

## RECORDING INSTRUCTIONS



LAND MANAGEMENT DIVISION  
[http://www.LaneCounty.org/PW\\_LMD/](http://www.LaneCounty.org/PW_LMD/)

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 8<sup>th</sup> 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 8<sup>th</sup> Ave., Eugene, Oregon

**ONCE THE DOCUMENT IS RECORDED, PLEASE SUBMIT A COPY TO:**

\_\_\_\_\_ **LANE COUNTY, LAND MANAGEMENT DIVISION**