

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
REVERSIONS TO ACREAGE**

This packet contains filing forms and instructions for submitting a complete application for a Tentative Map Reversion to Acreage. Please discuss your proposal with a Planner before submitting this application – there may be another method for merging your properties that better suits your needs and time frame. If you do submit a Reversion to Acreage application 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. If all information is complete and no issues arise that require additional time for review, your project should go to hearing approximately 54 days after filing the application. You will receive a Staff Report approximately 10 days prior to the hearing. That Report will contain a staff recommendation for the project including a list of recommended conditions of approval. **You or your authorized representative must attend the public hearing or no action will be taken.** Surrounding property owners will also be notified of the hearing. During the hearing, the approving body (either the Zoning Administrator or the Planning Commission) will consider the staff recommendation, your comments and any input from the public. The hearing body will either: 1) approve your project, 2) approve it with conditions, 3) deny it, or, 4) continue it for additional information if necessary.

Immediately after filing your application, please post your property with the pink Planning sign so it is easily identifiable by the agency representatives that will be inspecting your site.

**SUBMITTING A COMPLETE AND ACCURATE APPLICATION AND SITE PLAN
WILL HELP TO MAINTAIN YOUR DESIRED HEARING SCHEDULE.**

REVERSION TO ACREAGE
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 a preliminary title report, current within six months, and two copies of the Grant Deed, verifying ownership and the legal description of each effected parcel.
- () 5. One 8½" x 11" reduction of the tentative map.
- () 6. 10 or 15 copies of the tentative map, folded to 8½" x 14" (10 for Zoning Administrator; 15 for Planning Commission projects). **MAPS MUST BE FOLDED.**

CONTENT OF TENTATIVE MAP

- () 1. Tentative maps shall be prepared and stamped by a licensed land surveyor, or a civil engineer who was registered prior to January 1, 1982, pursuant to the Land Surveyors Act Section 8761.
- () 2. Provide a detailed vicinity map (1" = 2000') showing the location of the proposed subdivision in relation to the surrounding area with mileage from the nearest County Road. Include Section, Township, and Range.
- () 3. Legend stating names, addresses, telephone numbers of record owner(s), Assessor's Parcel Number, subdivider, the person who prepared the map, the source of water supply, method of sewage disposal, responsible fire protection agency and source of public utilities.
- () 4. Subdivision Name, if applicable.
- () 5. North point, scale, and date.
- () 6. Names of adjacent subdivisions and current ownership of all adjacent parcels.
- () 7. Location, names, present center lines, widths and grades of adjacent or abutting roads and streets.

- () 8. The location, name, width, grade and centerlines of all proposed roads.
- () 9. Radius of all curves on existing and proposed roads.
- () 10. Location and grade of proposed or existing driveways.
- () 11. Location and use of all existing structures on the property and setbacks from new property lines.
- () 12. Show location of all watercourses, seasonal drainages, and canals/irrigation ditches.
- () 13. Show location of all areas subject to inundation, and the location, width and direction of flow for all water courses on or adjacent to the property. Delineate the boundaries of any 10 or 100-year floodplain as mapped by the Federal Emergency Management Agency.
- () 14. Delineate the following environmentally sensitive areas:
 - a. Slopes in excess of thirty percent.
 - b. Wetlands and riparian habitat areas
 - c. Oak groves and oaks with trunk diameter of 36" or more
- () 15. Delineate any "ME" (Mineral Extraction) zoning within 1,000 feet of project boundaries.
- () 16. Approximate lot size (square feet or gross acreage; net acreage if proposed lots are below one acre) and lot dimensions.
- () 17. Dedications or offers of dedications to be vacated.
- () 18. Location of posted, pink Planning sign. Property must be posted and property boundaries flagged for on-site inspection.

