

Planner use only:

PLN _____

ENT _____

NEVADA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT
 ERIC ROOD ADMINISTRATION BUILDING
 950 Maidu Avenue, Suite 170
 Nevada City, California 95959-8617
 (530) 265-1222

Filing Fee: \$ _____

APPLICATION AND REQUEST FOR MAP CHECK

Sec. 13.02.150 and Sec. 13.02.160 of Nevada County Subdivision Regulations provides standards for recording Final Maps and Parcel Maps, respectively. Applications must be filed in the Planning Department and must be filed in person before 4:30 p.m. weekdays.

APN: _____ **TENTATIVE MAP FILE NO.:** _____

DATE OF APPROVAL: _____ **DATE APPROVAL EXPIRES:** _____

Name of Applicant: _____

Mailing Address of Applicant: _____

Telephone #: _____ **E-Mail:** _____

Name(s) & Address(es) of Property Owner(s): _____

Name & address of Representative: _____

Telephone #: _____ **E-Mail:** _____

Street address of subject property: _____

Signature of Applicant: _____ **Date:** _____

Note: If the applicant is not the property owner, a Letter of Authorization is required.

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. Any documentation verifying completion of any Conditions of Approval or Mitigation Measures applicable at the time of map recordation. Please review the tentative map approval letter.
- 5. Thumb drive with digital copies of all project materials. Thumb drive will be retained by the Planning Department.
- 6. One (1) copy of the Tentative Map approval letter.
- 7. A *minimum** of six (6) copies of the map to be recorded prepared by a licensed land surveyor (See Form and Content requirements below)
- 8. A *minimum** of six (6) copies of the supplemental data information to be recorded concurrently with the map.

** The number of copies shall be equal to two (2) per agency providing conditions within the conditional approval letter.*

FORM AND CONTENT OF MAP TO BE RECORDED

- 1. Conformance with Subdivision Map Act: The form and content of final maps shall be in conformance with the Subdivision Map Act and Chapter L-IV 2.16 & 2.17 Of the Land Use and Development Code.
- 2. Boundary Designation: The boundary of the subdivision shall be designated by a heavy, continuous, opaque black line applied in such a manner as not to obliterate figures or other data.
- 3. Title Sheet: The title sheet shall contain the subdivision number, conspicuously placed at the top of the sheet, and the location of the property being subdivided with reference to maps which have previously been recorded or by reference to the plat of a United States survey. A subdivision name may be added below the subdivision number (Final Maps only). In case the property included within the subdivision lies wholly in unincorporated territory, the following words shall appear in the titles: "In the County of Nevada." If partly in unincorporated territory and partly within an incorporated city, the following words shall be used: "Lying within the County of Nevada and partly within the City of" If more than three sheets are used, a key diagram shall be included on the first map sheet.
- 4. Affidavits, Certificates, Dedications, etc.: Affidavits, certificates, acknowledgements, endorsements, acceptances of dedication, and the notarial seals required by law and this Chapter, shall appear only once, on the title sheet. The above certificates, etc. may be legibly stamped or printed upon the map with opaque ink, or by photographic reproduction.
- 5. Scale, North Point: There shall appear on each map sheet the scale, the north point, and the basis of bearings.
- 6. Rights-of-way, Easements:
 - a. Rights-of-way and easements for roads or streets, paths, storm water drainage, sanitary sewers, or other public uses as may be required shall be dedicated to the public for future acceptance by a public agency, and the use shall be specified on the map.

- b. Easements for an existing or proposed utility installation for the use of a private or non-governmental agency shall not be shown on the map unless there is a recorded conveyance to such individual or corporation, except as provided in Subsection (d) below.
 - c. All easements of record shall be shown on the map, together with all the names of the grantees and sufficient recording data to identify the conveyance, e.g., Recorder's document number and date, or book and page of Official Records.
 - d. Easements not disclosed by the records in the office of the Clerk Recorder and found by the surveyor or engineer to be existing shall be specifically designated on the map, identifying the apparent dominant tenements for which the easement was created.
 - e. The sidelines of all easements of record shall be shown by dashed lines on the final map with sufficient ties provided to determine the exact location within each lot.
- () 7. Linear, Angular and Radial Data: Sufficient linear, angular and radial data shall be shown to determine the bearings and lengths of the boundary lines of the subdivision and of the boundary lines of every lot and parcel which is a part thereof. Length, radius and total central angle or radial bearings of all curves shall be shown.
 - () 8. Adjoining Corners of Adjoining Subdivisions: The adjoining corners of all adjoining subdivisions shall be identified by subdivision number or name when not identified by official number and reference to the book and page of the filed map showing such subdivision.
 - () 9. City Boundaries: City boundaries which cross or join the subdivision shall be clearly designated.
 - () 10. Monument Location: The location and description of all existing and proposed monuments shall be shown.
 - () 11. Printing or lettering: All printing or lettering on the map shall be of one-eighth inch minimum height and of such shape and weight as to be readily legible on prints and other reproductions made from the original drawings.
 - () 12. Supplemental data shall be as required by the tentative map approval.
 - a. Where the supplemental parcel map data document is recorded as a separate document, it shall include the following:
 - 1) Sufficient recording data to identify the recorded parcel map to which the supplemental data applies, including document number and date, as well as book and page;
 - 2) Assessor's parcel number(s) both before the recording of the final map;
 - 3) Name and acknowledged signature of each entity with an ownership interest in the property.
 - b. The supplemental data document may include one or more supplemental maps for non-title information. Supplemental maps shall be drawn to scale and shall indicate site-specific information relative to future site development. Such information may include, but is not limited to, the location of sensitive resources, required setbacks, non-buildable areas, open space, and building envelopes. Supplemental maps may be drawn on 8-1/2" by 11" paper of durable quality and shall be legible and in permanent ink. If the 8-1/2" by 11" format is used the supplemental data shall be noted on the map similar to CC&R's.



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