



LANE COUNTY PUBLIC WORKS

Subsurface Sanitation Research Request

LAND MANAGEMENT DIVISION 125 E 8th AVENUE, EUGENE OR 97401

Pursuant to Lane Manual 60.852, the Subsurface Sanitation Program assesses a standard \$24.00 research fee (per parcel) to address the cost of staff time associated with research requests for site evaluations and installation permit records.

In order to research Lane County files for information on an existing septic system, any of the following information can be helpful. Please submit a separate form for each parcel for which information is requested. Lane County will do its best to locate all information but cannot guarantee the files are complete or available at the time the research request is initialized. If no information is found in response to your request, the research fee will not be assessed.

Your Contact Information:

Your Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_
Your Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Property Information:

Present Property Address: \_\_\_\_\_
Map/Parcel Number: T \_\_\_\_\_ - R \_\_\_\_\_ - S \_\_\_\_\_ - 1/4S \_\_\_\_\_ - TL \_\_\_\_\_
Permit Numbers (if known): SI# \_\_\_\_\_ SP/BP# \_\_\_\_\_

Notice: Tax lot numbers change when a property is sub-divided or partitioned. If your property has been divided over the years, the information you are looking for may be in a different Tax Lot file. Do you know if this property has been sub-divided? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the original Map/Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Payment:

Make check payable to Lane County. If paying by credit card, applicant must sign credit card information box below. Do not fax; do not send cash.
[ ] Visa [ ] MasterCard CSC#
Credit card number:
Expiration Date: Amount: \$24.00 (Submit one form per parcel)
Name of cardholder as shown on credit card:
Cardholder Signature:

Research Results (for Staff use):

Computer Records (generally since 1996) Microfilm (for only part of Lane County)
Search results provided \_\_\_\_\_ No records available \_\_\_\_\_ Search results provided \_\_\_\_\_ No records available \_\_\_\_\_
TRS Hard Files (may be misfiled or missing) Old Book Records (prior to 1974)
Search results provided \_\_\_\_\_ No records available \_\_\_\_\_ Search results provided \_\_\_\_\_ No records available \_\_\_\_\_
Researched by: \_\_\_\_\_ Date Completed: \_\_\_\_\_ \$24.00 Fee Applies? Y / N
Comments: \_\_\_\_\_