



## LAND USE APPLICATION LAND PARTITION FOR FINANCIAL PURPOSES PROCEDURE

The Planning Department may approve a "Land Partition for Financial Purposes" provided the request meets the provisions in Morrow County Subdivision Ordinance Section 5.100 (see attached).

1. The property owner needs to complete the attached application. Please include the following items as a part of the application:
  - A legal description of the parcel to be created;
  - A simple partition map of the larger parcel indicating the location of the parcel to be created for financial purposes and identifying all improvements and accesses;
  - All required signatures, including the applicant, owners of the subject property (if different than the applicant) and the holder of the security or lease interest;
  - the filing fee.
  
2. After review and approval of the application by the Planning Department and Assessor's Office, the Planning Department will send an approval letter and "Covenant to Comply with Partition for Financial Purposes" to the applicant. The Planning Department's approval will be issued subject to the following conditions:
  - A. The partitioning approval shall only be valid for the time of the lease or the life of the security interest. When there is a default and foreclosure, the permit will only be valid until a land partitioning permit is granted or the parcels are once again rejoined as a contiguous unit of land.
  - B. At the end of the security interest the parcels shall be rejoined into a contiguous parcel under one ownership. Within 30 days of the end of the security interest the owner shall request the County Assessor combine the two parcels and provide notice to the Planning Department.
  - C. The two tax lots shall not be sold separately. The owners shall notify potential future buyers of the restrictions to sell the parcels separately and of the provisions of Section 5.100.
  - D. To insure these conditions are evident on the deed, you will need to record a "Covenant not to Sell Separately" with the County Clerk. The Covenant requires that the owners of the two parcels be identical. Please return a signed and recorded copy to the Planning Department.
  
3. Upon receipt by the Planning Department of a copy of the signed and recorded "Covenant Not to Sell Separately" the Assessor's Office will be notified to finalize the process and assign a new tax lot number.

**Morrow County Planning Department  
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