

NEVADA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT
ERIC ROOD ADMINISTRATION BUILDING
950 Maidu Avenue, Suite 170
Nevada City, California 95959-8617
Phone: (530) 265-1440

APPLICATION PACKET
MANAGEMENT PLANS

A Management Plan is a tool that can be used to minimize the impacts of development on environmentally sensitive environmental resources and/or constraints. Title 12, Chapter 4 of County Zoning Regulations establishes site development standards for sensitive resources, providing successive methods to protect the resource. Development should always be first designed to avoid the resource or constraint but, if implementation of the standard effectively removes the potential for reasonable development of the parcel, minimizing the impact may be acceptable through preparation and approval of a Management Plan. Management Plans are an option for development in the following environmentally sensitive resource areas (as identified by Policy 1.5.3 of the Nevada County General Plan):

1. Important Agricultural Lands – see Guidelines; additional checklist required
2. Avalanche Hazard
3. Major Deer Habitat
4. Earthquake Faults/Seismically Sen. Areas
5. Floodplains
6. Significant Mineral Areas
7. Steep Slopes/High Erosion Potential
8. Important Timber Resources
9. Landmark Oaks/Groves
10. Visually Important Ridgelines/Viewsheds
11. Watercourses, Wetlands and Riparian Areas

Additionally, impacts to Significant Cultural Resources may be minimized if a Cultural Resource Management Plan is prepared, and subsequently approved, in compliance with guidelines established by the State Department of Historic Preservation (see Sec. 12.04.206 of Zoning Regulations).

Impacts to Rare, Threatened or Endangered Species, may be minimized if a site-specific Habitat Management Plan is prepared, and subsequently approved, in compliance with the requirements of the Federal Endangered Species Act and the California Endangered Species Act, (see Sec. 12.04.212).

Management Plans must be prepared by independent consultants approved by, or under the direction of, County staff, prior to issuance of any development permit. The type of consultant that may prepare a Management Plan, and the specific information that is required for each type of Management Plan, is established by County Zoning Regulations. Obtain a copy of *Management Plan Guidelines* for specific requirements and formatting samples.

PROCEDURE:

Because approval of a Management Plan may require the application of “mitigation measures,” the Plans are subject to the California Environmental Quality Act (CEQA). The following review procedures are required for Management Plans:

Administrative Review: If an administrative project, i.e., a building permit, a driveway permit, or a grading permit, proposes encroachment on a sensitive resource(s), and a Management Plan is proposed in order to reduce the required buffer from that resource, the MP will be reviewed by the Planning Department unless environmental review is required pursuant to of the California Environmental Quality Act (CEQA). If the MP is determined to be exempt from CEQA, the Planning Director will review and take action on the Management Plan within 45 days of the date a complete application is filed.

Public Hearing required: If a Management Plan is not exempt from CEQA, and not filed in conjunction with another land use application, an Initial Study is required. A public hearing before the Zoning Administrator will be held approximately 64 days after filing the MP application.

If the MP is proposed in conjunction with a discretionary project (a subdivision, use permit, etc.), the hearing body, Zoning Administrator (ZA) or Planning Commission (PC), reviewing the project shall also review the Management Plan, usually concurrent with the related land use application.

Management Plans must be submitted to the Planning Department, using application forms provided by the Planning Department. All required forms and 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., Monday through Friday. Once a complete application has been filed, it will be assigned to a Planner and routed to applicable agencies for comment and review.

During the public hearing, the ZA or PC will consider the staff recommendation, your comments, and any input from the public. The ZA/PC may either 1) approve the MP; 2) approve it with conditions; 3) deny it; or 4) continue it for additional information if necessary.

FILING FEES:

All Management Plans shall be processed “At Cost,” requiring the applicant to pay a minimum deposit towards the cost of processing the application. The deposit and any additional fees will cover the cost of reviewing your application, corresponding with responsible agencies, contacts made with the applicant and/or professional who prepared the Management Plan, responses to public inquiries, and holding a public hearing. Current deposit fees are shown on the latest Resolution adopted by the Board of Supervisors.

**MANAGEMENT PLAN
FILING INSTRUCTIONS & CHECKLIST**

If your Management Plan is not filed in conjunction with another discretionary land use permit, the following information is required. 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 (current fee is \$ _____).
- () 3. The signed and completed Agreement to Pay Form.
- () 4. A copy of the property Grant Deed, verifying ownership and the legal description of each affected parcel.
- () 5. Photos of the site and a site plan reduction indicating where photos were taken.
- () 6. Five copies of the Management Plan, (10 if Planning Commission review required) prepared in accordance with Sec. 12.04.203 of County Zoning Regulations.
- () 7. Five folded copies of a site plan (10 if Planning Commission review required), drawn per instructions. All **plans must be folded** to a maximum 8½" x 14" size. Unfolded plans will not be accepted.
- () 8. One 8½" x 11" reduction of the site plan.
- () 9. Thumb drive with digital copies of all project materials. Thumb drive will be retained by the Planning Department.

FORM/CONTENT OF SITE PLAN

The following information shall be provided on the site plan, if applicable.

- () 1. The site plan shall be fully dimensioned and drawn to a commonly recognized architect's or engineer's scale, IN INK. 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 that includes:
 - a. the project proposal ("Management Plan for")
 - b. property owner(s)/applicant name(s)
 - c. applicant's representative, if any
 - d. date of Plan preparation
 - e. Assessor's Parcel Number

- () 5. 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.
- () 6. Show location of sewage disposal systems and wells.
- () 7. Show all required setbacks for buildings, waterways, sewage disposal and well sites.
- () 8. Show the location and purpose of all existing public and private utility easements.
- () 9. Show location of all existing and proposed structures on the property; show their setbacks from property lines, label their use and show their size (gross square footage by floor).
- () 10. If disturbance of areas in excess of 30% slope is proposed, such areas shall be delineated by a 2-foot contour interval.
- () 11. Delineate all environmentally sensitive areas as listed in Sec. 12.04.203 of Zoning Regulations. Mapping should reflect all resources identified and mapped in any specialized studies that have been prepared for this project.

LAND USE APPLICATION

Please print or type in black ink

Planner use only:

PLN _____

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 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 | |
| <input type="checkbox"/> Other (specify): _____ | | |

PROJECT DESCRIPTION: _____

Assessor's Parcel No(s): _____

Applicants Name(s): _____

Mailing Address of Applicant(s): _____

Telephone No: () _____ FAX No: () _____

Full Name(s) of Property Owner(s): _____

Mailing Address(es) of Property Owner(s): _____

Telephone No: () _____ FAX No: () _____

Name of Representative (if applicable): _____

Address of Representative: _____

Telephone No: () _____ FAX No: () _____

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 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:

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