RECORDING INSTRUCTIONS

Permit # ______________________

Map and Tax Lot # ______________________________

Type of Document:
___ “Structure Use Covenant”
___ “Residential Accessory Building Covenant”
___ “Guest House Agreement”
___ Other _______________________________

Prior to Recording:
___ The property owner must sign the document in the presence of a notary. (A notary will be available at the “Building Permit Review Meeting”)

___ Obtain a copy of the “Property Description Card” (for the map and tax lot # listed above) from the Lane County Assessment and Taxation Office, located in the basement of the Lane County Public Service Building, 125 E 8th Ave., Eugene, Oregon

___ Label the top of the “Property Description Card” as “Exhibit A”

___ Label any other relevant documents, such as your plot plan as “Exhibit B”

___ Note: All documents must be of recordable size, 8 ½” x 11”

Recording:

Record the document(s) along with the Exhibit(s) at the Lane County Deeds and Records Office, located on the first floor of the Lane County Public Service Building, 125 E 8th Ave., Eugene, Oregon

ONCE THE DOCUMENT ISRecorded, PLEASE SUBMIT A COPY TO:

____________________________ LANE COUNTY, LAND MANAGEMENT DIVISION