

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

**APPLICATION PACKET for a
VOLUNTARY MERGER**

A “Merger” is a combining of two or more properties into one legal parcel. Pursuant to Section L-IV 3.11 of the Nevada County Subdivision Ordinance, a merger of two or more contiguous parcels, or units, may be initiated by the record owner(s). County ordinance requires a public hearing before the Board of Supervisors for properties proposed to be merged, except that, any owner(s) initiating the Merger may waive the right to a hearing.

Application for a Voluntary Merger is made to the Planning Department by the property owner(s) of record. It is the responsibility of the property owner(s) to have a legal description of affected properties prepared by a licensed surveyor, engineer, or title company. The property owner(s) must also obtain a Preliminary Title Report from a title company. Upon receipt of all required application documents, the Planning Department will review the application documents and will prepare the Notice of Merger for recordation. Any existing deeds of trust shall be revised to reflect the new property descriptions and shall be approved by the beneficiaries of said Deeds of Trust. Property owner(s) will be contacted for a recording fee the Nevada County Recorder. Any Deeds of Trust will be recorded concurrently with the Notice of Merger. Approximately three to four weeks after the Merger is recorded, the Planning Department will send a copy of the original recorded documents to all affected owners.

Once your property is merged, be advised that any future division of the property, back into two or more separate parcels, will be subject to subdivision laws in effect at that time. Having voluntarily merged properties does not grant the right to separate them in the future.

You must complete all forms and submit all required supplemental documents 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.

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

**VOLUNTEER MERGER
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. The Hazardous Waste Statement forms.
- () 5. Submit two copies of the Grant Deeds for each of the subject lots or parcels that are to be merged with this application.
- () 6. Submit a Preliminary Title Report, showing vested ownership. Property ownership must be shown exactly the same on each deed.
- () 7. The signed and notarized Waiver of Right to Hearing Form (attached). This form has to be signed by all record owners and by all persons having a record title interest in the real property, including beneficiaries or trustees of any deeds of trust.
- () 8. A legal description for the resulting property (after the merger), 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. Two copies of an exhibit/map showing the properties to be merged. The exhibit shall be drawn to scale, showing all legal dimensions, and folded to a maximum 8-1/2" X 14" size. Unfolded plans will not be accepted.
- () 10. If the exhibit/map is larger than 8 1/2" x 11" in size, submit a reduction of the map (required in 9 above) for recordation with the Notice of Merger.
- () 11. Two copies of a site plan, drawn to scale, showing the type and location of any improvements that exist on the subject properties, including structures and sewage disposal systems.

**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 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"/> Temp Commercial Permit |
| <input type="checkbox"/> Other (Specify): _____ | | |

PROJECT DESCRIPTION: _____

Assessor's Parcel No(s): _____

Applicants Name(s): _____

Mailing Address of Applicant(s): _____

Telephone No: () _____ Email: _____

Full Name(s) of Property Owner(s): _____

Mailing Address(es) of Property Owner(s): _____

Telephone No: () _____ Email: _____

Name of Representative (if applicable): _____

Address of Representative: _____

Telephone No: () _____ Email: _____

Situs 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.**

**NEVADA COUNTY
HAZARDOUS MATERIALS / WASTE STATEMENT**

APN: _____ Property Owner: _____

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:
