

**INSTRUCTIONS FOR FILING MANUFACTURED/MOBILE HOME REMOVAL AGREEMENT**  
**(Urban Transition/Urban Transition Farm Dwelling)**

1. This acknowledgment is required when the County permits the creation of an additional homesite. Such permits are granted until the property is placed in a zone that does not permit manufactured/mobile homes 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/Mobile 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. 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.

**AFTER RECORDING RETURN TO:**

Marion County Planning Division  
5155 Silverton Rd. NE, Salem OR 97305

**MANUFACTURED/MOBILE HOME REMOVAL AGREEMENT**

(Urban Transition/Urban Transition Farm)

**THIS COVENANT, Made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_  
\_\_\_\_\_ and Marion County, Oregon, in consideration of the land use  
approval by Marion County which is incorporated herein by this reference, for the placement of a  
Mobile/Manufactured Home on property described as follows:**

(If space insufficient, continue description on reverse side)

**Do hereby promise and covenant as follows:**

**I/We certify that I/We fully understand that the placement of a manufactured/mobile home on the above-described real property is valid unless the property is placed in a zone that does not permit manufactured/mobile homes. The manufactured/mobile home will be removed within 60 days thereafter.**

**This covenant shall run with the land and is intended to and hereby shall bind my/our heirs, assigns, lessees, and successors.**

**In Witness Whereof, the said Party has executed this instrument this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_**

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

STATE OF OREGON )  
Marion County ) ss.

**This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_**

\_\_\_\_\_  
Notary Signature  
Notary Public for Oregon

(OFFICIAL SEAL)

**Accepted:**  
\_\_\_\_\_  
Marion County Planning Director  
\_\_\_\_\_  
Permit #/Case #