

Please complete the following application checklist. Note that additional information may be required upon further review in order to adequately address the applicable approval criteria. If you have any questions about filling out this application, please contact Planning Staff at the Permit and Information Center, phone (541) 682-5377, 99 West 10th Avenue, Eugene.

Please indicate type of vacation request:

<input type="checkbox"/> Unimproved Public Easement (VEU)	Type I (Criteria 9.8715)
<input type="checkbox"/> Improved Public Easement (VEI)	Type II (Criteria 9.8720)
<input type="checkbox"/> Unimproved Public Right-of-way (VRU)	
<input type="checkbox"/> Vacation & Re-dedication of Unimproved Right-of-way (VRU)	
<input type="checkbox"/> Improved Public Right-of-way or public way (VRI)	Type IV (Criteria 9.8725)
<input type="checkbox"/> Public Ways Acquired with Public Funds (VPU)	
<input type="checkbox"/> Undeveloped Plat (VPU)	

List Assessor's map and Tax Lot Number(s) of the subject property, or of abutting properties in the case of right-of-way vacations.

Provide supplemental sheet if necessary.

Assessor's Map	Tax Lot	Zoning

Building permit application number: _____

Subdivision or Partition Plat Name/Number: _____

Existing use of property: _____

Purpose of proposed vacation: _____

Filing Fee

A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or on the web at: www.eugeneplanning.org

Submittal Requirements

Provide 2 paper copies and one digital copy (CD, USB Drive, or Other) of all application materials (i.e. written statement, site plans, etc.). Digital files must be in PDF file format. Please note that it is the applicant's responsibility to make sure that the digital and paper copies are identical. Following completeness review, an updated digital and paper copies may be required. All paper site plans must be folded to a size equal or less than 11" x 17".

Written Statement

- Submit documentation that the proposal complies with the applicable approval criteria (Section 9.8715, 9.8720 or 9.8725 of the Eugene Code).

Site Plan Requirements

- Include one 8 1/2" x 11" site plan for recording purposes (black and white, font size at least 10-point or greater).
- Show the date, north arrow, and standard engineer's scale on site plan
- Show the Assessor's Map and Tax Lot numbers on the site plan.
- Show a vicinity map on the site plan (vicinity map does not need to be to scale).
- Show all adjacent streets, alleys, and accessways, including right-of-way and paving widths.
- Show all dimensions of existing public utility easements and any other areas restricting use of the parcels, such as conservation areas, slope easements, access easements, etc.
- Show *existing* dimensions and square footage of the parcels involved.
- Show the *proposed* dimensions and square footage of the parcels involved (applies to vacations of undeveloped plats and right-of-way vacations).
- For easement, right-of-way and public way vacations, clearly show dimensions of entire easement or right-of-way/public way on or adjacent to the subject parcel(s). Also clearly show dimensions of that portion proposed for vacation, including square footage.
- Show the location and property line setbacks of all existing structures, including those under pending building permits.

General Requirements

- Submit legal descriptions for each easement or right-of-way to be vacated along with all recorded documents related to this easement vacation request. In the case of plat vacations, submit a legal description of each affected parcel. This legal description must be typed on an 8½" x 11" white sheet of paper (no letterhead) so that it is suitable for recording.
- Submit a copy of all recorded easements, including the legal description, for each easement or right-of-way to be vacated.
- If any parcel or lot was created through a previous land use application, provide evidence that the proposed vacation will be consistent with the original conditions of approval.
- Provide written statements of concurrence for the proposed vacation from affected utility providers.
- For any vacation request under the Type I or II process, provide signatures of all owners of property subject to the easement and the owners of abutting properties. For vacations of right-of-way or public ways, consent of surrounding property owners shall be provided, as required by Oregon Revised Statute (ORS) section 271.080. Forms are available from the Planning Department or online at: www.eugeneplanning.org

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

OWNER (Also the Applicant? Yes / No):

Name (print): _____ Phone: _____

Address: _____

City/State/Zip: _____

Signature: _____

APPLICANT / **APPLICANT'S REPRESENTATIVE** (Check one):

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail (if applicable): _____

Phone: _____ Fax: _____

Signature: _____

APPLICANT'S REPRESENTATIVE / **DESIGNATED CONTACT PERSON** (Check all that apply):

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail (if applicable): _____

Phone: _____ Fax: _____

Signature: _____

Note: This is not a complete list of requirements. Additional information may be required after further review in order to adequately address the applicable approval criteria.