



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 ¼ 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

Fees Paid:		Comments:
Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash <input type="checkbox"/> Virtual Merchant Account		
Staff Hours Spent:		
Refund Amount:		
Refund Method: <input type="checkbox"/> Refund Check <input type="checkbox"/> Credit Virtual Merchant Acct. <input type="checkbox"/> Fund Transfer to _____		Authorized By: