



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY**

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**HOW TO COMPLETE AND RECORD A SEPTIC SYSTEM
RIGHT OF ENTRY AGREEMENT
AND
MONITORING & MAINTENANCE AGREEMENT**

1. Complete the Agreement form provided by Environmental Health.

- a) Please use black ink, making sure all information is legible.
- b) Place the name and address where you want the document returned by mail in the upper left-hand corner.
- c) On the line indicating the ownership, write the complete name of each owner (i.e. "John Q. Smith and Mary D. Smith", not "John and Mary Smith").
- d) Fill in the Assessor's Parcel Number and Street Address.
- e) In the presence of a Notary Public, sign the line(s) on the second page that call for your signature(s), and enter the date. (To find a notary, see "Notaries Public" in the phone book) Be sure to sign your name(s) exactly as written on the first page. Ensure that the Notary completes his/her portion at the bottom of the page with your name(s) exactly as written on the first page and signed on the second page. **NOTE:** If any portion of the document is not legible and reproducible on the Recorder's Office scanning system, including the Notary Seal, state law requires the Recorder's Office to *REJECT* the document.

2. Take the original completed, signed and notarized agreement to the Nevada County Recorder's Office on the 2nd floor, West Wing of the Eric Rood Administrative Center and complete the following:

- a) Pay the Recorder's fee and have the ORIGINAL agreement recorded. Within 4 weeks, the Recorder's Office will mail the recorded document to the address written in the upper left-hand corner.
- b) Purchase one (1) certified copy from the Recorder's Office.
- c) Submit the certified copy to Environmental Health.

If you have questions regarding recording fees, contact the Nevada County Recorder's Office at 265-1221 or toll free from within Nevada County at 1-888-844-1221.