

INSTRUCTIONS FOR FILING DECLARATORY STATEMENT (Shop-Storage Conversion)

1. This acknowledgment is required when the County permits the conversion of a dwelling to a shop and storage building. Documents cannot be accepted until complete and accurate.
2. The attached Declaratory Statement must be filled out (typed or neatly printed) and signed before a Notary Public.

If you need assistance in preparing this Statement, 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).

Each parcel involved will require a separate Declaratory Statement.

4. Property description: the property description must be **IDENTICAL** to what has been recorded in the Marion County Deed Records.
5. The notarized Statement shall be returned to the Planning Division for review. After approval by the Planning Division, the Planning Director, or his designee, will sign the Statement.
6. The applicant then records the Statement 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 the Statement, 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

DECLARATORY STATEMENT
(Shop-Storage Conversion)

THIS COVENANT, Made this ____ day of _____, 20 ____ by and between _____
_____ ("Owners") and Marion County, in consideration of the approval to
convert a dwelling to a shop and storage building on the following described real property:

(If space insufficient, continue description on second page)

Owners do hereby acknowledge and covenant as follows:

The property herein described is zoned for placement of only one dwelling. The second dwelling currently on the property that will be converted to a shop and storage building thereafter will be used only for a shop and storage. Use of the dwelling for any use other than a shop or for storage is prohibited. Use of the dwelling for any prohibited use will result in an enforcement action for fines or to terminate the use.

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, said Party has executed this instrument this ____ day of _____, 20 ____.

Owner

Owner

STATE OF OREGON)
) ss.
Marion County)

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 #