



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 Paid, Payment Method, Staff Hours Spent, Refund Amount, Refund Method and Comments, Authorized By.