



LANE COUNTY PUBLIC WORKS

Date Received:

CANCELLATION/REFUND REQUEST

LAND MANAGEMENT DIVISION 3050 N. DELTA HWY, EUGENE OR 97408

Request (Check All Applicable): \_\_\_ Cancel Permit \_\_\_ Refund Permit Fees

Department File No. (Contains PA, BP, SI, or SP): \_\_\_\_\_

Location: Map and Taxlot: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
Township Range Section 1/4 Section Taxlot

Site Address: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Person Submitting Request: \_\_\_ Land Owner \_\_\_ Applicant \_\_\_ Agent \_\_\_ LMD Staff

Contact Information (Person Submitting Request):

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Refund Check Payable To (Check will be issued to the person or entity that paid the fees to be refunded.):

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Refunds are processed in accordance with Lane Manual 60.850(3). A portion of fees paid may be retained to address the cost of services rendered prior to submission of a refund request and/or the cost of refund processing. In accordance with Lane Manual 60.855(18), building permits (permit number contains 'BP') are not eligible for a refund unless a request is received within 180 days of permit issuance.

This Section - Office Use Only

Table with 2 columns: Fees/Hours/Payment/Refund Method and Comments/Authorized By/Date. Includes fields for Total Fees Paid, OA hrs, Planner Hrs, Base Fee Paid, Surcharges Paid, Refund Amount, Payment Method, Refund Method, and Comments.