

**NEVADA COUNTY COMMUNITY DEVELOPMENT AGENCY**  
**PLANNING DEPARTMENT**  
ERIC ROOD ADMINISTRATION BUILDING  
950 Maidu Avenue, Suite 170  
Nevada City, California 95959-8617  
Phone: (530) 265-1440 FAX: (530) 265-9851

**APPLICATION PACKET**  
**MANAGEMENT PLANS**

A Management Plan is a tool that can be used to minimize the impacts of development on environmentally sensitive environmental resources and/or constraints. Section L-II 4.3 of County Zoning Regulations establishes site development standards for sensitive resources, providing successive methods to protect the resource. Development should always be first designed to avoid the resource or constraint but, if implementation of the standard effectively removes the potential for reasonable development of the parcel, minimizing the impact may be acceptable through preparation and approval of a Management Plan. Management Plans are an option for development in the following environmentally sensitive resource areas (as identified by Policy 1.17 of the Nevada County General Plan):

1. Important Agricultural Lands – see Guidelines; additional checklist required
2. Avalanche Hazard
3. Major Deer Habitat
4. Earthquake Faults/Seismically Sen. Areas
5. Floodplains
6. Significant Mineral Areas
7. Steep Slopes/High Erosion Potential
8. Important Timber Resources
9. Landmark Oaks/Groves
10. Visually Important Ridgelines/Viewsheds
11. Watercourses, Wetlands and Riparian Areas

Additionally, impacts to Significant Cultural Resources may be minimized if a Cultural Resource Management Plan is prepared, and subsequently approved, in compliance with guidelines established by the State Department of Historic Preservation (see Sec. 4.3.6.C.3 of Zoning Regulations).

Impacts to Rare, Threatened or Endangered Species, may be minimized if a site-specific Habitat Management Plan is prepared, and subsequently approved, in compliance with the requirements of the Federal Endangered Species Act and the California Endangered Species Act, (see Sec. 4.3.12.C.4).

Management Plans must be prepared by independent consultants approved by, or under the direction of, County staff, prior to issuance of any development permit. The type of consultant that may prepare a Management Plan, and the specific information that is required for each type of Management Plan, is established by County Zoning Regulations. Obtain a copy of *Management Plan Guidelines* for specific requirements and formatting samples.

## **PROCEDURE:**

Because approval of a Management Plan may require the application of “mitigation measures,” the Plans are subject to the California Environmental Quality Act (CEQA). The following review procedures are required for Management Plans:

**Administrative Review:** If an administrative project, i.e., a building permit, a driveway permit, or a grading permit, proposes encroachment on a sensitive resource(s), and a Management Plan is proposed in order to reduce the required buffer from that resource, the MP will be reviewed by the Planning Department unless environmental review is required pursuant to of the California Environmental Quality Act (CEQA). If the MP is determined to be exempt from CEQA, the Planning Director will review and take action on the Management within 45 days of the date a complete application is filed.

**Public Hearing required:** If a Management Plan is not exempt from CEQA, and not filed in conjunction with another land use application, an Initial Study is required. A public hearing before the Zoning Administrator will be held approximately 64 days after filing the MP application.

If the MP is proposed in conjunction with a discretionary project (a subdivision, use permit, etc.), the hearing body, Zoning Administrator (ZA) or Planning Commission (PC), reviewing the project shall also review the Management Plan, usually concurrent with the related land use application.

Management Plans must be submitted to the Planning Department, using application forms provided by the Planning Department. All required forms and supplemental documents must be submitted 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 and routed to applicable agencies for comment and review.

During the public hearing, the ZA or PC will consider the staff recommendation, your comments, and any input from the public. The ZA/PC may either 1) approve the MP; 2) approve it with conditions; 3) deny it; or 4) continue it for additional information if necessary.

## **FILING FEES:**

All Management Plans shall be processed “At Cost,” requiring the applicant to pay a minimum deposit towards the cost of processing the application. The deposit and any additional fees will cover the cost of reviewing your application, corresponding with responsible agencies, contacts made with the applicant and/or professional who prepared the Management Plan, responses to public inquiries, and holding a public hearing. Current deposit fees are shown on the latest Resolution adopted by the Board of Supervisors.

**MANAGEMENT PLAN  
FILING INSTRUCTIONS & CHECKLIST**

If your Management Plan is not filed in conjunction with another discretionary land use permit, the following information is required. 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 (current fee is \$ \_\_\_\_\_).
- ( ) 3. The signed and completed Agreement to Pay Form.
- ( ) 4. A copy of the property Grant Deed, verifying ownership and the legal description of each affected parcel.
- ( ) 5. Photos of the site and a site plan reduction indicating where photos were taken.
- ( ) 6. 4 copies of the Management Plan, (10 if Planning Commission review required) prepared in accordance with Sec. L-II 4.3.3.B. of County Zoning Regulations.
- ( ) 7. 4 folded copies of a site plan (10 if Planning Commission review required), drawn per instructions. All **plans must be folded** to a maximum 8½" x 14" size. Unfolded plans will not be accepted.
- ( ) 8. One 8½" x 11" reduction of the site plan.

**FORM/CONTENT OF SITE PLAN**

The following information shall be provided on the site plan, if applicable.

- ( ) 1. The site plan shall be fully dimensioned and drawn to a commonly recognized architect's or engineer's scale, IN INK. The legal lot size shall be shown.
- ( ) 2. Provide a vicinity map showing the general project location (1" = 2000' scale) in relationship to the surrounding area with the mileage from the nearest County road shown. Include Section, Township, and Range.
- ( ) 3. Provide a North arrow and the scale to which the plan is drawn.
- ( ) 4. Provide a legend that includes:
  - a. the project proposal ("Management Plan for .....")
  - b. property owner(s)/applicant name(s)
  - c. applicant's representative, if any
  - d. date of Plan preparation
  - e. Assessor's Parcel Number
- ( ) 5. Show the location and names of all abutting roads, including rights-of-way boundaries, road centerlines, width of traveled way, type of surfacing and grades.

- ( ) 6. Show location of sewage disposal systems and wells.
- ( ) 7. Show all required setbacks for buildings, waterways, sewage disposal and well sites.
- ( ) 8. Show the location and purpose of all existing public and private utility easements.
- ( ) 9. Show location of all existing and proposed structures on the property; show their setbacks from property lines, label their use and show their size (gross square footage by floor).
- ( ) 10. If disturbance of areas in excess of 30% slope is proposed, such areas shall be delineated by a 2-foot contour interval.
- ( ) 11. Delineate all environmentally sensitive areas as listed in Sec. L-II 4.3.3 of Zoning Regulations. Mapping should reflect all resources identified and mapped in any specialized studies that have been prepared for this project.

# LAND USE APPLICATION

*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"/> Temporary Commercial Permit |
| <input type="checkbox"/> Boundary Line Adjustment   | <input type="checkbox"/> Setback Easement       |  |
| <input type="checkbox"/> Other (specify): _____     |   |  |

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

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

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

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

Telephone No: ( ) \_\_\_\_\_ FAX No: ( ) \_\_\_\_\_

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

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

Telephone No: ( ) \_\_\_\_\_ FAX No: ( ) \_\_\_\_\_

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

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

Telephone No: ( ) \_\_\_\_\_ FAX No: ( ) \_\_\_\_\_

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.**

