

**COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT**

950 Maidu Avenue, Suite 170
Nevada City, California 95959-8617
Phone (530) 265-1222 or *Fax* (530) 265-9851

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 2.23 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 8 1/2" 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.

**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: _____

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.

_____ Dated: _____ CDL# _____
 Signature
 _____ Tel #: _____
 Printed Name

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: _____

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.

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:
