

**INSTRUCTIONS FOR FILING THE  
MOBILE OFFICE REMOVAL AGREEMENT**

1. This acknowledgment is required when the County permits the temporary placement of a mobile office. In order to be accepted, documents must be complete and correct.
2. The attached Mobile Office 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

**MOBILE OFFICE REMOVAL AGREEMENT**

THIS COVENANT, Made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_  
\_\_\_\_\_ and the County of Marion, State of Oregon, in consideration of the  
land use approval by Marion County which order is incorporated in total herein by this reference, for the placement  
of a Mobile Office as a temporary use on property described as follows to-wit:

(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 mobile office on the above described real property is temporary in nature as a farm-related office. This permit is valid until it is determined that the said office is no longer needed to assist in the operation of the agricultural enterprise and said mobile office will be removed 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 )  
                                  )     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 #