

**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  
A WILLIAMSON ACT CONTRACT**

This packet contains filing forms and instructions for submitting a complete application for a Williamson Act contract or for contract cancellations. All forms must be completed and all required supplemental documents must be submitted, or your application will not be accepted.

Applications must be filed in person in the Planning Department before 4:30 p.m. on any Monday through Friday. A complete application will be received at any time during the year, but be advised that applications filed after August 1 may not allow adequate time to obtain final contract approval prior to December 31, the timeline allowing tax benefits to begin for the next assessment period.

Once a complete application has been received, your proposal must be circulated to a number of agencies for comment. Upon close of the comment period, a public hearing will be scheduled before the Nevada County Agricultural Advisory Commission, who will make recommendations to the Board of Supervisors. Approximately 10 days prior to that hearing you will receive a Staff Report containing Recommendations for your contract proposal. Surrounding property owners will also be notified of the hearing. **You or your authorized representative (may be the NRCS or Farm Advisor) must attend the public hearing to answer any questions the Commission may have.** At the hearing, the Agricultural Commission will consider the staff recommendation, your comments, and any input from the public. The Commission may continue the application for additional information or will forward a recommendation to the County Board of Supervisors.

Once the Commission has made a formal recommendation, your application will be scheduled for a public hearing before the Board of Supervisors who has final authority for approving or denying your contract application. A new staff report will be prepared and you will again receive a copy of that Report and an agenda for the Board meeting. If a rezoning is required, a third hearing before the County Planning Commission will be required, prior to the final Board of Supervisors hearing.

Following approval by the Board of Supervisors, the Clerk of the Board of Supervisors will record the contract, sending a copy to the Property owner and the County Assessor.

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

NEVADA COUNTY PLANNING DEPARTMENT  
LAND USE APPLICATION

Planner use only:

PLN \_\_\_\_\_

ENT \_\_\_\_\_

Please print or type in black ink

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 Plan           | <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       |  |

Other (specify): Williamson Act contract (New or Cancellation)

**PROJECT DESCRIPTION:** \_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Property Owner names (as shown on recorded deed): \_\_\_\_\_

Mailing Address(es) of Property Owner(s): \_\_\_\_\_

Telephone No: ( ) \_\_\_\_\_ FAX No: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Representative (if applicable): \_\_\_\_\_

Address of Representative: \_\_\_\_\_

Telephone No: ( ) \_\_\_\_\_ FAX No: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Situs 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 if a Letter of Authorization from the owner is provided.



**COUNTY OF NEVADA  
 COMMUNITY DEVELOPMENT AGENCY  
 PLANNING DEPARTMENT  
 950 MAIDU AVENUE, SUITE 170, PO BOX 599002  
 NEVADA CITY, CA 95959-8617  
 (530) 265-1222**

<https://nevadacountyca.gov>

Trisha Tillotson  
 Community Development Agency Director

Brian Foss  
 Planning Director

**NOTARIZED SIGNATURES OF ALL HOLDERS OF INTEREST**

I (We) declare under penalty of perjury that the foregoing is true and correct and that the person or persons indicated as the Representative is designated to act in my/our behalf; that I am (we are) the only owners and encumbrance holders who possess any interest in the property covered or proposed to be covered by contract under the Land Conservation Act of 1965.

PRINT NAME UNDER EACH SIGNATURE AND INDICATE WHETHER OWNER OR HOLDER OF DEED OF TRUST OR OTHER ENCUMBRANCE (ALL SIGNATURES MUST BE NOTARIZED). OWNERS NAMES MUST BE EXACTLY AS THEY APPEAR ON THE RECORDED DEED.

_____	_____
_____	_____
_____	_____

STATE OF CALIFORNIA )  
 ) ss.  
 COUNTY OF NEVADA )

On \_\_\_\_\_, before me, \_\_\_\_\_, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
 Notary Public  
 My Commission Expires \_\_\_\_\_



COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
PLANNING DEPARTMENT  
950 MAIDU AVENUE, SUITE 170, PO BOX 599002  
NEVADA CITY, CA 95959-8617  
(530) 265-1222

<https://nevadacountyca.gov>

Trisha Tillotson  
Community Development Agency Director

Brian Foss  
Planning Director

**AGRICULTURAL PRESERVE CONTRACT**  
**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 the applicant is not the property owner.
- ( ) 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. One copy of the property Grant Deed(s), verifying ownership and the legal description of each affected parcel.
- ( ) 5. The completed, attached NOTORIZED SIGNATURES form.
- ( ) 6. A map that adequately depicts all effected parcels, existing structures, and land use by acreage. All exhibits, including any attached to the Conservation/Production Plan, must be adequate for recording, i.e., 8½" x 11" in size, black and white, and not too dark to be scanned.
- ( ) 7. If the parcel covered by the contract application is proposed to be subdivided, or separate parcels covered by one contract are proposed to be sold separately in the future, include a preliminary map indicating the parcel or parcels which may be sold separately.
- ( ) 8. Thumb drive with digital copies of all project materials

***For applications proposing a contract for agricultural uses of land as required in Section III. of Resolution No. 88-36:***

- ( ) 9. Documentation substantiating capital outlay for agricultural improvements, livestock, plant material, and animal crop enhancement products in the minimum total sum of \$15,000.00.
- ( ) 10. Documentation of a minimum of \$3,000.00 annual gross profit from agricultural production on the parcel or parcels described in the contract in two of the three years preceding contract application.



COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
PLANNING DEPARTMENT  
950 MAIDU AVENUE, SUITE 170, PO BOX 599002  
NEVADA CITY, CA 95959-8617  
(530) 265-1222

<https://nevadacountyca.gov>

Trisha Tillotson  
Community Development Agency Director

Brian Foss  
Planning Director

- ( ) 11. A Conservation/Agricultural Production Plan prepared by the County Farm Advisor or the County Natural Resource Conservation District, consistent with the criteria specified in the County's adopted Williamson Act Resolutions.
- ( ) 12. Indicate whether land is owner-operated, leased or share-cropped. ***For applications proposing a contract for open space uses of land***, as required in Section III. of Resolution No. 88-36:
- ( ) 13. Attach a description of existing or proposed open space use of the land to be covered by contract
- ( ) 14. Attach a plan which outlines the conservation and resource management program in effect or to be implemented for the property, including a statement from the State Department of Fish and Game, if required.
- ( ) 15. If appropriate restrictive zoning is not in place at the time contract application is made, a zoning petition shall be filed concurrently with this application.

***For applications proposing a contract for recreation uses of land***, as required in Section IV of Resolution No. 88-36:

- ( ) 16. Attach a description of existing or proposed recreational use of land to be covered by contract:
- ( ) 17. Attach a statement of legal non-conforming status, or a site plan or conditional use permit approval, indicating that the existing or proposed public recreational use is consistent with county regulations.
- ( ) 18. Attach a plan which outlines the conservation and resource management program in effect, or to be implemented, for the property under consideration.

***For applications proposing cancellation of a contract***, as required in Section VII of Resolution 88-36:

- ( ) 19. Attach a letter of written notice requesting contract cancellation, explaining the reason for the cancellation, and any information that will assist the County in determining that it is in the public interest to cancel the contract and that such cancellation will not be inconsistent with the purpose of County Resolutions related to the Williamson Act.



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](mailto:Planning@nevadacountyca.gov)  
[www.nevadacountyca.gov/Planning](http://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