

Application for a Permit to Use Surface Water



Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem, Oregon 97301-1266
503-986-0900
www.oregon.gov/OWRD

SECTION 1: APPLICANT INFORMATION AND SIGNATURE

Applicant

NAME WILLIAM E. TOWNSEND			PHONE (HM)
PHONE (WK)	CELL SCOTT ASTER - 503-915-9378		FAX
MAILING ADDRESS 23400 NE TOWNSEND WAY			
CITY FAIRVIEW	STATE OR	ZIP 97024	E-MAIL * SCOTT.ASTER@TOWNSENFARMS.COM

Organization

NAME		PHONE	FAX
MAILING ADDRESS			CELL
CITY	STATE	ZIP	E-MAIL *

Agent – The agent is authorized to represent the applicant in all matters relating to this application.

AGENT / BUSINESS NAME DOANN HAMILTON / Will McGill Surveying LLC		PHONE (503) 931-0210	FAX
ADDRESS 15333 PLETZER RD SE			CELL (503) 349-6946
CITY TURNER	STATE OR	ZIP 97392	E-MAIL * phgdmh@gmail.com

Note: Attach multiple copies as needed

* By providing an e-mail address, consent is given to receive all correspondence from the Department electronically. (Paper copies of the proposed and final order documents will also be mailed.)

By my signature below I confirm that I understand:

- I am asking to use water specifically as described in this application.
- Evaluation of this application will be based on information provided in the application.
- I cannot legally use water until the Water Resources Department issues a permit.
- The Department encourages all applicants to wait for a permit to be issued before beginning construction of any proposed diversion. Acceptance of this application does not guarantee a permit will be issued.
- If I begin construction prior to the issuance of a permit, I assume all risks associated with my actions.
- If I receive a permit, I must not waste water.
- If development of the water use is not according to the terms of the permit, the permit can be cancelled.
- The water use must be compatible with local comprehensive land use plans.
- Even if the Department issues a permit, I may have to stop using water to allow senior water right holders to receive water to which they are entitled.

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I (we) affirm that the information contained in this application is true and accurate

William Townsend
Applicant Signature

William Townsend
Print Name and Title if applicable

12/15/2025
Date

Applicant Signature

Print Name and Title if applicable

Date

SECTION 2: PROPERTY OWNERSHIP

Please indicate if you own all the lands associated with the project from which the water is to be diverted, conveyed, and used.

☒ YES, there are no encumbrances.

TL 2 3E 13 300, TL 2 3E 13 302, TL 2 3E 13 303

TL 2 3E 13 400, TL 2 3E 13 500, TL 2 3E 13C 700

☐ YES, the land is encumbered by easements, rights of way, roads or other encumbrances.

☒ NO, I have a recorded easement or written authorization permitting access.

TL 2 3E 13 301, TL 2 3E 14 100, TL 2 3E 14 190

☐ NO, I do not currently have written authorization or easement permitting access.

☐ NO, written authorization or an easement is not necessary, because the only affected lands I do not own are state-owned submersible lands, and this application is for irrigation and/or domestic use only (ORS 274.040).

☐ NO, because water is to be diverted, conveyed, and/or used only on federal lands.

Affected Landowners: List the names and mailing addresses of all owners of any lands that are not owned by the applicant and that are crossed by the proposed ditch, canal or other work, even if the applicant has obtained written authorization or an easement from the owner. (*Attach additional sheets if necessary*).

TL 2 3E 13 300, TL 2 3E 13 302, TL 2 3E 13 303

T5 Tower LLC
23400 NE Townsend Way
Fairview, OR 97204

TL 2 3E 13 301

Cody Lamb
16717 SE Amisigger Rd
Boring, OR 97009

TL 2 3E 13 400, TL 2 3E 13 500, TL 2 3E 13C 700

Townsend Farm Inc.
23400 NE Townsend Way
Fairview, OR 97204

TL 2 3E 14 100, TL 2 3E 14 190

Deann Parker and Marla Thompson
21326 S. Lewellen Rd.
Beavercreek, OR 97004

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Legal Description: You must provide the legal description of: 1. The property from which the water is to be diverted, 2. Any property crossed by the proposed ditch, canal or other work, and 3. Any property on which the water is to be used as depicted on the map.

SECTION 3: SOURCE OF WATER

A. Proposed Source of Water

Provide the commonly used name of the water body from which water will be diverted, and the name of the stream or lake it flows into (if unnamed, say so), and the locations of the point of diversion (POD):

Source 1: C1	Tributary to: North Fork Deep Creek
TRSQQ of POD: T2S, R3E, Section 13, NWNW	
Source 2: C2	Tributary to: North Fork Deep Creek
TRSQQ of POD: T2S, R3E, Section 13, NWNW	
Source 3: C3	Tributary to: North Fork Deep Creek
TRSQQ of POD: T2S, R3E, Section 13, NWNW	
Source 4: S2	Tributary to: North Fork Deep Creek
TRSQQ of POD: T2S, R3E, Section 13, SWNW	
Source 5: S3	Tributary to: North Fork Deep Creek
TRSQQ of POD: T2S, R3E, Section 13, SWNW	

If any source listed above is stored water that is authorized under a water right permit, certificate, or decree, attach a copy of the document or list the document number (for decrees, list the volume, page and/or decree name).

Application R-88642, Permit R-15674

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B. Applications to Use Stored Water

Do you, or will you, own the reservoir(s) described in Section 3A above?

☒ Yes. ☐ No. (Enclose a copy of your written notification to the operator of the reservoir of your intent to file this application, which should have been mailed or delivered to the operator.)

If *all* sources listed in Section 3A are stored water, the Department will review your application using the expedited process provided in ORS 537.147, unless you check the box below. Please see the instruction booklet for more information.

☐ By checking this box, you are requesting that the Department process your application under the standard process outlined in ORS 537.150 and 537.153, rather than the expedited process provided by ORS 537.147. To file an application under the standard process, you must enclose the following:

- A copy of a signed non-expired contract or other agreement with the owner of the reservoir (if not you) to impound the volume of water you propose to use in this application.
- A copy of your written agreement with the party (if any) delivering the water from the reservoir to you.

SECTION 4: SENSITIVE, THREATENED OR ENDANGERED FISH SPECIES PUBLIC INTEREST INFORMATION

This information must be provided for your application to be accepted as complete. The Water Resources Department will determine whether the proposed use will impair or be detrimental to the public interest with regard to sensitive, threatened or endangered fish species.

To answer the following questions, use the map provided in [Attachment 3](#) or the link below to determine whether the proposed point of diversion (POD) is located in an area where the Upper Columbia, the Lower Columbia, and/or the Statewide public interest rules apply.

For more detailed information, click on the following link and enter the T,R,S,QQ or the Lat/Long of a POD and click on "Submit" to retrieve a report that will show which section, if any, of the rules apply:
https://apps.wrd.state.or.us/apps/misc/lkp_trsqg_features/

If you need help to determine in which area the proposed POD is located, please call the customer service desk at (503) 986-0900.

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Upper Columbia - OAR 690-033-0115 thru -0130

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Is the POD located in an area where the Upper Columbia Rules apply?

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☐ Yes ☒ No

If yes, you are notified that the Water Resources Department will consult with numerous federal, state, local and tribal governmental entities so it may determine whether the proposed use is consistent with the "Columbia River Basin Fish and Wildlife Program" adopted by the Northwest Power Planning Council in 1994 for the protection and recovery of listed fish species. The application may be denied, heavily conditioned, or if appropriate, mitigation for impacts may be needed to obtain approval for the proposed use.

If yes,

- I understand that the proposed use does not involve appropriation of direct streamflow during the time period April 15 to September 30, except as provided in OAR 690-033-0140.
- I understand that I will install, operate and maintain a fish screen and fish passage as listed in ORS 498.301 through 498.346, and 509.580 through 509.910, to the specifications and extent required by Oregon Department of Fish and Wildlife, prior to diversion of water under any permit issued pursuant to this application.
- I understand that the Oregon Department of Environmental Quality will review my application to determine if the proposed use complies with existing state and federal water quality standards.

- I understand that I will install and maintain water use measurement and recording devices as required by the Water Resources Department, and comply with recording and reporting permit condition requirements.

Lower Columbia - OAR 690-033-0220 thru -0230

Is the POD located in an area where the Lower Columbia rules apply?

☒ Yes ☐ No

If yes, you are notified that the Water Resources Department will determine, by reviewing recovery plans, the Columbia River Basin Fish and Wildlife Program, and regional restoration programs applicable to threatened or endangered fish species, in coordination with state and federal agencies, as appropriate, whether the proposed use is detrimental to the protection or recovery of a threatened or endangered fish species and whether the use can be conditioned or mitigated to avoid the detriment.

If a permit is issued, it will likely contain conditions to ensure the water use complies with existing state and federal water quality standards; and water use measurement, recording and reporting required by the Water Resources Department. The application may be denied, or if appropriate, mitigation for impacts may be needed to obtain approval of the proposed use.

If yes, provide the following information (the information must be provided with the application to be considered complete).

☒ Yes ☐ No The proposed use is for more than **one** cubic foot per second (448.8 gpm) and is not subject to the requirements of OAR 690, Division 86 (Water Management and Conservation Plans).

If yes, provide a description of the measures to be taken to assure reasonably efficient water use:

Water will be applied when the plants need it and best management practices will be used for irrigation efficiency.

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Statewide - OAR 690-033-0330 thru -0340

Is the POD located in an area where the Statewide rules apply?

☒ Yes ☐ No

If yes, the Water Resources Department will determine whether the proposed use will occur in an area where endangered, threatened or sensitive fish species are located. If so, the Water Resources Department, Department of Fish and Wildlife, Department of Environmental Quality, and the Department of Agriculture will recommend conditions required to achieve "no loss of essential habitat of threatened and endangered (T&E) fish species," or "no net loss of essential habitat of sensitive (S) fish species." If conditions cannot be identified that meet the standards of no loss of essential T & E fish habitat or no net loss of essential S fish habitat, the agencies will recommend denial of the application unless they conclude that the proposed use would not harm the species.

SECTION 5: WATER USE

Provide the amount of water you propose to use from each source, for each use, in cubic feet-per-second (cfs) or gallons-per-minute (gpm). If the proposed use is from storage, provide the amount in acre-feet (af):
(1 cfs equals 448.8 gpm. 1 acre-foot equals 325,851 gallons or 43,560 cubic feet)

SOURCE	USE	PERIOD OF USE	AMOUNT
C1	Irrigation	March 1 through October 31	18.2 ☐ cfs ☐ gpm ☒ af

For Department Use: App. Number: _____

C2	Irrigation	March 1 through October 31	11.45 ☐ cfs ☐ gpm ☒ af
C3	Irrigation	March 1 through October 31	19.18 ☐ cfs ☐ gpm ☒ af
S2	Irrigation	March 1 through October 31	14.27 ☐ cfs ☐ gpm ☒ af
S3	Irrigation	March 1 through October 31	14.13 ☐ cfs ☐ gpm ☒ af

Please indicate the number of primary, supplemental and/or nursery acres to be irrigated.

Primary: 145.4 Acres

Supplemental: NA Acres

Nursery Use: NA Acres

If supplemental acres are listed, provide the Permit or Certificate number of the underlying primary water right(s): NA

Indicate the maximum total number of acre-feet you expect to use in an irrigation season: 77.23 AF

- If the use is **municipal or quasi-municipal**, attach **Form M**
- If the use is **domestic**, indicate the number of households: NA
- If the use is **mining**, describe what is being mined and the method(s) of extraction: NA

SECTION 6: WATER MANAGEMENT

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A. Diversion and Conveyance

What equipment will you use to pump water from your source?

- ☒ Pump (give horsepower and type): Centrifugal Berkeley 49 HP Deutz motor
☐ Other means (describe):

Provide a description of the proposed means of diversion, construction, and operation of the diversion works and conveyance of water.

Water will be pumped each individual ponds using a portable Centrifugal pump to convey water into a 6 inch stand up pipe connecting to a 6 inch mainline that extends into Margaret Reservoir on the west side. Water will be pumped from Margaret Reservoir using a 20 Hp turbine pump to convey water into 6 inch mainline to the place of use.

B. Application Method

What equipment and method of application will be used? (e.g., drip, wheel line, high-pressure sprinkler)

Drip Irrigation

C. Conservation

Please describe why the amount of water requested is needed and measures you propose to: prevent waste; measure the amount of water diverted; prevent damage to public uses of affected surface waters.

Water will be applied to crops when needed. The most water efficient method of irrigation will be used for the crop being irrigated

SECTION 7: RESOURCE PROTECTION

In granting permission to use water from a stream or lake, the state encourages, and in some instances requires, careful control of activities that may affect the waterway or streamside area. See instruction guide for a list of possible permit requirements from other agencies. Please indicate any of the practices you plan to undertake to protect water resources:

- ☒ Diversion will be screened per ODFW specifications in ORS 498.301 through 498.346 to prevent uptake of fish and other aquatic life.

Describe planned actions:

If ODFW determines a fish screen is needed we will attached the screen to the pumps in the reservoir.

- ☒ Excavation or clearing of banks will be kept to a minimum to protect riparian or streamside areas.

Note: If disturbed area is more than one acre, applicant should contact the Department of Environmental Quality to determine if a 1200C permit is required.

Describe planned actions and additional permits required for project implementation:

Construction for the point of diversion on the reservoir will disturb less than one acre.

- ☒ Operating equipment in a water body will be managed and timed to prevent damage to aquatic life.

Describe planned actions and additional permits required for project implementation:

The reservoir is located off channel. No equipment will be operated in the stream

- ☒ Water quality will be protected by preventing erosion and run-off of waste or chemical products.

Describe planned actions:

Best management practices will be followed to prevent erosion and run-off of waste or chemical products.

- ☒ List other federal and state permits or contracts to be obtained, if a water right permit is granted.

NA

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SECTION 8: PROJECT SCHEDULE

- a) Date construction will begin: within three years after the permit is issued
b) Date construction will be completed: within five years after the permit is issued
c) Date beneficial water use will begin: within five years after the permit is issued

SECTION 9: WITHIN A DISTRICT

- ☐ Check here if the point of diversion or place of use are located within or are served by an irrigation or other water district.

Irrigation District Name NA	Address	
City	State	Zip

SECTION 10: REMARKS

Use this space to clarify any information you have provided in the application. (Attach additional sheets if necessary).

None

Minimum Requirements Checklist

Minimum Requirements (OAR 690-310-0040, OAR 690-310-0050 & ORS 537.140)

Include this checklist with the application

Check that each of the following items is included. The application will be returned if all required items are not included. If you have questions, please call the Water Rights Customer Service Group at (503) 986-0900.

Please submit the original application and signatures to the Water Resources Department. Applicants are encouraged to keep a copy of the completed application.

- ☒ SECTION 1: Applicant Information and Signature
- ☒ SECTION 2: Property Ownership
- ☒ SECTION 3: Source of Water
- ☒ SECTION 4: Sensitive, Threatened or Endangered Fish Species Public Interest Information
- ☒ SECTION 5: Water Use
- ☒ SECTION 6: Water Management
- ☒ SECTION 7: Resource Protection
- ☒ SECTION 8: Project Schedule
- ☐ SECTION 9: Within a District
- ☒ SECTION 10: Remarks

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Include the following additional items:

- ☒ Land Use Information Form with approval and signature of local planning department (*must be an original*) or signed receipt.
- ☒ Provide the legal description of: (1) the property from which the water is to be diverted, (2) any property crossed by the proposed ditch, canal or other work, and (3) any property on which the water is to be used as depicted on the map.
- ☒ Fees - Amount enclosed: \$ **3,191.80**
See the Department's Fee Schedule at www.oregon.gov/owrd or call (503) 986-0900.
- ☒ Map that includes the following items:
 - ☒ Permanent quality and drawn in ink
 - ☒ Even map scale not less than 4" = 1 mile (example: 1" = 400 ft, 1" = 1320 ft, etc.)
 - ☒ North Directional Symbol
 - ☒ Township, Range, Section, Quarter/Quarter, Tax Lots
 - ☒ Reference corner on map
 - ☒ Location of each diversion, by reference to a recognized public land survey corner (distances north/south and east/west)
 - ☒ Indicate the area of use by Quarter/Quarter and tax lot identified clearly.
 - ☒ Number of acres per Quarter/Quarter and hatching to indicate area of use if for primary irrigation, supplemental irrigation, or nursery
 - ☒ Location of main canals, ditches, pipelines or flumes (if well is outside of the area of use)

Clackamas County Official Records
Catherine McMullen, County Clerk

2024-029538

08/12/2024 04:10:01 PM

D-D Cnt=1 Stn=108 BRAD
\$20.00 \$16.00 \$10.00 \$62.00

\$108.00

Grantor:
Michael Townsend

Grantee:
T5 Tower LLC

After recording return to:
William Gaar
Buckley Law P.C.
5300 Meadows Road, Suite 200
Lake Oswego, Oregon 97035

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Until a change is requested, all tax
statements shall be sent to:
T5 Tower LLC
c/o Scott Aster, Townsend Farms, Inc.
23400 NE Townsend Way
Fairview, OR 97204

BARGAIN AND SALE DEED

KNOW ALL MEN BY THESE PRESENTS, that Michael Townsend, hereinafter called grantor, do hereby grant, bargain, sell, and convey unto T5 Tower LLC, an Oregon limited liability company, hereinafter called grantee, all right, title, and interest in that certain real property situated in the County of Clackamas and the State of Oregon, and more fully described as follows:

See Legal Description attached as Exhibit A

SUBJECT TO: all encumbrances of record as of the date of recording.

The consideration for this transfer is \$0.

THE LIABILITY AND OBLIGATIONS OF THE GRANTOR TO GRANTEE AND GRANTEE'S HEIRS AND ASSIGNS UNDER THE WARRANTIES AND COVENANTS CONTAINED HEREIN OR PROVIDED BY LAW SHALL BE LIMITED TO THE EXTENT OF COVERAGE THAT WOULD BE AVAILABLE TO GRANTOR UNDER A STANDARD POLICY OF TITLE INSURANCE. THE LIMITATIONS CONTAINED HEREIN EXPRESSLY DO NOT RELIEVE GRANTOR OF ANY LIABILITY OR OBLIGATIONS UNDER THIS INSTRUMENT, BUT MERELY DEFINE THE SCOPE, NATURE, AND AMOUNT OF SUCH LIABILITY OR OBLIGATIONS.

In construing this deed and where the context so requires, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS
Bargain and Sale Deed

INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTION 2 TO 7, CHAPTER 8, OREGON LAWS 2010

IN WITNESS WHEREOF, the grantor has executed this instrument on 8-8, 2024.

Michael Townsend
Michael Townsend, Grantor

STATE OF OREGON)
) ss.
County of Multnomah

The foregoing instrument was acknowledged before me this 8th day of August, 2024 by Michael Townsend.



Annie Meleka Farrouge
Notary Public in and for the State of Oregon
My commission expires: 05/15/2027

Received by OWRD
JAN 08 2026
Salem, OR

EXHIBIT A

LEGAL DESCRIPTION

Real property in the County of Clackamas, State of Oregon, described as follows:

Parcel I:

The East one-half of the Northwest one-quarter of Section 13, Township 2 South, Range 3 East of the Willamette Meridian, in the County of Clackamas and State of Oregon, lying West of county Road No. 1671, also known as Amisigger Road.

Except the North 20 feet.

And except that portion lying within the Hazelwood Cemetery; And excepting therefrom the following Parcels:

Parcel A:

A tract of land in the Northwest one-quarter of Section 13, Township 2 South, Range 3 East, of the Willamette Meridian, in the County of Clackamas and State of Oregon, being more particularly described as follows:

Commencing at the North one-quarter corner of said Section 13; thence South $0^{\circ} 09' 40''$ West along the centerline of Amisigger Road No. 1071 a distance 413.80 feet; thence South $89^{\circ} 34' 37''$ West parallel with the North line of said Section 13, a distance of 30.00 feet to the West line of said road and the true point of beginning of the tract herein described; thence from said true point of beginning South $0^{\circ} 09' 40''$ West along said West line a distance of 325.93 feet to a point of curvature; thence along said West line on the arc of a 519.74 foot radius curve to the right, through a central angle of $28^{\circ} 34' 30''$ (the long chord of which bears South $14^{\circ} 26' 65''$ West 256.53 feet) an arc distance of 259.21 feet to a point of tangency; thence South $28^{\circ} 44' 10''$ West along the Westerly line, of said road a distance of 214.70 feet; thence North $61^{\circ} 15' 50''$ West a distance of 175.52 feet; thence North $0^{\circ} 46' 47''$ East a distance of 675.97 feet; thence North $88^{\circ} 34' 37''$ East a distance of 313.06 feet to the point of beginning. .

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Parcel B:

A tract of land located in the East one-half of the Northwest one-quarter of Section 13: Commencing at the North one-quarter corner of said Section 13; thence South 89° 34'37" West along the section line, a distance of 30.00 feet to the West line of Amisigger Road No. 1671 and the true point of beginning of the tract herein described; thence from said true point of beginning, South 0° 09'40" West along said West line a distance of 413.80 feet; thence South 89° 34'37" West parallel with the North line of said Section 13, a distance of 513.06 feet; thence North 0° 45'47" East a distance of 413.87 feet to the North line of said Section 13; thence North 89° 34'37" East along said North line a distance of 508.71 feet to the true point of beginning.

Parcel C:

A tract of land located in the East one-half of the Northwest one-quarter of Section 13 Beginning at the North one-quarter corner of said Section 13; thence South 0° 09'40" West along the centerline of Amisigger Road No. 1671, a distance of 413.80 feet; thence South 89° 34'37" West parallel with the North line of said Section 13, a distance of 343.06 feet to the true point of beginning of the tract herein described; thence from said true point of beginning South 0° 45'47" West a distance of 675.97 feet; thence South 61° 15'50" East a distance of 175.52 feet to the Westerly line of said Road No. 1671; thence South 28° 44'10" West along said Westerly line a distance of 450.65 feet; thence North 74° 47'40" West a distance of 148.27 feet; thence North 0° 45'47" East a distance of 1115.18; thence North 89° 34'37" East a distance of 200.00 feet to the true point of beginning.

Parcel II:

A tract of land located in the East one-half of the Northwest one-quarter of Section 13: Commencing at the North one-quarter corner of said Section 13; thence South 89° 34'37" West along the section line, a distance of 30.00 feet to the West line of Amisigger Road No. 1671 and the true point of beginning of the tract herein described; thence from said true point of beginning, South 0° 09'40" West along said West line a distance of 413.80 feet; thence South 89° 34'37" West parallel with the North line of said Section 13, a distance of 513.06 feet; thence North 0° 45'47" East a distance of 413.87 feet to the North line of said Section 13; thence North 89° 34'37" East along said North line a distance of 508.71 feet to the true point of beginning.

Parcel III:

A tract of land located in the East one-half of the Northwest one-quarter of Section 13: Beginning at the North one-quarter corner of said Section 13; thence South 0° 09'40" West along the centerline of Amisigger Road No. 1671, a distance of 413.80 feet; thence South 89° 34'37" West parallel with the North line of said Section 13, a distance of 343.06 feet to the true point of beginning of the tract herein described; thence from said

true point of beginning South 0° 45'47" West a distance of 675.97 feet; thence South 61° 15'50" East a distance of 175.52 feet to the Westerly line of said Road No 1671; thence South 28° 44'10" West along said Westerly line a distance of 450.65 feet; thence North 74° 47'40" West a distance of 148.27 feet; thence North 0° 45'47" East a distance of 1115.18; thence North 89° 34'37" East a distance of 200.00 feet to the true point of beginning.

Tax Parcel Numbers: 00625023 and 00624998 and 00625014

Clackamas County Official Records
Catherine McMullen, County Clerk

2024-008089

03/08/2024 11:44:03 AM

D-D Cnt=1 Stn=9 COUNTER1
\$20.00 \$16.00 \$10.00 \$62.00

\$108.00

Grantor:
William Townsend

Grantee:
Townsend Farms, Inc.

After recording return to:
William Gaar
Buckley Law P.C.
5300 Meadows Road, Suite 200
Lake Oswego, Oregon 97035

Until a change is requested, all tax
statements shall be sent to:
Townsend Farms, Inc.
c/o Scott Aster
23400 NE Townsend Way
Fairview, OR 97204

Received by OWRD

JAN 08 2026

Salem, OR

BARGAIN AND SALE DEED

KNOW ALL MEN BY THESE PRESENTS, that William Townsend, hereinafter called grantor, do hereby grant, bargain, sell, and convey unto Townsend Farms, Inc., an Oregon corporation, hereinafter called grantee, all right, title, and interest in that certain real property situated in the County of Clackamas and the State of Oregon, and more fully described as follows:

See Legal Description attached as Exhibit A

SUBJECT TO: all encumbrances of record as of the date of recording.

The consideration for this transfer is \$0.

THE LIABILITY AND OBLIGATIONS OF THE GRANTOR TO GRANTEE AND GRANTEE'S HEIRS AND ASSIGNS UNDER THE WARRANTIES AND COVENANTS CONTAINED HEREIN OR PROVIDED BY LAW SHALL BE LIMITED TO THE EXTENT OF COVERAGE THAT WOULD BE AVAILABLE TO GRANTOR UNDER A STANDARD POLICY OF TITLE INSURANCE. THE LIMITATIONS CONTAINED HEREIN EXPRESSLY DO NOT RELIEVE GRANTOR OF ANY LIABILITY OR OBLIGATIONS UNDER THIS INSTRUMENT, BUT MERELY DEFINE THE SCOPE, NATURE, AND AMOUNT OF SUCH LIABILITY OR OBLIGATIONS.

In construing this deed and where the context so requires, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS
Bargain and Sale Deed

Clackamas County Official Records
Catherine McMullen, County Clerk

2024-008089

03/08/2024 11:44:03 AM

D-D Cnt=1 Stn=9 COUNTER1
\$20.00 \$16.00 \$10.00 \$62.00

\$108.00

Grantor:
William Townsend

Grantee:
Townsend Farms, Inc.

After recording return to:
William Gaar
Buckley Law P.C.
5300 Meadows Road, Suite 200
Lake Oswego, Oregon 97035

Until a change is requested, all tax
statements shall be sent to:
Townsend Farms, Inc.
c/o Scott Aster
23400 NE Townsend Way
Fairview, OR 97204

Received by OWRD

JAN 08 2026

Salem, OR

BARGAIN AND SALE DEED

KNOW ALL MEN BY THESE PRESENTS, that William Townsend, hereinafter called grantor, do hereby grant, bargain, sell, and convey unto Townsend Farms, Inc., an Oregon corporation, hereinafter called grantee, all right, title, and interest in that certain real property situated in the County of Clackamas and the State of Oregon, and more fully described as follows:

See Legal Description attached as Exhibit A

SUBJECT TO: all encumbrances of record as of the date of recording.

The consideration for this transfer is \$0.

THE LIABILITY AND OBLIGATIONS OF THE GRANTOR TO GRANTEE AND GRANTEE'S HEIRS AND ASSIGNS UNDER THE WARRANTIES AND COVENANTS CONTAINED HEREIN OR PROVIDED BY LAW SHALL BE LIMITED TO THE EXTENT OF COVERAGE THAT WOULD BE AVAILABLE TO GRANTOR UNDER A STANDARD POLICY OF TITLE INSURANCE. THE LIMITATIONS CONTAINED HEREIN EXPRESSLY DO NOT RELIEVE GRANTOR OF ANY LIABILITY OR OBLIGATIONS UNDER THIS INSTRUMENT, BUT MERELY DEFINE THE SCOPE, NATURE, AND AMOUNT OF SUCH LIABILITY OR OBLIGATIONS.

In construing this deed and where the context so requires, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS Bargain and Sale Deed

EXHIBIT A
LEGAL DESCRIPTION

Received by OWRD

JAN 08 2026

Salem, OR

PARCEL I:

The West one-half of the Southwest one-quarter of Section 7, Township 2 South, Range 4 East of the Willamette Meridian, in the County of Clackamas and State of Oregon.

EXCEPTING THEREFROM that portion conveyed to Emil A. Kociemba, et ux, by Deed recorded December 8, 1950, in Book 439, page 269, Clackamas County Deed Records;

ALSO EXCEPTING THEREFROM the North 844 feet of said West one-half of the Southwest one-quarter; ALSO EXCEPTING THEREFROM that portion conveyed to Fredrick W. Foley, et ux, by Deed recorded May 3, 1976, Fee No. 76 13803.

TOGETHER WITH an easement for roadway purposes being 50 feet in width, granted by Easement recorded December 16, 1971, Fee No. 71 35338, described as follows:

Beginning at the Northeast corner of the West one-half of the Southwest one-quarter of Section 7, Township 2 South, Range 4 East of the Willamette Meridian; thence West along the North line of said West one-half, 230 feet to a point; thence South parallel with the East line of said West one-half, 844 feet to a point; thence East 50 feet to a point; thence North parallel with the East line of said West one-half 794 feet; thence East parallel with the North line of said West one-half 180 feet to a point; thence North 50 feet to the point of beginning.

PARCEL II:

The North one-half of the Southwest one-quarter of the Southeast one-quarter of Section 12, Township 2 South, Range 3 East of the Willamette Meridian, in the County of Clackamas and State of Oregon.

PARCEL III:

The South one-half of the Southeast one-quarter of Section 12, Township 2 South, Range 3 East of the Willamette Meridian, in the County of Clackamas and State of Oregon.

EXCEPTING THEREFROM the North one-half of the Southwest one-quarter of the Southeast one-quarter of Section 12, Township 2 South, Range 3 East of the Willamette Meridian.

PARCEL IV:

A tract of land situated in the Northwest one-quarter of Section 13, Township 2 South, Range 3 East of the Willamette Meridian, in the County of Clackamas and State of Oregon, described as follows:

Beginning at the Northwest corner of Section 13, Township 2 South, Range 3 East, of the Willamette Meridian, running thence East along the North line of Section 13, 20 chains; thence South 20 chains; thence West 20 chains; thence North 20 chains to the place of beginning.

EXCEPT a 8 foot wide strip on the East margin of said premises for a right of way to Hazelwood Cemetery, as described in Deed recorded November 27, 1903 in Book 89, page 64, Deed Records.

EXCEPTING that portion lying and being within the boundaries of County and public roads.

PARCEL V:

Beginning at a point 20 chains South of the northwest corner of Section 13, Township 2 south, Range 3 East, of the Willamette Meridian; thence East 20 chains; thence South 20 chains; thence West 20 chains; thence North 20 chains to the place of beginning.

EXCEPTING that portion thereof in the Cemetery, including an 8 foot strip as described in Deed dated November 4, 1903, and recorded November 27, 1903, in Book 89, Page 64, Deed Records.

TOGETHER WITH a 30 foot easement for roadway and utility purposes described as follows:

Beginning 1287 feet East of the northwest corner of Section 13, Township 2 south, Range 3 East, of the Willamette Meridian; thence East 30 feet; thence South 1320 feet; thence West 30 feet; thence North 1320 feet to the place of beginning.

EXCEPT any portion of said easement lying within an 8 foot strip of land described in said Cemetery Deed.

PARCEL VI:

A tract of land located in the Northwest one-quarter of the Southwest one-quarter of Section 13, Township 2 South, Range 3 East of the Willamette Meridian, in the County of Clackamas and State of Oregon, described as follows:

Beginning at the West one-quarter section corner of said Section 13; thence following the West boundary of said Section 13, South 34.00 rods; thence North $66^{\circ}48-1/2'$ East, 86.92 rods, more or less, to the Northeast corner of the said Northwest one-quarter of the Southwest one-quarter; thence following the East and West one-quarter section line dividing Section 13 into North and South halves, West 80.00 rods, more or less, to the point of beginning.

Received by OWRD

JAN 08 2026

Salem, OR

23E14 00190
23E14 00100

Clackamas County Official Records
Catherine McMullen, County Clerk

2025-009210

03/19/2025 09:36:02 AM

D-D Cnt=1 Stn=110 LILLIE
\$15.00 \$16.00 \$10.00 \$62.00

\$103.00

Received by OWRD

JAN 08 2026

Salem, OR

STATUTORY WARRANTY DEED

**UNTIL A CHANGE IS REQUESTED,
ALL TAX STATEMENTS SHALL BE
SENT TO:**

DeAnn Parker
21326 S Lewellen Rd.
Beavercreek, Oregon 97004

**AFTER RECORDING,
RETURN TO:**

Timothy L. Blair, P.C.
Lake View Village
385 First Street, Suite 221
Lake Oswego, Oregon 97034

DEANN L. PARKER, Successor Trustee, or her successor in trust, under the DONALD VANDENHEEDE AND PEARL VANDENHEEDE TRUST, dtd December 15, 1999, **Grantor**, conveys and warrants an undivided fifty point zero percent (50.0%) interest to DEANN L. PARKER, and an undivided fifty point zero percent (50.0%) interest to MARLA O. THOMPSON (aka MARLA O. SMITH), as tenants in common, **Grantees**, the real property located in Clackamas County, Oregon, more particularly described as follows:

BEGINNING at the NE corner of Section 14, T-2S, R-3E, of the W.M., running thence South 46.7 chains; thence West 13-1/3 chains; thence North 46.7 chains; thence East 13-1/3 chains to the point of beginning.

Commonly known as: 25880 SE Rebman Road, Boring, OR 97009.

SUBJECT TO: All liens and encumbrances of record or apparent on the property by inspection.

The true and actual consideration for this conveyance consists of or includes other property or value given as provided which is the whole consideration. This conveyance is a distribution from a trust.

The liability and obligations of Grantors to Grantee and Grantee's heirs and assigns under the warranties and covenants contained herein or provided by law shall be limited to the extent of coverage that would be available to Grantors under any policy of title insurance issued to Grantee at the time Grantors acquired such property. The limitations contained herein expressly do not

relieve Grantors of any liability or obligations under this instrument, but merely define the scope, nature, and amount of such liability or obligations.

THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS, WHICH, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND WHICH LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930 IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND EXISTENCE OF FIRE PROTECTION FOR STRUCTURES.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

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Received by OWRD

JAN 08 2026

Salem, OR

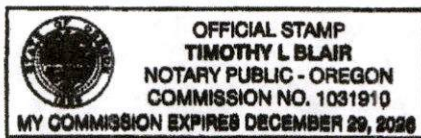
THE DONALD VANDENHEEDE AND
PEARL VANDENHEEDE TRUST,
dtd December 15, 1999

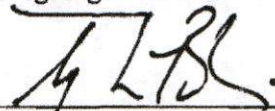
DATED: 02-20-25


DEANN L. PARKER, Successor Trustee

STATE OF OREGON)
) ss.
County of Clackamas)

On Feb 20, 2025, personally appeared the above-named DEANN L. PARKER,
as Successor Trustee of THE DONALD VANDENHEEDE AND PEARL VANDENHEEDE
TRUST, dtd December 15, 1999 and acknowledged the foregoing instrument to be her voluntary
act. Before me:




Notary Public for Oregon
My Commission Expires: 12/29/2026

Received by OWRD

JAN 08 2026

Salem, OR



After recording return to:
Cody A. Lamb
16717 SE Amisigger Road
Boring, OR 97009

Until a change is requested all tax
statements shall be sent to the
following address:
Cody A. Lamb
16717 SE Amisigger Road
Boring, OR 97009

File No.: 7072-2706821 (cdj)
Date: July 28, 2016

THIS SPACE RESERVED FOR RECORDER'S USE

Clackamas County Official Records
Sherry Hall, County Clerk

2016-063226

09/16/2016 10:39:57 AM

D-D Cnt=1 Stn=6 KARLYN
\$15.00 \$16.00 \$10.00 \$22.00

\$63.00

STATUTORY WARRANTY DEED

Jeff D. Liepold and Jennifer D. Liepold, as tenants by the entirety, Grantor, conveys and warrants to **Cody A. Lamb**, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

LEGAL DESCRIPTION: Real property in the County of Clackamas, State of Oregon, described as follows:

see attached legal

Subject to:

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is **\$520,000.00**. (Here comply with requirements of ORS 93.030)

Received by OWRD

JAN 08 2026

Salem, OR

2706821-SS

FIRST AMERICAN

File No.: 7072-2706821 (cdj)

Page 2 of 2

EXHIBIT A

LEGAL DESCRIPTION: Real property in the County of Clackamas, State of Oregon, described as follows:

A TRACT OF LAND IN THE NORTHWEST ONE-QUARTER OF SECTION 13, TOWNSHIP 2 SOUTH, RANGE 3 EAST, OF THE WILLAMETTE MERIDIAN, IN THE COUNTY OF CLACKAMAS AND STATE OF OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH ONE QUARTER CORNER OF SAID SECTION 13; THENCE SOUTH 0°09'40" WEST ALONG THE CENTERLINE OF AEMMEISEGGER ROAD NO. 1671 A DISTANCE OF 413.80 FEET; THENCE SOUTH 89°34'37" WEST PARALLEL WITH THE NORTH LINE OF SAID SECTION 13, A DISTANCE OF 30.00 FEET TO THE WEST LINE OF SAID ROAD AND THE TRUE POINT OF BEGINNING OF THE TRACT HEREIN DESCRIBED; THENCE FROM SAID TRUE POINT OF BEGINNING SOUTH 0°09'40" WEST ALONG SAID WEST LINE A DISTANCE OF 325.93 FEET TO A POINT OF CURVATURE; THENCE ALONG SAID WEST LINE ON THE ARC OF A 519.74 FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 28°34'30" (THE LONG CHORD OF WHICH BEARS SOUTH 14°26'55" WEST 256.53 FEET) AN ARC DISTANCE OF 259.21 FEET TO A POINT OF TANGENCY; THENCE SOUTH 28°44'10" WEST ALONG THE WESTERLY LINE OF SAID ROAD A DISTANCE OF 214.70 FEET; THENCE NORTH 61°15'50" WEST A DISTANCE OF 175.52 FEET; THENCE NORTH 0°45'47" EAST A DISTANCE OF 675.97 FEET; THENCE NORTH 89°34'37" EAST A DISTANCE OF 313.06 FEET TO THE TRUE POINT OF BEGINNING.

Note: This Legal Description was created prior to January 01, 2008.

Received by OWRD
JAN 08 2026
Salem, OR

23E13 00302
23E13 00303

Clackamas County Official Records
Catherine McMullen, County Clerk

2024-029538

08/12/2024 04:10:01 PM

D-D Cnt=1 Stn=108 BRAD
\$20.00 \$16.00 \$10.00 \$62.00

\$108.00

Grantor:
Michael Townsend

Grantee:
T5 Tower LLC

After recording return to:
William Gaar
Buckley Law P.C.
5300 Meadows Road, Suite 200
Lake Oswego, Oregon 97035

Until a change is requested, all tax
statements shall be sent to:
T5 Tower LLC
c/o Scott Aster, Townsend Farms, Inc.
23400 NE Townsend Way
Fairview, OR 97204

Received by OWRD

JAN 08 2026

Salem, OR

BARGAIN AND SALE DEED

KNOW ALL MEN BY THESE PRESENTS, that Michael Townsend, hereinafter called grantor, do hereby grant, bargain, sell, and convey unto T5 Tower LLC, an Oregon limited liability company, hereinafter called grantee, all right, title, and interest in that certain real property situated in the County of Clackamas and the State of Oregon, and more fully described as follows:

See Legal Description attached as Exhibit A

SUBJECT TO: all encumbrances of record as of the date of recording.

The consideration for this transfer is \$0.

THE LIABILITY AND OBLIGATIONS OF THE GRANTOR TO GRANTEE AND GRANTEE'S HEIRS AND ASSIGNS UNDER THE WARRANTIES AND COVENANTS CONTAINED HEREIN OR PROVIDED BY LAW SHALL BE LIMITED TO THE EXTENT OF COVERAGE THAT WOULD BE AVAILABLE TO GRANTOR UNDER A STANDARD POLICY OF TITLE INSURANCE. THE LIMITATIONS CONTAINED HEREIN EXPRESSLY DO NOT RELIEVE GRANTOR OF ANY LIABILITY OR OBLIGATIONS UNDER THIS INSTRUMENT, BUT MERELY DEFINE THE SCOPE, NATURE, AND AMOUNT OF SUCH LIABILITY OR OBLIGATIONS.

In construing this deed and where the context so requires, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS Bargain and Sale Deed

INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTION 2 TO 7, CHAPTER 8, OREGON LAWS 2010

IN WITNESS WHEREOF, the grantor has executed this instrument on 8-8, 2024.

Michael Townsend
Michael Townsend, Grantor

Received by OWRD

JAN 08 2026

Salem, OR

STATE OF OREGON)
) ss.
County of Multnomah)

The foregoing instrument was acknowledged before me this 8th day of August, 2024 by Michael Townsend.



Annie Meleka Farrouge
Notary Public in and for the State of Oregon
My commission expires: 05/15/2027

Received by OWRD

JAN 08 2026

Salem, OR

EXHIBIT A

LEGAL DESCRIPTION

Real property in the County of Clackamas, State of Oregon, described as follows:

Parcel I:

The East one-half of the Northwest one-quarter of Section 13, Township 2 South, Range 3 East of the Willamette Meridian, in the County of Clackamas and State of Oregon, lying West of county Road No. 1671, also known as Amisigger Road.

Except the North 20 feet.

And except that portion lying within the Hazelwood Cemetery; And excepting therefrom the following Parcels:

Parcel A:

A tract of land in the Northwest one-quarter of Section 13, Township 2 South, Range 3 East, of the Willamette Meridian, in the County of Clackamas and State of Oregon, being more particularly described as follows:

Commencing at the North one-quarter corner of said Section 13; thence South $0^{\circ} 09' 40''$ West along the centerline of Amisigger Road No. 1071 a distance 413.80 feet; thence South $89^{\circ} 34' 37''$ West parallel with the North line of said Section 13, a distance of 30.00 feet to the West line of said road and the true point of beginning of the tract herein described; thence from said true point of beginning South $0^{\circ} 09' 40''$ West along said West line a distance of 325.93 feet to a point of curvature; thence along said West line on the arc of a 519.74 foot radius curve to the right, through a central angle of $28^{\circ} 34' 30''$ (the long chord of which bears South $14^{\circ} 26' 65''$ West 256.53 feet) an arc distance of 259.21 feet to a point of tangency; thence South $28^{\circ} 44' 10''$ West along the Westerly line, of said road a distance of 214.70 feet; thence North $61^{\circ} 15' 50''$ West a distance of 175.52 feet; thence North $0^{\circ} 46' 47''$ East a distance of 675.97 feet; thence North $88^{\circ} 34' 37''$ East a distance of 313.06 feet to the point of beginning. .

Received by OWRD

JAN 08 2026

Salem, OR

Parcel B:

A tract of land located in the East one-half of the Northwest one-quarter of Section 13: Commencing at the North one-quarter corner of said Section 13; thence South 89° 34'37" West along the section line, a distance of 30.00 feet to the West line of Amisigger Road No. 1671 and the true point of beginning of the tract herein described; thence from said true point of beginning, South 0° 09'40" West along said West line a distance of 413.80 feet; thence South 89° 34'37" West parallel with the North line of said Section 13, a distance of 513.06 feet; thence North 0° 45'47" East a distance of 413.87 feet to the North line of said Section 13; thence North 89° 34'37" East along said North line a distance of 508.71 feet to the true point of beginning.

Parcel C:

A tract of land located in the East one-half of the Northwest one-quarter of Section 13 Beginning at the North one-quarter corner of said Section 13; thence South 0° 09'40" West along the centerline of Amisigger Road No. 1671, a distance of 413.80 feet; thence South 89° 34'37" West parallel with the North line of said Section 13, a distance of 343.06 feet to the true point of beginning of the tract herein described; thence from said true point of beginning South 0° 45'47" West a distance of 675.97 feet; thence South 61° 15'50" East a distance of 175.52 feet to the Westerly line of said Road No. 1671; thence South 28° 44'10" West along said Westerly line a distance of 450.65 feet; thence North 74° 47'40" West a distance of 148.27 feet; thence North 0° 45'47" East a distance of 1115.18; thence North 89° 34'37" East a distance of 200.00 feet to the true point of beginning.

Parcel II:

A tract of land located in the East one-half of the Northwest one-quarter of Section 13: Commencing at the North one-quarter corner of said Section 13; thence South 89° 34'37" West along the section line, a distance of 30.00 feet to the West line of Amisigger Road No. 1671 and the true point of beginning of the tract herein described; thence from said true point of beginning, South 0° 09'40" West along said West line a distance of 413.80 feet; thence South 89° 34'37" West parallel with the North line of said Section 13, a distance of 513.06 feet; thence North 0° 45'47" East a distance of 413.87 feet to the North line of said Section 13; thence North 89° 34'37" East along said North line a distance of 508.71 feet to the true point of beginning.

Parcel III:

A tract of land located in the East one-half of the Northwest one-quarter of Section 13: Beginning at the North one-quarter corner of said Section 13; thence South 0° 09'40" West along the centerline of Amisigger Road No. 1671, a distance of 413.80 feet; thence South 89° 34'37" West parallel with the North line of said Section 13, a distance of 343.06 feet to the true point of beginning of the tract herein described; thence from said

true point of beginning South 0° 45'47" West a distance of 675.97 feet; thence South 61° 15'50" East a distance of 175.52 feet to the Westerly line of said Road No 1671; thence South 28° 44'10" West along said Westerly line a distance of 450.65 feet; thence North 74° 47'40" West a distance of 148.27 feet; thence North 0° 45'47" East a distance of 1115.18; thence North 89° 34'37" East a distance of 200.00 feet to the true point of beginning.

Tax Parcel Numbers: 00625023 and 00624998 and 00625014

23E13 00400
23E13 00500

Received by OWRD

JAN 08 2026

Salem, OR

RECORDING COVER SHEET (Please Print or Type) this cover sheet was prepared by the person presenting the instrument for recording. The information on this sheet is a reflection of the attached instrument and was added for the purpose of meeting first page recording requirements in the State of Oregon, ORS 205.234, and does NOT affect the instrument.

AFTER RECORDING RETURN TO:

Townsend Farms, Inc.
23400 NE Townsend Way
Fairview, OR 97024

Clackamas County Official Records
Sherry Hall, County Clerk

2020-024542

04/07/2020 09:27:01 AM

D-D Cnt=1 Stn=74 DENIM
\$25.00 \$16.00 \$10.00 \$62.00

\$113.00

SEND TAX STATEMENTS TO:

Townsend Farms, Inc.
23400 NE Townsend Way
Fairview, OR 97024

TITLE(S) OF THE TRANSACTION(S) ORS 205.234(a)

Bargain and Sale Deed

DIRECT PARTY(S) -- (i.e., DEEDS: Seller/Grantor; MORTGAGES: Borrower/Grantor; LIENS: Creditor/Plaintiff)

ORS 205.125(1) (b) and 205.160

Meadows 121, LLC an Oregon limited liability company

INDIRECT PARTY(S) -- (i.e., DEEDS: Buyer/Grantee; MORTGAGES: Beneficiary/Lender; LIENS: Debtor/Defendant)

ORS 205.125(1) (a) and 205.160

Townsend Farms LLC, an Oregon limited liability company

TRUE AND ACTUAL CONSIDERATION-- (Amount in dollars or other) ORS 93.030(5)

\$ Exchange of like kind property

JUDGMENT AMOUNT-- (obligation imposed by the order or warrant) ORS 205.125(1) (c)

\$ None

If this instrument is being Re-Recorded, complete the following statement, in accordance with ORS 205.244:

"RERECORDED AT THE REQUEST OF First American Title

TO CORRECT the vesting to Townsend Farms, Inc.

PREVIOUSLY RECORDED IN BOOK/PAGE/FEE NUMBER 2016-023077

FIRST AMERICAN 2565389-GR

BLS

NO PART OF ANY STEVENS-NESS FORM MAY BE REPRODUCED IN ANY FORM OR BY ANY ELECTRONIC OR MECHANICAL MEANS.

Meadows 121, LLC

5665 SW Meadows Road, Suite 140

Lake Oswego, Oregon 97035

Grantor's Name and Address

Townsend Farms, LLC

23400 NE Townsend Way

Fairview, OR 97024

Grantee's Name and Address

After recording, return to (Name and Address):

Townsend Farms, Inc.

23400 NE Townsend Way

Fairview, OR 97024

Until requested otherwise, send all tax statements to (Name and Address):

Townsend Farms, LLC

23400 NE Townsend Way

Fairview, OR 97024

Clackamas County Official Records
Sherry Hall, County Clerk

2016-023077

04/11/2016 11:12:49 AM

D-D Cnt=1 Stn=2 LESLIE
\$15.00 \$16.00 \$10.00 \$22.00

\$63.00

SPACE RESERVED

FOR

RECORDER'S USE

BARGAIN AND SALE DEED

KNOW ALL BY THESE PRESENTS that Meadows 121, LLC an Oregon limited liability company

hereinafter called grantor, for the consideration hereinafter stated, does hereby grant, bargain, sell and convey unto

Townsend Farms LLC, an Oregon limited liability companyhereinafter called grantee, and unto grantee's heirs, successors and assigns, all of that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining, situated in Clackamas County, State of Oregon, described as follows (legal description of property):

See attached "Exhibit A"

(IF SPACE INSUFFICIENT, CONTINUE DESCRIPTION ON REVERSE)

To Have and to Hold the same unto grantee and grantee's heirs, successors and assigns forever.

like kind property

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$Exchange of 1. However, the actual consideration consists of or includes other property or value given or promised which is ☐ part of the ☐ the whole (indicate which) consideration. (The sentence between the symbols ®, if not applicable, should be deleted. See ORS 93.030.)

In construing this instrument, where the context so requires, the singular includes the plural, and all grammatical changes shall be made so that this instrument shall apply equally to businesses, other entities and to individuals.

IN WITNESS WHEREOF, grantor has executed this instrument on _____ any

signature on behalf of a business or other entity is made with the authority of that entity.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.306 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2008, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010. TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.306 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2008, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Meadows 121, LLC

By Beutler Exchange Group, LLC

Member

By Toija J. Beutler, MemberSTATE OF OREGON, County of Clackamas ss.This instrument was acknowledged before me on April 4, 2016

by

This instrument was acknowledged before me on _____

by

Toija J. Beutler

as

Member

of

Beutler Exchange Group, LLCOFFICIAL SEAL
STEPHANIE M. WHITED
NOTARY PUBLIC - OREGON
COMMISSION NO. 476728
MY COMMISSION EXPIRES MARCH 19, 2017Stephanie M. Whited
Notary Public for OregonMy commission expires March 19, 2017

FIRST AMERICAN 256-5389-44

First American Title Accommodation
Recording Assumes No LiabilityReceived by OWRD
JAN 08 2026
Salem, OR

Exhibit A

Replacement Property

PARCEL I:

The West one-half of the Southwest one-quarter of Section 7, Township 2 South, Range 4 East of the Willamette Meridian, in the County of Clackamas and State of Oregon.

EXCEPTING THEREFROM that portion conveyed to Emil A. Kociemba, et ux, by Deed recorded December 8, 1950, in Book 439, page 269, Clackamas County Deed Records;

ALSO EXCEPTING THEREFROM the North 844 feet of said West one-half of the Southwest one-quarter; ALSO EXCEPTING THEREFROM that portion conveyed to Fredrick W. Foley, et ux, by Deed recorded May 3, 1976, Fee No. 76 13803.

TOGETHER WITH an easement for roadway purposes being 50 feet in width, granted by Easement recorded December 16, 1971, Fee No. 71 35338, described as follows:

Beginning at the Northeast corner of the West one-half of the Southwest one-quarter of Section 7, Township 2 South, Range 4 East of the Willamette Meridian; thence West along the North line of said West one-half, 230 feet to a point; thence South parallel with the East line of said West one-half, 844 feet to a point; thence East 50 feet to a point; thence North parallel with the East line of said West one-half 794 feet; thence East parallel with the North line of said West one-half 180 feet to a point; thence North 50 feet to the point of beginning.

PARCEL II:

The North one-half of the Southwest one-quarter of the Southeast one-quarter of Section 12, Township 2 South, Range 3 East of the Willamette Meridian, in the County of Clackamas and State of Oregon.

PARCEL III:

The South one-half of the Southeast one-quarter of Section 12, Township 2 South, Range 3 East of the Willamette Meridian, in the County of Clackamas and State of Oregon.

EXCEPTING THEREFROM the North one-half of the Southwest one-quarter of the Southeast one-quarter of Section 12, Township 2 South, Range 3 East of the Willamette Meridian.

PARCEL IV:

A tract of land situated in the Northwest one-quarter of Section 13, Township 2 South, Range 3 East of the Willamette Meridian, in the County of Clackamas and State of Oregon, described as follows:

Beginning at the Northwest corner of Section 13, Township 2 South, Range 3 East, of the Willamette Meridian, running thence East along the North line of Section 13, 20 chains; thence South 20 chains; thence West 20 chains; thence North 20 chains to the place of beginning.

EXCEPT a 8 foot wide strip on the East margin of said premises for a right of way to Hazelwood Cemetery, as described in Deed recorded November 27, 1903 in Book 89, page 64, Deed Records.

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EXCEPTING that portion lying and being within the boundaries of County and public roads.

PARCEL V:

Beginning at a point 20 chains South of the northwest corner of Section 13, Township 2 south, Range 3 East, of the Willamette Meridian; thence East 20 chains; thence South 20 chains; thence West 20 chains; thence North 20 chains to the place of beginning.

EXCEPTING that portion thereof in the Cemetery, including an 8 foot strip as described in Deed dated November 4, 1903, and recorded November 27, 1903, in Book 89, Page 64, Deed Records.

TOGETHER WITH a 30 foot easement for roadway and utility purposes described as follows:

Beginning 1287 feet East of the northwest corner of Section 13, Township 2 south, Range 3 East, of the Willamette Meridian; thence East 30 feet; thence South 1320 feet; thence West 30 feet; thence North 1320 feet to the place of beginning.

EXCEPT any portion of said easement lying within an 8 foot strip of land described in said Cemetery Deed.

PARCEL VI:

A tract of land located in the Northwest one-quarter of the Southwest one-quarter of Section 13, Township 2 South, Range 3 East of the Willamette Meridian, in the County of Clackamas and State of Oregon, described as follows:

Beginning at the West one-quarter section corner of said Section 13; thence following the West boundary of said Section 13, South 34.00 rods; thence North $66^{\circ}48'-1/2'$ East, 86.92 rods, more or less, to the Northeast corner of the said Northwest one-quarter of the Southwest one-quarter; thence following the East and West one-quarter section line dividing Section 13 into North and South halves, West 80.00 rods, more or less, to the point of beginning.



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STATE OF OREGON }
COUNTY OF CLACKAMAS } ss.

I, SHERRY HALL, County Clerk of the State of
Oregon for the County of Clackamas, do
hereby certify that the foregoing copy of
DEED RECORD PGS 3
2016-023077

has been by me compared with the original,
and that is a correct transcript therefrom, and
the whole of such original, as the name
appears on file and of record in my office and
in my care and custody.

IN TESTIMONY WHEREOF, I have hereunto
set my hand and affixed my official seal
this 1st day of April, 2020

By: SHERRY HALL, Clerk
Tiffany Staten, Deputy Clerk



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Land Use Information Form

JAN 08 2026

Salem, OR



Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem, Oregon 97301-1266
(503) 986-0900
www.oregon.gov/OWRD

NOTE TO APPLICANTS

In order for your application to be processed by the Oregon Water Resources Department (OWRD), this Land Use Information Form must be completed by a local government planning official in the jurisdiction(s) where your water right will be diverted, conveyed, used, and developed. The planning official may choose to complete the form while you wait or return the "Receipt Acknowledging Request for Land Use Information" to you. Applications received by OWRD without the Land Use Information Form, or the signed receipt, will be returned to you. **IMPORTANT:** Please note that while OWRD can accept a signed receipt as part of intake for an application for a new permit to use or store water, a completed Land Use Information Form is required for OWRD's acceptance of all other applications. Please be aware that your application cannot be approved without land use approval.

This form is **NOT** required if:

- 1) Water is to be diverted, conveyed, and used on federal lands only; **OR**
- 2) The application is for a water right transfer, allocation of conserved water, exchange, permit amendment, or ground water registration modification, and **all** of the following apply:
 - a. The existing and proposed water use is located entirely within lands zoned for exclusive farm-use or within an irrigation district;
 - b. The application involves a change in place of use only;
 - c. The change does not involve the placement or modification of structures, including but not limited to water diversion, impoundment, distribution facilities, water wells and well houses: **and**

NOTE TO LOCAL GOVERNMENTS

The person presenting the attached Land Use Information Form is applying for a new water right or modifying an existing water right. The Oregon Water Resources Department (OWRD) requires applicants to obtain land use information to ensure the water right does not result in land uses that are incompatible with your comprehensive plan. Please complete the form and return it to the applicant for inclusion in their application. **NOTE:** For new water right applications only, if you are unable to complete this form while the applicant waits, you may complete the "Receipt Acknowledging Request for Land Use Information" and return it to the applicant.

You will receive notice via OWRD's weekly Public Notice once the applicant formally submits their request to OWRD. The notice will give more information about OWRD's water right process and provide additional comment opportunities. If you previously only completed the receipt for an application for a new permit to use or store water, you will have 30 days from the Public Notice date to complete the Land Use Information Form and return it to OWRD. Your attention to this request for information is greatly appreciated. If you have questions concerning this form, please contact OWRD's Customer Service Group at 503-986-0900 or WRD_DL_customerservice@water.oregon.gov.

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Land Use Information Form

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JAN 08 2026

Salem, OR



Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem, Oregon 97301-1266
(503) 986-0900
www.oregon.gov/OWRD

NAME William E. Townsend			PHONE for Scott Aster: 503-915-9378c		
MAILING ADDRESS 23400 NE Townsend Way					
CITY Fairview	STATE OR	ZIP 97024	EMAIL Scott.aster@townsendfarms.com		

A. Land and Location

Please include the following information for all tax lots where water will be diverted (taken from its source), conveyed (transported), and/or used or developed. Applicants for municipal use, or irrigation uses within irrigation districts, may substitute existing and proposed service-area boundaries for the tax-lot information requested below.

Township	Range	Section	¼ ¼	Tax Lot #	Plan Designation (e.g., Rural Residential/RR-5)	Water to be:			Proposed Land Use:
2S	3E	13		300	EFU	☐ Diverted	☒ Conveyed	☐ Used	Irrigation
2S	3E	13		301	EFU	☐ Diverted	☒ Conveyed	☒ Used	Irrigation
2S	3E	13		302	EFU	☐ Diverted	☒ Conveyed	☒ Used	Irrigation
2S	3E	13		303	EFU	☐ Diverted	☒ Conveyed	☒ Used	Irrigation
2S	3E	13		400	EFU	☒ Diverted	☒ Conveyed	☒ Used	Irrigation
2S	3E	13		500	EFU	☒ Diverted	☒ Conveyed	☒ Used	Irrigation
2S	3E	13C		700	EFU	☐ Diverted	☒ Conveyed	☒ Used	Irrigation
2S	3E	14		100	EFU	☐ Diverted	☒ Conveyed	☒ Used	Irrigation
2S	3E	14		190	EFU	☐ Diverted	☒ Conveyed	☒ Used	Irrigation

List all counties and cities where water is proposed to be diverted, conveyed, and/or used or developed:

Clackamas

NOTE: A separate Land Use Information Form must be completed and submitted for each county and city, as applicable.

B. Description of Proposed Use

Type of application to be filed with the Oregon Water Resources Department:

- ☒ Permit to Use or Store Water
 ☐ Water Right Transfer
 ☐ Permit Amendment or Ground Water Registration Modification
☐ Limited Water Use License
 ☐ Exchange of Water
 ☐ Allocation of Conserved Water

Source of water: ☒ Reservoir/Pond ☐ Ground Water ☐ Surface Water (name) _____

Estimated quantity of water needed: 77.23 ☐ cubic feet per second ☐ gallons per minute ☒ acre-feet

Intended use of water: ☒ Irrigation ☐ Commercial ☐ Industrial ☐ Domestic for _____ household(s)
☐ Municipal ☐ Quasi-Municipal ☐ Instream ☐ Other _____

Briefly describe:

A new surface water right application that proposes to use water from five existing ponds permitted under permit R-15674.

Note to applicant: For new water right applications only, if the Land Use Information Form cannot be completed while you wait, please have a local government representative sign the receipt on the bottom of page 4 and include it with the application filed with the Oregon Water Resources Department.

See Page 4 →
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Salem, OR

For Local Government Use Only

The following section must be completed by a planning official from each county and city listed unless the project will be located entirely within the city limits. In that case, only the city planning agency must complete this form. This deals only with the local land use plan. Do not include approval for activities such as building or grading permits.

Please check the appropriate box below and provide the requested information

- ☒ Land uses to be served by the proposed water use(s), including proposed construction, are allowed outright or are not regulated by your comprehensive plan. Cite applicable ordinance section(s): 200 401
- ☐ Land uses to be served by the proposed water use(s), including proposed construction, involve discretionary land-use approvals as listed in the table below. (Please attach documentation of applicable land-use approvals which have already been obtained. Record of Action/land-use decision and accompanying findings are sufficient.) If approvals have been obtained but all appeal periods have not ended, check "Being Pursued."

Type of Land-Use Approval Needed (e.g., plan amendments, rezones, conditional-use permits, etc.)	Cite Most Significant, Applicable Plan Policies & Ordinance Section References	Land-Use Approval:	
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued

Local governments are invited to express special land use concerns or make recommendations to the Oregon Water Resources Department regarding this proposed use of water in the box below or on a separate sheet.

Name: Georgia McAlister Title: Senior Planner

Signature: [Signature] Date: 01/07/2026

Governmental Entity: Clackamas County Phone: 503-742-4500

Receipt Acknowledging Request for Land Use Information**Note to Local Government Representative:**

Please complete this form and return it to the applicant. For new water right applications only, if you are unable to complete this form while the applicant waits, you may complete this receipt and return it to the applicant. If you sign the receipt, you will have 30 days from the date of OWRD's Public Notice of the application to submit the completed Land Use Information Form to Oregon Water Resources Department. Please note while OWRD can accept a signed receipt as part of intake for an application for a new permit to use or store water, a completed Land Use Information Form is required for all other applications.

Applicant Name: _____

Staff Name: _____ Title: _____

Staff Signature: _____ Date: _____

Governmental Entity: _____ Phone: _____



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Salem, OR

Date Received (Date Stamp Here)

OWRD Over-the-Counter Submission Receipt

Applicant Name(s) & Address: William E. Townsend 23400 NE

Townsend Way Fairview, OR 97024

Transaction Type: SW App

Fees Received: \$ 3191.80

☐ Cash

☒ Check:

Check No. 2506

Name(s) on Check: Will McGill Surveying LLC

Thank you for your submission. Oregon Water Resources Department (Department) staff will review your submittal as soon as possible.

If your submission is determined to be complete, you will receive a receipt for the fees paid and an acknowledgement letter stating your submittal is complete.

If determined to be incomplete, your submission and the accompanying fees will be returned with an explanation of deficiencies that must be addressed in order for the submittal to be accepted.

If you have any questions, please feel free to contact the Department's Customer Service staff at 503-986-0801 or 503-986-0810.

Sincerely,

OWRD Customer Service Staff

Submission received by:

Sarah Benham
(Name of OWRD staff)

Instructions for OWRD staff:

- Complete this Submission Receipt and make two (2) copies. Place one copy with the check/cash; and place the other copy with the submission (i.e., the application or other document).
- Date-stamp all pages. (NOTE: Do not stamp check.)
- Give this original Submission Receipt to the applicant.
- Record Submission Receipt information on the "RECEIVED OVER THE COUNTER" log sheet.
- Fold and put one copy of the Submission Receipt with check/cash into the Safe slot. Place the other copy of the Submission Receipt with submission (application/other document) in the top drawer of filing cabinet.