be served. The map should be no larger than 8½ by 11 and should show the proposed extension/connection and its relationship to the location of the existing system, together with significant geographic factors (including bodies of water and streets in the vicinity of the extension/connection). Also, include a north arrow and scale. Submit seven copies.

Oregon law requires cadastral maps must be provided with a proposed extension/connection. The proposed extension and area to be served should be shown on the map. Cadastral maps can be purchased from the Lane County Assessment and Taxation office. Submit one full-sized, scalable assessor's cadastral maps.

- Show the width and location of all existing and proposed public and private easements.
- Show the Assessor's Map and Tax Lot numbers on map.

Water Supply Requirements

- Show a diagram (including diameters) of existing and proposed water mains. (if applicable)

Wastewater Requirements

- Show the location and flow line elevation of the existing public wastewater sewer at proposed connection point(s).
- Show the existing and proposed wastewater sewer layout.

Supporting Analysis and Documents.

- Submit a Geotechnical Analysis, if required, to satisfy applicable criteria.
- The applicant is responsible for meeting State/Federal wetland requirements. Submit a wetland determination and a letter of acceptance of the determination from the Oregon Division of State Lands (ODSL) and if necessary, a wetland delineation report for potential wetlands identified on the Eugene Local Wetlands Inventory (LWI) maps, West Eugene Wetlands Plan (WEWP) maps, Wetland Determination reports, or other sources which indicate the potential presence of wetlands.
- A legal description describing the location of the proposed extension and the area to be served (if applicable). This legal description must be typed on an 8½" x 11" white sheet of paper (no letterhead) so that it is suitable for recording.

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

OWNER (Also the Applicant? Yes / No):

Name (print): _____ Phone: _____

Address: _____

City/State/Zip: _____

Signature: _____

APPLICANT / **APPLICANT'S REPRESENTATIVE** (Check one):

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail (if applicable): _____

Phone: _____ Fax: _____

Signature: _____

APPLICANT'S REPRESENTATIVE / **DESIGNATED CONTACT PERSON** (Check all that apply):

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail (if applicable): _____

Phone: _____ Fax: _____

Signature: _____