

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
REVERSIONS TO ACREAGE**

This packet contains filing forms and instructions for submitting a complete application for a Tentative Map Reversion to Acreage. Please discuss your proposal with a Planner before submitting this application – there may be another method for merging your properties that better suits your needs and time frame. If you do submit a Reversion to Acreage application you must complete all forms and submit all required supplemental documents or your application will not be accepted.

Applications must be filed in person in the Planning Department before 4:30 p.m. If all information is complete and no issues arise that require additional time for review, your project should go to hearing approximately 54 days after filing the application. You will receive a Staff Report approximately 10 days prior to the hearing. That Report will contain a staff recommendation for the project including a list of recommended conditions of approval. **You or your authorized representative must attend the public hearing or no action will be taken.** Surrounding property owners will also be notified of the hearing. During the hearing, the approving body (either the Zoning Administrator or the Planning Commission) will consider the staff recommendation, your comments and any input from the public. The hearing body will either: 1) approve your project, 2) approve it with conditions, 3) deny it, or, 4) continue it for additional information if necessary.

Immediately after filing your application, please post your property with the pink Planning sign so it is easily identifiable by the agency representatives that will be inspecting your site.

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

REVERSION TO ACREAGE
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 (\$ _____).
- 3. The signed and completed Agreement to Pay Form.
- 4. Two copies of a preliminary title report (double-sided preferred), current within six months, and two copies of the Grant Deed, verifying ownership and the legal description of each effected parcel.
- 5. One 8½" x 11" reduction of the tentative map.
- 6. Thumb drive with digital copies of all project materials. Thumb drive will be retained by the Planning Department.
- 7. Five or 10 copies of the tentative map, folded to 8½" x 14" (five for Zoning Administrator; 10 for Planning Commission projects). **MAPS MUST BE FOLDED.**

CONTENT OF TENTATIVE MAP

- 1. Tentative maps shall be prepared and stamped by a licensed land surveyor, or a civil engineer who was registered prior to January 1, 1982, pursuant to the Land Surveyors Act Section 8761.
- 2. Provide a detailed vicinity map (1" = 2000') showing the location of the proposed subdivision in relation to the surrounding area with mileage from the nearest County Road.
- 3. Legend stating names, addresses, telephone numbers of record owner(s), Assessor's Parcel Number, subdivider, the person who prepared the map, the source of water supply, method of sewage disposal, responsible fire protection agency and source of public utilities.
- 4. Subdivision Name, if applicable.
- 5. North point, scale, and date.
- 6. Names of adjacent subdivisions and current ownership of all adjacent parcels.
- 7. Location, names, present center lines, widths and grades of adjacent or abutting roads and streets.

- () 8. The location, name, width, grade and centerlines of all proposed roads.
- () 9. Radius of all curves on existing and proposed roads.
- () 10. Location and grade of proposed or existing driveways.
- () 11. Location and use of all existing structures on the property and setbacks from new property lines.
- () 12. Show location of all watercourses, seasonal drainages, and canals/irrigation ditches.
- () 13. Show location of all areas subject to inundation, and the location, width and direction of flow for all water courses on or adjacent to the property. Delineate the boundaries of any 10 or 100-year floodplain as mapped by the Federal Emergency Management Agency.
- () 14. Delineate the following environmentally sensitive areas:
 - a. Slopes in excess of thirty percent.
 - b. Wetlands and riparian habitat areas
 - c. Oak groves and oaks with trunk diameter of 36" or more
- () 15. Delineate any "ME" (Mineral Extraction) zoning within 1,000 feet of project boundaries.
- () 16. Approximate lot size (square feet or gross acreage; net acreage if proposed lots are below one acre) and lot dimensions.
- () 17. Dedications or offers of dedications to be vacated.
- () 18. Location of posted, pink Planning sign. Property must be posted and property boundaries flagged for on-site inspection.

NEVADA COUNTY PLANNING DEPARTMENT
LAND USE APPLICATION

Planner use only:

PLN _____

Please print or type in black ink

ENT _____

Type of application(s) for which you are applying:

- | | | |
|---|---|--|
| <input type="checkbox"/> Tentative Map | <input type="checkbox"/> Ordinance Amendment | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Zone Change | <input type="checkbox"/> Voluntary Merger |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Home Business |
| <input type="checkbox"/> Administrative Dev. Permit | <input type="checkbox"/> Variance | <input type="checkbox"/> Temporary Commercial Permit |
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Setback Easement | <input type="checkbox"/> Management Plan |
| <input type="checkbox"/> Other (specify): _____ | | |

PROJECT DESCRIPTION: _____

Assessor's Parcel No(s): _____

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#: _____

Site address(es): _____ Acreage(s): _____

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.**



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:

APN: - -	Name:
Property Owner/Business Name (if applicable):	Address:
Address:	
Phone Number:	Phone Number:
Email:	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.

_____ Dated: _____
Printed Name

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