

**NEVADA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT
ERIC ROOD ADMINISTRATION BUILDING
950 Maidu Avenue, Suite 170
Nevada City, California 95959-8617
Phone: (530) 265-1222 FAX: (530) 265-9851**

**APPLICATION PACKET for
AN ADMINISTRATIVE DEVELOPMENT PERMIT
for TREE REMOVAL WITHIN THE NEVADA CITY SPHERE OF INFLUENCE**

In order to prevent indiscriminate or unnecessary commercial tree removal or destruction within the Sphere of Influence of Nevada City, Sec. 12.03.250 of the Nevada County Code, provides that:

No person, firm or corporation shall remove or cause to be removed any tree located outside a Timberland Preserve Zone (TPZ), and within the Nevada City Sphere of Influence as adopted by the Local Agency Formation Commission, without first obtaining a tree removal permit from the County Planning Director, except that no permit is required for the removal of trees:

1. Identified for removal as part of a Use Permit, Development Permit or Subdivision;
2. Located on developed residentially-zoned property;
3. Identified by a licensed forester as being in a hazardous condition presenting an immediate danger to health and property;
4. Having trunks measuring less than 10" in diameter, measured 4½' above grade and where less than 20% of the trees over 8" in diameter are proposed to be removed every 5 years;
5. Located on parcels aggregating 3-acres or more in size, subject to pre-emptive State regulations identified for commercial tree removal pursuant to an approved Timber Harvest Plan;
6. Located within a public or public utility right-of-way when such trees are to be removed by a public agency or public utility.

Trees may be removed only when:

1. Dead or diseased beyond reclamation.
2. Crowded beyond good forestry practices.
3. Interfering with existing utilities or structures.
4. Obstructing existing or proposed improvement that cannot be designed to avoid tree removal.
5. Inhibiting sunlight necessary for solar access.

This packet contains filing forms and instructions for submitting a complete application for a Tree Removal Permit. All required information and supplemental documents must be submitted or an application will not be accepted. Applications must be filed in person in the Planning Department before 4:30 p.m., Monday through Friday. If no unusual issues arise that require additional time to review your request, your project should be approved 30 days after filing the application.

**SUBMITTING A COMPLETE AND ACCURATE APPLICATION AND SITE PLAN WILL
HELP TO MAINTAIN YOUR DESIRED HEARING SCHEDULE.**

NEVADA COUNTY PLANNING DEPARTMENT

TREE REMOVAL PERMIT

Please print or type in black ink

Assessor's Parcel No(s) on which trees to be removed are located:

Site address(es): _____ Acreage: _____

Applicant Name(s): _____

Applicant Mailing Address: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Property Owners Full Names: _____

Property Owner Mailing Address: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Name of Representative (if applicable): _____

Address of Representative: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Water Source: _____ Method of Sewage Disposal: _____

I hereby acknowledge that I have read the instructions for filing this application and state under penalty of perjury that the information provided on all attached documents is correct.

Signature of () Property Owner(s) or () Authorized Representative*

Date: _____

Date: _____

*Representative may sign application if a Letter of Authorization from the owner(s) is provided.

**TREE REMOVAL PERMIT
FILING INSTRUCTIONS & CHECKLIST**

This form must be filed with your application. Please check off (✓) each item to verify that the required information is attached. Your application will not be accepted if any required item is missing.

- () 1. The signed and completed Application form, including a letter of authorization from the property owner(s) if forms are signed by a Representative.
- () 2. Filing fees pursuant to the most recently adopted Resolution of the Board of Supervisors.
- () 4. One copy of the property Grant Deed, verifying ownership and the legal description of the parcels on which affected trees are located.
- () 5. An inventory of on-site trees, including the percentage of trees over 10” in diameter to be removed, and the size, species and condition of each tree to be removed.
- () 6. A Statement of fact stating the purpose of the removal.
- () 7. The completed, attached Tree Removal Permit Information Form.
- () 8. Thumb drive with digital copies of all project materials. Thumb drive will be retained by the Planning Department.

TREE REMOVAL PERMIT INFORMATION FORM

If necessary, attach a separate page to adequately identify all required information.

- 1. Total # of trees on site to be removed: _____
- 2. Percentage of trees over 10" in diameter (4½' above grade): _____
- 3. Is a Timber Harvest Plan required by CDF? _____
If yes, have you filed it? _____ Date: _____

Has it been approved? ___ (yes) ___ (no)

Permit #: _____

- 4. How trees will be flagged for identification:

- 5. Tree inventory::

# & Names of trees to be removed (common name & species)	Size (above grade)	Condition (dead, diseased, etc.)	Size & Species of Proposed Replacement Trees
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- 6. Describe safety measures to be implemented during tree removal process:



AGREEMENT TO PAY

Nevada County Community Development Agency fees are based on Board of Supervisor approved fee schedules. Hourly fees and fees for services in excess of a minimum fee collected, including re-inspections, are billed to the applicant based on the Board approved fee schedule in effect at the time the work is performed by staff. This Agreement To Pay form must be signed and original signatures submitted to the NCCDA along with the completed permit forms and the initial payment of fees. Copies of current fee schedules are available from our Customer Service Staff or on the web at http://www.nevadacountyca.gov

I/We understand that the NCCDA will bill as services are rendered, and I/We agree to pay such billing within thirty (30) days of the mailing of such billing for the project/permit. If payments on outstanding invoices are not made within thirty (30) days after the date of the invoice, County staff may cease work on the project until the required payment is made, subject to any other provisions of the law. All fees must be paid prior to the granting of any permits, approvals, or any land use entitlement for which services are required. The collection of fees, however, does not guarantee the granting of any permits, approvals, or land use entitlements for which I/We are applying.

Site Information:

Invoices and/or notices to be mailed to:

Table with 2 columns: Site Information and Invoices and/or notices to be mailed to. Rows include APN, Property Owner/Business Name, Address, Phone Number, and Email.

NCCDA Staff is authorized to consult with necessary governmental agencies and the following individuals concerning this project:

I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning Nevada County Community Development Agency Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment. I further agree to advise the department in writing should I no longer be associated with the above referenced project/property, rendering this agreement invalid as of the change of the date that the letter is received by the Nevada County Community Development Agency.

Printed Name: _____ Dated: _____
Signature: _____

THIS SECTION FOR OFFICE USE ONLY

Service: _____ Department: _____ Job No: _____
Amount: \$ _____ Check #: _____ Receipt #: _____ Date of Receipt: _____



Community Development Agency

Planning Department

Planning@nevadacountyca.gov
www.nevadacountyca.gov/Planning

950 Maidu Avenue, Suite #170

PO BOX #599002

Nevada City, CA 95959

PH: (530) 265-1222 ext. 2

FAX: (530) 265-9854

LEVINE ACT DISCLOSURE STATEMENT

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any Commissioner, Board of Supervisors member, or any Other Elected County Officer ("County Officer") from participating in any action related to a proceeding if they receive any political contributions totaling more than \$500 (as of Jan. 1, 2025) within the previous 12 months, while a proceeding is pending, and for 12 months following the date a final decision in a proceeding concerning a license, permit, entitlement, franchise or, contract (collectively "license, permit, or contract") has been made, from the person or company awarded the said license or contract. The Levine Act also requires a County Officer who has received such a contribution to disclose the contribution on the record of the proceeding.

County Elected Officials and Appointed Commissions include, but may not be limited to, the list provided below, and individual officers or commissioners are listed at the following site:

<https://www.nevadacountyca.gov/3140/Committee-Board-and-Commission-Information>

- Board of Supervisors- <https://www.nevadacountyca.gov/731/Board-of-Supervisors>
- Planning Commission
- Agricultural Advisory Commission
- South County Municipal Advisory Council
- Penn Valley Municipal Advisory Council
- Regional Housing Authority
- Nevada County Transportation Commission
- Nevada County Airport Land Use Commission- Grass Valley/Truckee
- Nevada County Airport Commission
- Local Area Formation Commission (LAFCo)
- Historical Landmarks Commission
- Fish and Wildlife Commission
- Nevada County Sanitation District No. 1 Advisory Commission

Proposers are responsible for accessing the link above to review the names prior to answering the following questions:

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$500 to any County Officer in the 12 months preceding the date of the submission of your proposals or the anticipated date of any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contribution of more than \$500 to any County Officer in the 12 months following any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

Answering yes to either of the two questions above does not preclude the County of Nevada from awarding a license, permit, or contract to your firm or any taking any subsequent action related to the said license, permit, or contract. It does, however, preclude the identified County Officers from participating in any actions related to this license, permit, or contract.

Date

Signature of authorized individual

Type or write name of authorized individual

Signature of authorized individual

Type or write name of company