

**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**

**REQUEST FOR A PRE-APPLICATION REVIEW**

A pre-application review is a procedure by which a potential development or land use application can be reviewed, prior to your filing a formal application. The information you submit will be distributed to affected agencies for comment, i.e., the County Departments of Planning, Transportation, Environmental Health, and the County Fire Marshal, per your request. Filing fees must be paid for each department that you request your proposal be routed to for review and comment. Fees for a preliminary review by County departments are established by Resolution of the Board of Supervisors. A minimum deposit is required at the time you submit this application, and any time exceeding the deposit, including any requested meetings, will be billed on an hourly basis. Within 2-3 days of your application submittal, your application will be assigned to a Planner and your documents will be distributed to any requested agencies for comment. Approximately 45-days is required for a pre-application review, dependant on current workload. If State agency comments are deemed important, additional commenting time may be necessary. At the end of that review period, the Planning Department will provide a follow-up letter, outlining all agency comments. If you desire the Planning Department will facilitate a pre-application Development Review Committee meeting with the applicable County agencies to discuss our comments and allow you to ask clarifying questions to ensure you are successful in meeting the goals of your development project.

**Applications must include the following:**

- The attached Land Use Application form, signed and completed.
- The attached Agreement to Pay Form, signed and completed.
- The required County filing fees, based on most current fee schedule.
- A project description, submitted on a separate page, typed. The project description should be as specific as possible, defining your proposal and the type of information requested.
- Detailed site plans or maps showing the proposed development of the property (if applicable), including building location and use, parking layout, access, watercourses within 100' of the subject property, and easements or other known restrictions that may apply to the property. Submit two copies of the proposed site plan for the Planning Department file, plus one copy for each agency you want to comment.

***Check as applicable:***

- Meeting requested: \_\_\_\_\_ Yes \_\_\_\_\_ No
- Agency comments requested: \_\_\_\_\_ Planning \_\_\_\_\_ Environmental Health \_\_\_\_\_ Fire Agency  
 \_\_\_\_\_ Building \_\_\_\_\_ Public Works

Pre-Application Review comments will be based on the information you provide, the accuracy and thoroughness of your project description, and research of County records and resource documents. The better the information you submit, the more detailed a response you will receive.

NEVADA COUNTY PLANNING DEPARTMENT

LAND USE APPLICATION

Please print or type in black ink

Type of application(s) for which you are applying:

- Tentative Map, Use Permit, Development Permit, Administrative Dev. Permit, Boundary Line Adjustment, Ordinance Amendment, Zone Change, General Plan Amendment, Variance, Setback Easement, Certificate of Compliance, Voluntary Merger, Home Business, Temporary Commercial Permit, Management Plan

Other (specify): Pre-Application Review Request

PROJECT DESCRIPTION: see attached

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.



**COUNTY OF NEVADA  
 COMMUNITY DEVELOPMENT AGENCY  
 950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617  
 (530) 265-1222 FAX (530) 265-9854 <http://mynevadacounty.com>**

Planning Department Environmental Health Building Department Sanitation Department Dept. of Public Works Agricultural Commissioner

**AGREEMENT TO PAY FORM**

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.mynevadacounty.com>

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: _____                                      | _____            |
| _____   | Telephone: _____ |
| Email: _____  | Email: _____     |

I would like to opt out of receiving County emails related to this project.

NCCDA Staff is authorized to consult with necessary governmental agencies concerning this project. They are also authorized to consult with the following individuals concerning my 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.*

\_\_\_\_\_  
 Signature **Dated:** \_\_\_\_\_ **CDL#** \_\_\_\_\_

\_\_\_\_\_  
 Printed Name **Tel #:** \_\_\_\_\_

**THIS SECTION FOR OFFICE USE ONLY**

Service: \_\_\_\_\_ Program: \_\_\_\_\_ Job No: \_\_\_\_\_  
 DPW #: \_\_\_\_\_ Project File #: \_\_\_\_\_ Billing Code: \_\_\_\_\_  
 Amount Collected: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date of Receipt: \_\_\_\_\_

Service: \_\_\_\_\_ Program: \_\_\_\_\_ Job No: \_\_\_\_\_  
 DPW #: \_\_\_\_\_ Project File #: \_\_\_\_\_ Billing Code: \_\_\_\_\_  
 Amount Collected: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date of Receipt: \_\_\_\_\_