

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 10<sup>th</sup> Avenue, Eugene, OR 97401, phone (541) 682-5377.

List all Assessor's Map and Tax Lot numbers of the property included in the request.

Assessor's Map	Tax Lot	Zoning

**Site Address/Location:**

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**Filing Fee**

There is no initial filing fee. 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 website at: [www.eugeneplanning.org](http://www.eugeneplanning.org)

**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".

- The property description card(s) for the property (available at Lane County Assessment & Taxation).
- A copy of the deed being relied upon for the lot validation process of ORS 92.177 and 92.176 (e.g., documentation from County that property was created by deed after April 2, 1962 and prior to January 1, 2007, or a City of Eugene Legal Lot Verification letter indicating the lot is not legal under EC 9.0500). 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), highlighting the area subject to the request.
- If the subject property is not annexed, a list of applicable County code sections describing lot size and dimension standards in effect when the subject property was sold.
- If the lot validation is requested under criteria ORS 92.176(2), a list of building permits associated with the tax lot(s) and indicate if the permits are from the City or the County.

**Site Plan Requirements:**

*\*\*\*Please note, although a registered professional land surveyor is not required for submittal of this request, if the lot is validated, ORS 92.176(5) requires that the plat be recorded within **90 days** after the date that the City validates the unit of land. ORS Chapter 92 requires a registered professional land surveyor to prepare the plat, therefore, it is advisable to involve a registered professional land surveyor at the beginning of this process.*

- Show the date, north arrow, and standard engineer’s scale on site plan.
- Show the Assessor’s Map and Tax Lot number(s) on the site plan.
- Show the dimensions and square footage of the *area subject to the lot validation process*.
- Clearly label the property lines that are subject to the lot validation process.
- Show all adjacent streets, alleys, and accessways.
- Show the location of all existing structures, including those under pending building permits, drawn to scale.

**Written Statement**

*Provide 2 copies*

- Submit a written statement describing **how** this request is available for the lot validation process under ORS 92.177 & whether the lot validation is being requested under lot validation criteria ORS 92.176(1) or (2). In response to ORS 92.176(1)(b), identify specific criteria (i.e. zoning and code sections) in effect at the time the unit of land was sold and demonstrate that the unit of land could have complied with that criteria. If the unit of land was not within the City limits at the time of sale, please identify and provide copies of the specific Lane County criteria in effect at the time the unit of land was sold and demonstrate that the unit of land could have complied with that criteria.

**Supplemental Information; These items are not required for the initial submittal but are recommended because the applicant has only 90 days to record the plat after the decision is effective.**

- Submit a current preliminary title report for each parcel. Title report(s) must have been issued within one year of the date the application is submitted. Note that a title report will be required with submittal of the plat.
- On the site plan, show all dimensions of existing public utility easements and any other areas restricting use of the parcels, such as conservation areas, slope easements, access easements, etc. These areas will be required to be shown on the plat, therefore showing these areas now may reduce complications during the plat review process.

**Note: This is not a complete list of requirements. Additional information may be required after further review in order to adequately address the applicable approval criteria.**

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: \_\_\_\_\_