

# 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

## **APPLICATION PACKET for MINOR USE PERMIT**

This packet contains filing forms and instructions for submitting a complete application for those residential use permits that will be reviewed by the County Zoning Administrator, and which do not require environmental review. Minor use permits include changes to residential site development standards that require a use permit (i.e., height or fence increases). If it is determined that your project is subject to environmental review, a Minor Use Permit is not the appropriate application. You must complete all forms and submit all required supplemental documents or your application will not be accepted.

If your project is located within the Sphere of Influence of the City of Grass Valley, the City of Nevada City or the Town of Truckee, County General Plan Policy 1.8.4 requires that the City first determine whether or not it desires to annex the project. If the City determines that it does desire annexation, the project will be processed by the City. If annexation is not desired, the County must be advised in order to process your application.

Applications must be filed in person in the Planning Department before 4:30 p.m. Once a complete application has been filed it will be assigned to a Planner and routed to applicable agencies for comment and review. Approximately 50 days after filing your application you will receive a copy of the Staff Report prepared for your project. That Report will include any recommendations for your project, including any County ordinance requirements, possible road improvements, additional fees and other agency requirements. Please read the Staff Report carefully so you understand what conditions will be attached to your approval. If you have questions you should call the project planner as soon as possible so that problems can be resolved before the hearing takes place. **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 Zoning Administrator will consider the staff recommendation, your comments and any input from the public. The ZA may either 1) approve your project, 2) approve it with conditions, 3) deny it, or 4) continue it for additional information if necessary. If there is specific ordinance criteria for the type of use you are proposing you should obtain a copy of that ordinance. If you need general information regarding the use permit process, ask for a copy of the "Use Permit Guidelines".

Immediately after filing your application, please post your property with the pink Planning sign attached to this packet, 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.**

**MINOR USE 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 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. Two copies of the property Grant Deed, verifying ownership and the legal description of each affected parcel.
- ( ) 5. The Hazardous Waste Statement forms.
- ( ) 6. Photos of the site and a site plan reduction indicating where photos were taken.
- ( ) 7. Two copies of building elevations and floor plans; including square footage calculations. Plans must be drawn to a recognizable scale.
- ( ) 8. Five folded copies of a site plan drawn per instructions. All **plans must be folded** to a maximum 8½" x 14" size. Unfolded plans will not be accepted.
- ( ) 9. One 8½" x 11" reduction of the site plan.
- ( ) 10. Thumb drive with digital copies of all project materials. Thumb drives will be retained by the Planning Department.

## FORM/CONTENT OF SITE PLAN

The following information shall be provided on all site plans where applicable.

### **A. General**

- ( ) 1. The site plan shall be fully dimensioned and drawn to a commonly recognized architect's or engineer's scale. The legal lot size shall be shown.
- ( ) 2. Provide a vicinity map showing the general project location (1" = 2000' scale) in relationship to the surrounding area with the mileage from the nearest County road shown.
- ( ) 3. Provide a North arrow and the scale to which the plan is drawn..
- ( ) 4. Provide a legend which includes:
  - a. the project proposal (Use Permit for a .....)
  - b. property owner/applicant name(s)
  - c. applicant's representative, if any
  - d. date of Site Plan preparation
  - e. Assessor's Parcel Number
  - f. The water source, method of sewage disposal, the fire protection agency, and public utilities.

### **B. Roads, Drainages & Easements**

- ( ) 1. Show the location and names of all abutting roads, including rights-of-way boundaries, road centerlines, width of traveled way, type of surfacing and grades.
- ( ) 2. Show deeded access if property does not front on a County road.
- ( ) 3. Show radius of all curves on existing and proposed roads.
- ( ) 4. Show location of and size of existing culverts on and abutting the property.
- ( ) 5. Show the location and purpose of all existing public and private utility easements.

### **C. Site Characteristics**

- ( ) 1. Delineate any "ME" (Mineral Extraction) zoning within 1,000 feet of project boundaries.
- ( ) 2. Delineate the following environmentally sensitive areas:
  - a. Slopes in excess of 30%
  - b. Oak groves and oaks with a trunk diameter of 36" or more
  - c. All areas subject to inundation, and the location, width and direction of flow for all watercourses on or adjacent to the property. Delineate the boundaries of any 10 or 100 year floodplain.

### **D. Building(s) & Improvements**

- ( ) 1. Show location of all existing, proposed and proposed to be removed, structures on the property; show their setbacks from property lines, label their use and show the size of any buildings (gross square footage by floor).
- ( ) 2. Show location of sewage disposal systems and wells and their setbacks.

# NEVADA COUNTY PLANNING DEPARTMENT LAND USE APPLICATION

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 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.**

**NEVADA COUNTY**  
**HAZARDOUS MATERIALS / WASTE STATEMENT**

APN: \_\_\_\_\_ Property Owner: \_\_\_\_\_

**Hazardous sites:** General Plan policy requires the County pursue the cleanup of sites contaminated by mine waste or other hazardous materials prior to approving land use projects. Where hazardous waste or hazardous materials may occur on a project site, a Phase I site assessment may be required prior to processing or approving your project. Respond to the following questions and provide the requested information:

1. Is there evidence of any past, potentially hazardous use on or near the project site, including underground fuel storage tanks, dumpsites, artillery ranges, surface or subsurface mining activity?  
  
 **Yes** Provide a Memo from the County Dept. of Environmental Health that adequate information is on file to accept the project for processing.  
  
 **No** List the research and/or source of information justifying your response.

---

---

**Hazardous use.** It is the applicant's responsibility to understand the definition of "hazardous material" and "hazardous waste," as defined in the California Health & Safety Code, Chapter 6.5. The storage of hazardous materials and the generation of hazardous waste are regulated under federal, state and county codes. The storage of hazardous materials in quantities equal to or greater than, a total weight of 500 pounds, or a total volume of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas; or the generating of hazardous wastes in any quantity, requires a permit from the Nevada County Department of Environmental Health.

2. **Will hazardous materials be used, or will hazardous waste be generated from the facility resulting from this project? Check the appropriate response and provide the listed information.**  
  
 **Yes** A Hazardous Materials Inventory Statement (HMIS), obtained from the Department of Environmental Health, must be filed with this project application.  
  
 **No** Explain why no hazardous materials are used for the proposed use or business:

---

---



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