LAND MANAGEMENT DIVISION

Date Received:

ADMINISTRATIVE: RESEARCH REQUEST

PUBLIC WORKS DEPARTMENT *3050 N. DELTA HWY , EUGENE OR 97408 Planning: 682-3577*

For Office Use Only: *FILE #* *FEE:* **$260.00**

Pursuant to Lane Manual 2.170: Any request for "research, evaluation, documentation, discussion, collation of materials from various sources, disruption of normal work or significant staff time" must be submitted in writing.

Please provide the following information:

Applicant (print name):_____

Mailing address: _____

Phone: _____ Email: _____

Applicant Signature: _____

Assessor's Map & Taxlot of each specific property to be researched:

Map: _____ Taxlot: _____

Map: _____ Taxlot: _____

Clearly specify, in detail below, public records to research and the information requested. Attach additional pages if necessary.

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*Pursuant to Lane Manual 60.850(1) a charge of 2.42 times the hourly rate of the Land Management staff assigned to provide the requested research shall be collected. Most research will range from $38 to $72 per hour. A minimum charge of $260.00 will be charged for staff time involved in preparing the response. If the initial hour of research does not produce the requested information, staff will contact you with an estimate of the additional number of hours necessary to complete the research and provide the requested information. Upon receipt of payment for the estimated number of hours necessary to complete the research, staff will complete the research and provide the requested information.

This form is consistent with the provision of Lane Manual 2.170. (*Version 8/2016)*