



**COUNTY OF NEVADA**  
**COMMUNITY DEVELOPMENT AGENCY**  
**DEPARTMENT OF PUBLIC WORKS**  
950 MAIDU AVENUE, NEVADA CITY, CA 95959-8617  
(530) 265-1411 FAX (530) 265-9849 <http://www.mynevadacounty.com>

Trisha Tillotson  
Community Development Agency Director

David Garcia  
Department of Public Works Director

**TENTATIVE PUBLIC UTILITY EASEMENT or RIGHT-OF-WAY ABANDONMENT**

When submitting your tentative map or drawing for an public utility easement or right-of-way abandonment, please include all of the items of information so all the public agencies affected will fully understand your intentions.

Tentative easement or right-of-way abandonments should include the following information:

1. Completed attached Public Works Abandonment application and Agreement to Pay form.
2. A brief typewritten letter requesting abandonment of the easement and the reason for the request. This letter shall be signed by the affected property owners or be accompanied by a letter stating that the requesting party is represented by the individual signing the letter.
3. A tentative map or drawing (8½"x11" or 8½"x14"). The contents of the map should include the following:
  - a) Scale drawing of parcels involved in the abandonment – exterior boundaries with distances
  - b) Existing and proposed lot lines
  - c) Existing structures, ponds, roads, etc.
  - d) Existing easement(s) that are affected
  - e) Assessor's parcel numbers
  - f) Lot numbers and/or subdivision information
  - g) North arrow
  - h) Scale
  - i) A vicinity map to show the subject property's location within the County
4. Letters of approval from all the affected public utility companies
5. Submit one (1) copy of each document and drawing to the Public Works Department with application and a check in the amount shown on the current fee schedule. Fees are due at time of application.

Upon submittal, the Nevada County Public Works Department will transmit copies to the various Departments involved for their review. The Zoning Administration will then review the documents for approval at a regular scheduled meeting. The Nevada County Board of Supervisors, according to Chapter 3, Section 320, Streets and Highways Code, State of California, will then take action by adopting a Resolution of Abandonment prepared by this Department.

Allow at least twelve (12) weeks for this process to be completed.

## LIST OF RECOMMENDED CONTACTS

Recommended contacts:

### NEVADA IRRIGATION DISTRICT

Mr. Matthew Crowe, Senior Right-of-Way Agent  
1036 W. Main Street  
Grass Valley, CA 95945  
(530) 273-6185, ext. 234  
Email: [crowe@nidwater.com](mailto:crowe@nidwater.com)

### AT&T

Mr. Lee C. Nieto, Public Works Coordinator  
2700 Watt Avenue  
Sacramento, CA 95821  
(916) 484-2384 or (916) 505-7308  
Email: [ln1985@att.com](mailto:ln1985@att.com)

### PACIFIC GAS AND ELECTRIC COMPANY

Jason Iseley, Land Agent  
343 Sacramento Street  
Auburn, CA 95603  
(530) 889-3164  
Email: [jxic@pge.com](mailto:jxic@pge.com)

### NEVADA COUNTY DEPARTMENT OF PUBLIC WORKS

Mr. Brad Torres, Operations Manager  
950 Maidu Avenue  
Nevada City, CA 95959-8600  
(530) 265-7103  
Email: [Brad.Torres@co.nevada.ca.us](mailto:Brad.Torres@co.nevada.ca.us)



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**PUBLIC UTILITY EASEMENT OR RIGHT-OF-WAY  
ABANDONMENT APPLICATION**

**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.**



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](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