

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

APPLICATION PACKET for
BOUNDARY LINE ADJUSTMENTS

Pursuant to Sec. 66412(d) of the Government Code of the State of California, also known as the State Subdivision Map Act, County ordinance allows boundary line adjustments to adjust the boundaries between two or more adjacent parcels, where land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created. Boundary Line Adjustments may also combine two existing, adjacent parcels.

Sec. 12.04.030 of Zoning Regulations establishes the procedure and the requirements for approval of boundary line adjustments. A Boundary Line Adjustment may not result in a greater number of parcels than existed prior to the adjustment; it may not result in additional density for the affected parcels; it may not result in the potential for further division of affected parcels; it may not create non-conforming lots, nor may it create conflicts with any zoning or building requirements, including property line setbacks for buildings and/or sewage disposal systems.

Please be aware that if any health and safety violations, such as unpermitted structures, exist on a parcel involved in the Boundary Line Adjustment, the parcel must be brought into compliance. Property owners may elect to obtain the necessary permits prior to submitting a Boundary Line Adjustment application, or if any health and safety violations become evident during the project review, the violation will have to be corrected prior to recording the Boundary Line Adjustment or within 60 days after it records. If the violation is not corrected within this time period, a Code Compliance case may be opened on the property.

Approximately 30 days after filing an application, the Planning Director will act to approve or deny your tentative boundary line adjustment. Upon approval, it is the applicant's responsibility to contact a professional land surveyor or engineer to complete the adjustment by recording deeds to convey the property, in one of the following two ways:

1. If a Record of Survey is submitted for recordation it shall be signed and sealed by a land surveyor or civil engineer licensed to practice land surveying in California, and be in compliance with Subdivision Map Act Section 66412(d).
2. If a record of survey is not prepared for an approved boundary line adjustment, the document used to convey the property shall be accompanied by a sketch map depicting the adjusted boundary. The sketch map shall be signed and sealed by the land surveyor or civil engineer, shall include a statement that a record of survey is not required in conformance with Section 8762 of the Business and Professions Code and shall include the County File Number approving the adjustment.

TENTATIVE BOUNDARY LINE ADJUSTMENTS
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 current property Grant Deeds, verifying ownership and the legal description of each parcel.
- () 5. For parcels not created by subdivision or parcel map, a copy of a deed recorded prior to March 4, 1972 that describes and conveys the parcels. If the parcels are presumed to have been legally created, submit a Chain of Title issued by a title company and all other supporting documentation. If the County surveyor determines that insufficient evidence has been provided to document legally existing parcels, a Certificate of Compliance may be required.
- () 6. A current (within 6 months) Preliminary Title Report prepared by a Title Company describing existing encumbrances, if any.
- () 7. A letter briefly explaining your need for the Adjustment. Be specific.
- () 8. Five copies of an exhibit, prepared and stamped by a licensed land surveyor or civil engineer, clearly showing all property boundaries of each parcel. The following information must be included on the exhibit:
 - ___ a. Drawing must be legible, drawn to a commonly recognized engineers or architects scale in ink or blue line. Lined, graph or colored paper will not be accepted. Minimum paper size is 11"x 17".
 - ___ b. Provide a detailed vicinity map (1" = 2000') showing the location of the project in relation to the surrounding area.

- _____ c. Provide an information table including:
 - Property owner name(s)
 - Assessor parcel numbers
 - General plan and zoning designations
 - Method of sewage disposal and source of water supply
 - Name of site plan preparer and date
 - _____ d. Show existing and proposed gross lot acreages for each parcel.
 - _____ e. Provide a North arrow and the scale used.
 - _____ f. Clearly delineate both existing and proposed property lines.
 - _____ g. Show any on-site easements (roads, utility, etc.).
 - _____ h. Location and names of adjacent or abutting roads and streets.
 - _____ i. Delineate all slopes in excess of thirty percent.
 - _____ j. Show the location and use of all buildings and other improvements on affected parcels, including:
 - Structures and their **SETBACKS** from existing/proposed property lines
 - Driveways and roads
 - Sewage disposal systems and wells
 - Show all watercourses, including ponds, within 100' of property lines
- () 9. One reduced copy (8 ½ " x 11") of the exhibit.
- () 10. Thumb drive with digital copies of all project materials. Thumb drive will be retained by the Planning Department.

TENTATIVE BOUNDARY LINE ADJUSTMENT APPLICATION
Please type or print in black ink

Number of parcels affected by adjustment: _____

PARCEL #1:

Assessor's Parcel #: _____ Acreage: _____
(Current) (Proposed)

Property Situs Address: _____

Full Name of Property Owner(s): _____

Mailing Address & Zip Code: _____

Phone No: () _____ FAX No: () _____

PARCEL #2:

Assessor's Parcel #: _____ Acreage: _____
(Current) (Proposed)

Property Situs Address: _____

Full Name of Property Owner(s): _____

Mailing Address & Zip Code: _____

Phone No: () _____ FAX No: () _____

REPRESENTATIVE (if any): _____ () _____
Name Telephone No.

Mailing Address & Zip Code: _____

Phone No: () _____ FAX No: () _____ E-Mail: _____

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 Property Owner(s): _____ DATE: _____

IF MORE THAN 2 PARCELS ARE BEING ADJUSTED, PROVIDE REQUIRED INFORMATION FOR ADDITIONAL PARCELS ON A SEPARATE PAGE

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.**



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