



LAND MANAGEMENT DIVISION

REFUND or CANCELLATION

PUBLIC WORKS DEPARTMENT 125 E 8th AVENUE, EUGENE OR 97401 PLANNING: 682-3807

Date: _____

I am requesting the following: _____ REFUND _____ CANCELLATION

If you are canceling a pending permit and requesting a refund, the refund will be reduced by the amount of staff time that has been expended processing that permit.

Permit # (PA/BP/SI) : _____

Location:

Township Range Section Taxlot Site Address

Reason for request: _____

Person submitting the request: _____ Land Owner _____ Applicant _____ Agent _____ Staff

Contact information (person submitting the request):

Print name: _____

Mailing address: _____

Phone: _____ Email: _____

Signature: _____

Make check payable to:

Print name: _____

Mailing address: _____

Staff Use Only

Total fee paid: Staff hours: Amount to refund: