

## **INSTRUCTIONS FOR FILING MANUFACTURED HOME REMOVAL AGREEMENT** (Secondary Farm-Related Dwelling)

1. This acknowledgment is required when the County permits the creation of an additional homesite for farm-related activities. Such permits are granted until it is determined that the occupants of the additional homesite are no longer needed to assist in the operation of these agricultural activities, or the use or occupancy of the manufactured home no longer complies with the criteria or standards under which it was originally approved.
2. The attached Manufactured Home Removal Agreement must be filled out (typed or neatly printed) and signed before a Notary Public.

**If you need assistance in preparing this Agreement, please feel free to bring your documents to the Planning Division. For your convenience, the Planning Division has employees who are Notary Public.**

3. Names of **ALL** current property owners who appear on the property deed or contract shall be shown typed in the appropriate space at the top of the document, and signed in the presence of a Notary Public. (Signatures must be **IDENTICAL** to those listed).
4. Property description: The property description must be **IDENTICAL** to what has been recorded in the Marion County Deed Records or as proposed to be recorded (i.e. partitioning or lot line adjustment).
5. The notarized Agreement shall be returned to the Planning Division for review. The recording of the document will be the responsibility of the applicant. After approval by the Planning Division, the Planning Director, or his designee, will sign the Agreement.
6. The applicant then records the Agreement with the Marion County Clerk located on the second floor of the Courthouse Square Building, 555 Court St. NE, Salem. Please be advised there is a recording fee.
7. The applicant must then either return a copy of the recorded Statement to the Marion County Planning Division **...OR...** call our office with the official Reel and Page Number that will be placed on the original document when recorded. If building permits are pending, they will not be issued until the Planning Division either receives a copy of the recorded document or the Reel and Page Number information.

If you have any questions about this Agreement, or the recording procedure, please contact the Planning Division at (503) 588-5038.

