

**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 a  
VOLUNTARY MERGER**

A “Merger” is a combining of two or more properties into one legal parcel. Pursuant to Section 13.03.110 of the Nevada County Subdivision Ordinance, a merger of two or more contiguous parcels, or units, may be initiated by the record owner(s). County Ordinance requires a public hearing before the Board of Supervisors for properties proposed to be merged, except that, any owner(s) initiating the Merger may waive the right to a hearing.

Application for a Voluntary Merger is made to the Planning Department by the property owner(s) of record. It is the responsibility of the property owner(s) to have a legal description of affected properties prepared by a licensed surveyor, engineer, or title company. The property owner(s) must also obtain a Preliminary Title Report from a title company. Upon receipt of all required application documents, the Planning Department will review the application documents and will prepare the Notice of Merger for recordation. Any existing deeds of trust shall be revised to reflect the new property descriptions and shall be approved by the beneficiaries of said Deeds of Trust. Property owner(s) will be contacted for a recording fee the Nevada County Recorder. Any Deeds of Trust will be recorded concurrently with the Notice of Merger. Approximately three to four weeks after the Merger is recorded, the Planning Department will send a copy of the original recorded documents to all affected owners.

Once your property is merged, be advised that any future division of the property, back into two or more separate parcels, will be subject to subdivision laws in effect at that time. Having voluntarily merged properties does not grant the right to separate them in the future.

You must complete all forms and submit all required supplemental documents 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.

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

**VOLUNTEER MERGER  
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. The Hazardous Waste Statement forms.
- ( ) 5. Submit two copies of the Grant Deeds for each of the subject lots or parcels that are to be merged with this application.
- ( ) 6. Submit a Preliminary Title Report, showing vested ownership. Property ownership must be shown exactly the same on each deed.
- ( ) 7. The signed and notarized Waiver of Right to Hearing Form (attached). This form has to be signed by all record owners and by all persons having a record title interest in the real property, including beneficiaries or trustees of any deeds of trust.
- ( ) 8. A legal description for the resulting property (after the merger), 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. Two copies of an exhibit/map showing the properties to be merged. The exhibit shall be drawn to scale, showing all legal dimensions, and folded to a maximum 8-1/2" X 14" size. Unfolded plans will not be accepted.
- ( ) 10. If the exhibit/map is larger than 8½" x 11" in size, submit a reduction of the map (required in 9 above) for recordation with the Notice of Merger.
- ( ) 11. Two copies of a site plan, drawn to scale, showing the type and location of any improvements that exist on the subject properties, including structures and sewage disposal systems.
- ( ) 12. Thumb drive with digital copies of all project materials. Thumb drive will be retained by the Planning Department.

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 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"/> Temp Commercial Permit    |
| <input type="checkbox"/> Other (Specify): _____     |   |  |

PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

Applicants Name(s): \_\_\_\_\_

Mailing Address of Applicant(s): \_\_\_\_\_

Telephone No: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Full Name(s) of Property Owner(s): \_\_\_\_\_

Mailing Address(es) of Property Owner(s): \_\_\_\_\_

Telephone No: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Name of Representative (if applicable): \_\_\_\_\_

Address of Representative: \_\_\_\_\_

Telephone No: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Situs address(es): \_\_\_\_\_ Acreage(s): \_\_\_\_\_

Water Source: \_\_\_\_\_ Method of Sewage Disposal: \_\_\_\_\_

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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.**

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**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:

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## 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](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