

C O U N T Y O F N E V A D A
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; FAX: (530) 265-9851

APPLICATION PACKET for
RAFTING PERMITS

The Nevada County Code, Title 6, Chapter 5: Rafting Regulations, requires that a Rafting Permit be obtained for commercial rafting on any river, stream or creek within the County of Nevada. If a proposed put-in or take-out site is located within another jurisdiction, i.e., the Town of Truckee, State or Federal lands, or another County, you must provide verification that the jurisdiction has granted approval for use of that site.

Permit review is limited to an evaluation of the business location and points of ingress and egress and are subject to the provisions of the California Environmental Quality Act (CEQA). The regulations establish a number of permit requirements, including mandatory Raft Day fees and insurance requirements. Requirements are attached and should be reviewed carefully before completing the application forms. All rafting permits are considered at a public hearing is before the Nevada County Planning Commission.

Procedure: Applications must be filed in person, with the County Planning Department by January 31st of the year in which the rafting operation is proposed. If no applications are received by January 31st, the deadline is extended to March 31st. Applications will not be accepted if any required information is missing, including property owner authorization for the put-in and take-out sites. If all information is complete, application processing will require 84 days if environmental review is required (see information below); 56-days if no environmental review is necessary. Prior to the public hearing, the project Planner assigned to review the permit will prepare a Staff Report for the Planning Commission, containing recommendations for the project, including a list of requirements that will apply if the permit is approved. You will receive a copy of the report approximately 10 days prior to the hearing. Surrounding property owners will also be notified of the hearing. **You or your authorized representative must attend the public hearing.** During the public hearing, the Planning Commission will consider the staff recommendation, your comments and any input from the public.

Environmental Review: If your application proposes to use a put-in or take-out site not previously approved, environmental review will be required. The environmental review process adds a minimum of 30 days to the permit processing period and may require that you submit a Biological Inventory and Archaeological Inventory with your application (see page 4).

If you have any questions regarding whether or not you are exempt from environmental review, call the Planning Department.

Failure to provide accurate information could result in processing delays and/or denial.

RAFTING ORDINANCE REQUIREMENTS

Per Title 6, Chapter 5, the following requirements are mandatory for each commercial rafting operation and will be made conditions of approval of your permit, if approved:

1. On the Truckee River, within the unincorporated area of the County, commercial rafting is limited to supervised tours and must be downstream from the Boca Bridge. If ingress is proposed upstream, on land that is not within the unincorporated area of the County, permits will also be required from the appropriate jurisdiction (i.e. Town of Truckee/USFS) for the ingress location. Rafts shall not be rented to customers before 10:00 a.m. or after 3:30 p.m. and no raft used for commercial rafting is permitted on the Truckee River before 10:00 a.m. or after 5:00 p.m.
2. Supervised tours must provide suitable assembly and disembarking areas at points of ingress and egress from the river.
3. If the operation does *not* propose a business location and parking for customers at the ingress/egress points, shuttle service shall be provided for customers and rafts from the business location to the point of ingress to commence the trip and back from the point of egress ending the trip.
4. If the operation *does* include establishing a business location, off-street parking spaces shall be provided as follows:
 - a. One parking space for every three rafters and one parking space for each employee, shuttle bus and/or transport vehicle. The surfacing requirements shall be crushed rock rolled.
 - b. The number of required parking stalls shall be pursuant to Article 28, Chapter II of the Nevada County Code.
5. Suitable provisions shall be made for safety vehicle access at points of ingress and egress from the river, including turn-around areas.
6. Suitable and adequate sanitation facilities and trash receptacles shall be provided and must be approved by the County Environmental Health Department.
7. Litter receptacles shall be provided for and carried in each raft. No glass containers shall be allowed in rafts.
8. Provisions shall be made for daily clean up at business locations and all areas of ingress and egress to the river and along the proposed route.
9. All signs erected by the licensee shall be removed at the close of the rafting season, and shall not be located on public lands or public right-of-way. No signs shall be erected upon private property without the prior written consent of the property owners. All signs shall comply with County Sign Ordinances and regulations.
10. All rafts of each permittee used on any river shall be identified by the name of the permittee and letters and/or numbers which shall be a minimum of 6 inches high and prominently displayed so as to be visible from either shore while the rafts are in the water.
11. The permittee shall maintain a permanent log containing the name and address of each customer and occupant and the date, time, and raft number thereof.

12. Permittees for commercial rafting operations other than supervised tours in rafts shall issue receipts to each customer for the raft rentals, which receipts shall specify and provide the name, address and telephone number of the person/entity to whom any complaints may be directed.
13. Permittees for commercial rafting operations, other than supervised tours, shall supply information to customers notifying them of the following (visually in map form and in writing):
 - a. Where the white water areas exist on the river.
 - b. Where customers may enter or depart from the river.
 - c. Where restroom facilities are available at specific locations.
 - d. That certain lands alongside the river are private property and therefore illegal for persons to trespass upon and that customers shall depart from the river only at approved points of egress.
14. Each rafting permittee shall provide proof of the following insurance coverages, before any commercial rafting commences:
 - a. Minimum \$500,000.00 single-limit general liability insurance,
 - b. Minimum \$100,000.00 property damage insurance with the County named as an additionally insured party;
 - c. Minimum \$1,000,000.00 single limit general liability, and \$100,000.00 property damage for all vehicles used to shuttle rafts and/or customers.
15. The permittee shall secure all applicable permits from the County of Nevada, and/or the State of California and/or the United States Government, including but not limited to any conditional use permits, site plan permits, building permits and health and sanitation permits, in addition to the permit provided for in this Article.
16. Permittees shall comply with all applicable State and Federal regulations.

For a copy of the Regulations, contact the Planning Department.

ENVIRONMENTAL REVIEW

As a result of reviewing your application documents, and upon receipt of comments from other agencies, additional technical or engineered information, and/or specific studies, may be required in order to adequately evaluate the potential environmental impacts of your project. For example, projects proposing outdoor activities near sensitive land uses, i.e. homes, schools or hospitals, may require a noise study; projects in areas with known traffic problems may require traffic studies.

All land use applications that require environmental review and which propose, or will result in, site disturbance, must include an Archaeological Survey and a Biological Inventory of the site, as follows:

ARCHAEOLOGICAL SURVEY

Contact the North Central Information center (NCIC) at Sacramento State University for the purpose of conducting a record search to determine if any previous archaeological studies have been conducted on the project site. The NCIC will issue a letter indicating that either 1) there has been a previous study and the site does not contain significant historical/cultural resources, 2) that a study has been conducted and the resources have been adequately recorded, or 3) that there is a potential for the site to contain important resources and that an archaeological field survey is recommended. Projects identified as having a medium or high sensitivity level, and that are recommended by the NCIC to have a field survey conducted, **MUST** submit a Survey (or “Inventory”) with the land use application. That Inventory must be prepared by a qualified archaeologist. An NCIC instruction guide is available from the Planning Department. To contact the North Central Information Center, call Marianne Russo in the Department of Anthropology at (916) 278-6217.

BIOLOGICAL INVENTORY

Policy 13.2A of the General Plan requires that all land use applications include a site-specific Biological Inventory. The purpose of the Inventory is to determine the presence of special-status species or their habitat that may be affected by the project, to describe existing vegetation and wildlife, and to identify riparian corridors, wetlands, landmark oak groves, and landmark oaks. The Inventory will be used as a basis for the design or redesign of your project in order to provide for “no net loss” of sensitive resources. If special-status species are present on the subject site and cannot be avoided by the project, the applicant must obtain U.S. Fish and Wildlife and State Department of Fish and Game appropriate permits, as a condition of approval and prior to any land disturbance.

The Inventory must be prepared by a qualified Biologist and must follow the format provided in the attached “**Guidelines for Preparing Biological Reports.**”

FILING INSTRUCTIONS

The following information must be filed with your land use application in order for your application to be deemed complete. All forms must be typed or printed in black ink. ***Please do not staple or bind application documents.***

- ___ 1. A signed and completed Rafting Application Form (attached), including authorization of the owner(s) of the ingress and egress sites.
- ___ 2. Filing fees pursuant to the most recently adopted Resolution of the Board of Supervisors. \$ **deposit to actual cost (Current Fee)**
- ___ 3. A signed and completed Agreement to Pay Form for the Departments of Planning, Transportation and Sanitation, and Environmental Health (attached).
- ___ 4. Photos of the ingress/egress/stopping sites, including a map showing where the pictures were taken.
- ___ 5. The completed Project Information Form for rafting (attached).
- ___ 6. The Hazardous Waste Statement (attached).
- ___ 7. An Operations Plan describing the operation of the proposed project, including proposed hours of operation, where customers will gather/meet to load into shuttle vehicles or if they will meet and park at the ingress site. Please also describe what type/size shuttle vehicles you intend to use, i.e., vans, tour busses.
- ___ 8. If a put-in or take-out site related to this application is located within another jurisdiction (Town of Truckee, Placer County, Federal or State lands), provide documentation that the jurisdiction has granted approval for put-in or take-out.
- ___ 9. If a put-in or take-out site under Nevada County jurisdiction has not been previously approved, and environmental review is required, the following are the attached:
 - ___ a letter from the North Central Information Center (NCIC);
 - ___ if required by the NCIC letter, provide two (2) copies (double-sided preferred) of a site-specific Cultural Resources Inventory.
 - ___ two (2) copies (double-sided preferred) of a Biological Inventory prepared by a Certified Professional Biologist.
- ___ 10. 10 copies of a site plan of the site requiring County approval, folded to 8½" x 14". If the site plans are larger than 8 ½ x 14" in size, they **MUST BE FOLDED, plus**, one 8½" x 11" reduction of the plan in size, must be submitted.
- ___ 11. Thumb drive with digital copies of all project materials. Thumb drive will be retained by the Planning Department.

COUNTY OF NEVADA - STATE OF CALIFORNIA
RAFTING PERMIT APPLICATION
please type or print legibly in black ink

Rafting Company Name: _____

Mailing Address: _____

Phone Number(s): _____ FAX #: _____

INGRESS SITE

Assessors Parcel Number: _____ - _____ - _____ Parcel Size: _____ sq. feet/acres

Ingress Location/Address: _____

Name of Property Owner(s): _____

Mailing Address: _____

Phone Number: _____ FAX #: _____

EGRESS SITE

Assessors Parcel Number: _____ - _____ - _____ Parcel Size: _____ sq. feet/acres

Ingress Location/Address _____

Name of Property Owner(s): _____

Mailing Address: _____

Phone Number: _____ FAX #: _____

STOPPING/RESTING AREA(S): If multiple stopping/exiting areas are proposed, attach an additional page providing the required information.

Assessors Parcel Number: _____ - _____ - _____ Parcel Size: _____ sq. feet/acres

Name of Property Owner(s): _____

Mailing Address: _____

Phone Number: _____ FAX #: _____

I hereby acknowledge that I have read this application and state that the information given is correct. I agree to comply with all County ordinances and State laws regulating property development.

Signature of applicant: _____ **Date:** _____

***If the applicant is not the property owner, a Letter of Authorization or lease from the owner(s) is required.**

2. **Plant & Animal Life:** Will there be any disturbance that results in the removal of vegetation, and, if so, is your Biological Inventory attached?

3. **Water Quality:**

- a. Describe any discharge to surface waters that will result from this project, including any storm water runoff from any parking or trail improvements. What methods will be used to prevent erosion?

4. **Cultural Resources:** If your project involves the disturbance of soil, is a Memo from NCIC attached?
 Yes No

Does it require an Archaeological Survey be completed and, if so, is it attached?

Yes No

5. **Transportation/Circulation:**

- a. What roads provide access to this site?

- b. Who provides road maintenance on those roads?

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:

APN: — —	Name:
Property Owner/Business Name (if applicable):	Address:
Address:	
Phone Number:	Phone Number:
Email:	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.

_____ Dated: _____
Printed Name

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