

**COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT**

950 Maidu Avenue, Suite 170
Nevada City, California 95959-8617
Phone (530) 265-1222

CERTIFICATES OF COMPLIANCE

A Certificate of Compliance is a recorded document determining whether a property or properties were created in accordance with State and County subdivision regulations. According to Section 66499.35 of the Government Code, Sec. 13.02.200 of the Nevada County Code allows for the issuance of a Certificate of Compliance by the Planning Director or a Conditional Certificate of Compliance, requiring review by the County Zoning Administrator.

Non-Conditional Certificates: For parcels created in compliance with all subdivision regulations that were in effect at the time they were created, a Certificate of Compliance may be recorded by the Planning Director without a public hearing.

Conditional Certificates: For properties *not* created in compliance with all applicable subdivision regulations, a public hearing before the Nevada County Zoning Administrator is required. The Zoning Administrator may impose such conditions as would have been applicable to the division of the property at the time the applicant acquired his or her interest in the property and which had been established at such time by the Subdivision Map Act or local ordinances enacted pursuant to the Map Act.

Application for a Certificate of Compliance may be made to the Planning Department by the property owner(s) of record or persons who have entered into a contract of sale. If the application is determined to be complete, it will be distributed to interested agencies for review and comment. Upon receipt of comments from interested agencies, the Planning Department will prepare a (non-conditional) Certificate of Compliance for recordation. If it is determined that conditions must be attached to the Certificate, a public hearing will be held before the Nevada County Zoning Administrator to determine those conditions. This hearing will be scheduled approximately 56 days from the date the application is determined to be complete. Applicants or their Representative must be present at the hearing.

Upon approval by the Planning Director or Zoning Administrator, and prior to the preparation of the Certificate(s), the applicant must provide a legal description of the resulting parcel(s), prepared by a licensed surveyor, civil engineer, or local title company, which is suitable for recording.

**SUBMITTING A COMPLETE AND ACCURATE APPLICATION AND EXHIBITS
WILL AVOID DELAYS IN APPROVING YOUR APPLICATION**

CERTIFICATE OF COMPLIANCE

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. Two copies of Grant Deeds verifying ownership and the legal description of the property.
- 5. Two copies of a Recorded Document Guarantee (Chain of Title) issued by a Title Company.
- 6. Two copies of a current Title Report issued by a Title Company, current within 6 months.
- 7. The Hazardous Waste Statement forms.
- 8. A legal description for each lot requesting a Certificate, prepared by a licensed land surveyor, engineer, or title company. The description must be on an 8-1/2" x 11" paper, with a 1/2" clear border on all edges of paper.
- 9. Three copies of an exhibit, drawn to a recognized engineers or architects scale, in ink or blue line, showing accurate dimensions and boundaries of the parcels to be certified, consistent with the legal description of the site(s). Clearly indicate the number of parcels to be certified (Parcel #1, Parcel #2, etc.) and their acreages.
- 10. One 8 1/2" x 11" reduction of the exhibit (for recordation with the Certificate).
- 11. Thumb drive with digital copies of all project materials. Flash drive will be retained by the Planning Department.
- 12. Three copies of a site plan, drawn to scale, showing all improvements on the parcels to be certified.
- 13. One copy of the Notice of Intent to Record a Notice of Subdivision Violation against this property, if applicable.
- 14. A written explanation of the history of the subdivision violation, if applicable.
- 15. *For Conditional Certificates of Compliance*, if the project site is located within the very high wildland fire hazard area severity zone the applicant shall submit a Fire Protection Plan to be approved by the Nevada County Fire Marshal and/or his/her designee, per the requirements outlined in the Nevada County Code Section 12.04.218.

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 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**

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
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