

**County of Nevada – Planning Department Resource-Based  
Employee Housing Form**

**For Employer-Provided Housing in Rural areas,  
in compliance with Sec. 12.03.100 of Nevada County Zoning Regulations**

**This form to be retained in the Building Permit file**

This form must be filed with a building permit application for 1-4 employee housing units and will be forwarded to the Planning Department for review concurrently with your building permit. A response must be provided for each question.

1. Employer Name(s): \_\_\_\_\_
2. Employer Mailing Address: \_\_\_\_\_
3. Employer Owner Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
4. Employee Housing site: APN(s) \_\_\_\_\_ Acreage: \_\_\_\_\_
5. Resource-based use is (*check one*): \_\_\_ agricultural \_\_\_ timber production \_\_\_ mining
6. Employee Housing is for how many employees: \_\_\_\_\_
7. The applicant must show proof of employment for all employees. Said proof shall include all of the following items:
  - a. Employer's income tax return showing:
    - i. Minimum of \$15,000.00 of capital improvements on property (any given year).
    - ii. Minimum of \$3,000.00 of gross annual income.
  - b. Employer's pay receipts.
  - c. Employer's Federal Employer Identification Number
  - c. Employee's W-2 form.
  - d. Other information as requested by the Director.
8. Briefly describe the agricultural, mining or timber production operation:  
\_\_\_\_\_  
\_\_\_\_\_
9. Briefly describe the resource operation duties that require 24-hour a day on-site employees:  
\_\_\_\_\_  
\_\_\_\_\_

10. Are there any local land use entitlements, special zoning or State permits issued for the resource-based use on this site (e.g., a Williamson Act contract, Mining permits, Timber Harvest permits, or TPZ zoning)? \_\_\_ no \_\_\_ yes

If yes, describe by document or file number(s), or attach a copy of the permit or entitlement(s): \_\_\_\_\_  
\_\_\_\_\_

11. Describe your access road:

- a. Primary access road name: \_\_\_\_\_
- b. Is the road a through road? \_\_\_ yes \_\_\_ no
- c. If no, what is the length of the nearest through road to your driveway? \_\_\_\_\_
- d. Who maintains your access road, e.g., County, private Road Association, property owners? \_\_\_\_\_

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I, \_\_\_\_\_ understand that the occupancy of employee housing is limited to a resource operator and employees of the operator and their immediate families, as provided for in Section 12.03.100 of the Nevada County Code Zoning Regulations, and, that at such time as employee occupancy is terminated within any permanent structure constructed in compliance with the provisions of said Zoning Regulations, the structure shall be converted to a use authorized by zoning regulations in effect at the time a change of occupancy is required.

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Date**

.....  
**Planning Department use only:**

Zoning: \_\_\_\_\_ Fire Severity Zone: \_\_\_\_\_ Deadend road: \_\_\_ yes \_\_\_ no

Site under Williamson Act contract? \_\_\_ yes \_\_\_ no

Approval by: \_\_\_\_\_

Date: \_\_\_\_\_



Community Development Agency

## Planning Department

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### **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