

**COMMUNITY DEVELOPMENT AGENCY  
PLANNING DEPARTMENT**

950 Maidu Avenue, Suite 170  
Nevada City, California 95959-8617  
Phone (530) 265-1222

**CERTIFICATES OF COMPLIANCE**

A Certificate of Compliance is a recorded document determining whether a property or properties were created in accordance with State and County subdivision regulations. According to Section 66499.35 of the Government Code, Sec. L-IV 2.21 of the Nevada County Land Use and Development Code allows for the issuance of a Certificate of Compliance by the Planning Director or a Conditional Certificate of Compliance, requiring review by the County Zoning Administrator.

*Non-Conditional Certificates:* For parcels created in compliance with all subdivision regulations that were in effect at the time they were created, a Certificate of Compliance may be recorded by the Planning Director without a public hearing.

*Conditional Certificates:* For properties *not* created in compliance with all applicable subdivision regulations, a public hearing before the Nevada County Zoning Administrator is required. The Zoning Administrator may impose such conditions as would have been applicable to the division of the property at the time the applicant acquired his or her interest in the property and which had been established at such time by the Subdivision Map Act or local ordinances enacted pursuant to the Map Act.

Application for a Certificate of Compliance may be made to the Planning Department by the property owner(s) of record or persons who have entered into a contract of sale. If the application is determined to be complete, it will be distributed to interested agencies for review and comment. Upon receipt of comments from interested agencies, the Planning Department will prepare a (non-conditional) Certificate of Compliance for recordation. If it is determined that conditions must be attached to the Certificate, a public hearing will be held before the Nevada County Zoning Administrator to determine those conditions. This hearing will be scheduled approximately 56 days from the date the application is determined to be complete. Applicants or their Representative must be present at the hearing.

Upon approval by the Planning Director or Zoning Administrator, and prior to the preparation of the Certificate(s), the applicant must provide a legal description of the resulting parcel(s), prepared by a licensed surveyor, civil engineer, or local title company, which is suitable for recording.

**SUBMITTING A COMPLETE AND ACCURATE APPLICATION AND EXHIBITS  
WILL AVOID DELAYS IN APPROVING YOUR APPLICATION**

## CERTIFICATE OF COMPLIANCE

### 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 Grant Deeds verifying ownership and the legal description of the property.
- 5. Two copies of a Recorded Document Guarantee (Chain of Title) issued by a Title Company.
- 6. Two copies of a current Title Report issued by a Title Company, current within 6 months.
- 7. The Hazardous Waste Statement forms.
- 8. A legal description for each lot requesting a Certificate, prepared by a licensed land surveyor, engineer, or title company. The description must be on an 8-1/2" x 11" paper, with a 1/2" clear border on all edges of paper.
- 9. Three copies of an exhibit, drawn to a recognized engineers or architects scale, in ink or blue line, showing accurate dimensions and boundaries of the parcels to be certified, consistent with the legal description of the site(s). Clearly indicate the number of parcels to be certified (Parcel #1, Parcel #2, etc.) and their acreages.
- 10. One 8½" x 11" reduction of the exhibit (for recordation with the Certificate).
- 11. Three copies of a site plan, drawn to scale, showing all improvements on the parcels to be certified.
- 12. One copy of the Notice of Intent to Record a Notice of Subdivision Violation against this property, if applicable.
- 13. A written explanation of the history of the subdivision violation, if applicable.
- 14. *For Conditional Certificates of Compliance*, if the project site is located within the very high wildland fire hazard area severity zone the applicant shall submit a Fire Protection Plan to be approved by the Nevada County Fire Marshal and/or his/her designee, per the requirements outlined in the Nevada County Land Use and Development Code Section L-11 4.3.18.

**NEVADA COUNTY PLANNING DEPARTMENT  
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 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: \_\_\_\_\_

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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.**



**NEVADA COUNTY**  
**HAZARDOUS MATERIALS / WASTE STATEMENT**

**Hazardous sites:** General Plan policy requires the County pursue the cleanup of sites contaminated by mine waste or other hazardous materials prior to approving land use projects. Where hazardous waste or hazardous materials may occur on a project site, a Phase I site assessment may be required prior to processing or approving your project. Respond to the following questions and provide the requested information:

1. Is there evidence of any past, potentially hazardous use on or near the project site, including underground fuel storage tanks, dumpsites, artillery ranges, surface or subsurface mining activity?

**Yes** Provide a Memo from the County Dept. of Environmental Health that adequate information is on file to accept the project for processing.

**No** List the research and/or source of information justifying your response.

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**Hazardous use.** It is the applicant's responsibility to understand the definition of "hazardous material" and "hazardous waste," as defined in the California Health & Safety Code, Chapter 6.5. The storage of hazardous materials and the generation of hazardous waste are regulated under federal, state and county codes. The storage of hazardous materials in quantities equal to or greater than, a total weight of 500 pounds, or a total volume of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas; or the generating of hazardous wastes in any quantity, requires a permit from the Nevada County Department of Environmental Health.

2. **Will hazardous materials be used, or will hazardous waste be generated from the facility resulting from this project? Check the appropriate response and provide the listed information.**

**Yes** A Hazardous Materials Inventory Statement (HMIS), obtained from the Department of Environmental Health, must be filed with this project application.

**No** Explain why no hazardous materials are used for the proposed use or business:

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