



Please complete the following form and provide the required information. If you have questions about filling out this application, please contact staff at the Permit and Information Center, 99 West 10<sup>th</sup> Avenue, Eugene, OR 97401, phone (541) 682-5377.

**Location of Property:**

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**Zoning of Property:**

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**Proposed Use of Property, if applicable:**

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**Filing Fee**

There is no initial filing fee. The fee for a Zone 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.us](mailto:planning@eugene-or.us) for an estimate of the fee or for the current hourly fee check: [www.eugene-or.gov/2040/Fees-and-Forms](http://www.eugene-or.gov/2040/Fees-and-Forms)

**Written Statement**

Submit one paper copy and one digital copy (pdf or tiff format) of a written statement describing why the zone verification is being requested. If applicable, include information describing the proposed use including operating characteristics, building bulk and size, parking demand, and traffic generation per EC 9.1080. Please note that it is the applicant's responsibility to make sure that the digital and paper copies are identical.

Note: to request a copy of a certificate of occupancy or building permit information, please contact Inspection Support staff at 541-682-5283 or [ceinspectionssupport@ci.eugene.or.us](mailto:ceinspectionssupport@ci.eugene.or.us).

**Contact Information**

Name (print):

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Company/Organization:

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Address:

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City/State/Zip:

E-mail (if applicable):

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Phone:

Fax:

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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:

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[www.eugene-or.gov/planning](http://www.eugene-or.gov/planning)