

**REQUEST FORM PLAT TAX PAYMENT PROCESS
FOR
DEPARTMENT OF ASSESSMENT AND TAXATION AND
COUNTY SURVEYOR'S OFFICE**



- 01) Developer Name or Agent Name: _____
- 02) Phone Number: _____
- 03) Partitioner or Subdivision Name _____
- 04) Map & Tax Lot Number _____
- 05) Developer / Agent needs to provide the following information to A&T:

- A) Copy of the plat showing the location of all existing improvements.
(Standard notation is "H" for house and "X" for outbuilding.)
- B) Current Assessors map with tax lot number(s) being platted hi-lighted.
- C) Completed request form.

- 06) Have the above tax lot(s) been modified by a recorded instrument during the past twelve months?
☐ YES ☐ NO. If yes, please provide the recorded instrument number. _____

It will generally take the Department of Assessment and Taxation five (5) working days to complete the packet of information once the above information is provided, but in certain circumstances it may take longer.

- 07) A&T or Surveyor's Office personnel will contact the developer or their agent by phone when the tax payment packet is ready. The figure necessary to pay taxes plus interest on the above tax lot(s) will be conveyed at this point. (Prior to certification the tax amount is an estimate only, additional taxes may become due after certification.)
- 08) The developer or agent should come to the A&T tax payment counter to obtain the tax payment packet. The tax payment counter is located in the basement of the Public Service Building at 125 E. 8th Avenue. Tax payment counter hours are from 10:00 a.m. to 3:00 p.m. Monday through Thursday.
- 09) If it is necessary to make a payment for taxes, ***payment must be paid with a cashier's check, certified check, money order or cash in order to obtain the "Certificate of Taxes Paid" immediately.*** If payment is made by personal check or business check, A&T will hold the certificate for **fifteen** working days after the date of deposit of the check. All checks will be considered as personal checks unless "Cashier Check" is designated on the face.
- 10) In the case of delinquent taxes, interest will be re-computed on the 16th of each month. If it is necessary to rework the taxes there will be an additional change of \$40.00.
- 11) After receiving the tax payment packet along with the certificate of taxes paid, the developer will deliver the packet to the County Surveyor's Office.
- 12) When the plat meets standards, Surveyor's Office personnel will then carry the plat along with the signed certificate to the County Assessor. The Assessor will sign the original plat and return them to the Surveyor's Office for further processing. It is important that the plat not be turned over to anyone other than a Lane County Surveyor's Office employee.

**Department of Assessment and Taxation
Public Information Counter & Telephone Hours:
10:00 a.m. to 3:00 p.m., Monday through Thursday**