



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
COUNTY SURVEYOR**

**950 MAIDU AVENUE, NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-9851 <http://www.mynevadacounty.com>**

Sean Powers
Community Development Agency Director

Kevin J. Nelson
County Surveyor

Record of Survey Submittal Checklist

The Record of Survey submittal package shall include the following items to be considered complete:

1. Map check fee * (\$542.61)
2. Completed Agreement to Pay Form.
3. Two full size paper copies of the map (or full-sized 18"x26" PDF copy of the map emailed to County Surveyor at kevin.nelson@co.nevada.ca.us).
4. Current Assessor's Parcel Number(s) of the surveyed property.
5. Legible copies of all Deeds and maps needed for the resolution of the boundary (vesting deed, adjoining deeds, and any documents cited on the map).
6. Legible copies of all maps and deeds needed for boundary resolution that are not Nevada County Official Records (unrecorded surveys, Railroad Maps, Highway Right-of-Way Maps, maps/deeds from adjoining Counties, etc...).
7. Complete set of closure calculations.
8. Surveyor's contact information (name, address, phone number & email).

* - Current fee based on 2020/21 Fee Schedule



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Agricultural Commissioner

Building Department

Environmental Health

Planning Department

Dept. of Public Works

AGREEMENT TO PAY

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 and the following individuals concerning this 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.

Signature Dated: _____ CDL# _____

Printed Name Tel #: _____

THIS SECTION FOR OFFICE USE ONLY

Service: _____ Program: _____ Job No: _____
DPW #: _____ Project File #: _____ Billing Code: _____
Amount Collected: \$ _____ Receipt #: _____ Date of Receipt: _____

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