

**GLENN COUNTY**  
**Planning & Public Works Agency**

P.O. Box 1070 / 777 N. Colusa Street  
Willows, CA 95988  
530.934.6530 Fax 530.934.6533  
[www.countyofglenn.net](http://www.countyofglenn.net)



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**APPLICATION INSTRUCTIONS**

**FOR WILLIAMSON ACT**

**WHERE TO FILE:**

Glenn County Planning Division  
777 North Colusa Street, Willows, CA 95988

**WHEN TO FILE:**

First of July to the last Friday of September  
Last day to submit application is last Friday of September at 3:00 PM

**APPLICATION CHECKLIST:**

1.  The applicant shall pay the required application fee. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County. The current application fee is as listed in the Glenn County Master Fee schedule.
2.  The application form shall be properly filled out and signed by ALL property owners. All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation.
3.  Preliminary Title Report (issued within 90 days) and Current Deeds.
4.  One copy of the current County Assessor's Map with the property of the proposed Williamson Act contract delineated shall be submitted with the application.

According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance of the application as complete is not an indication of approval.

If the application is deemed incomplete for further processing, the applicant may appeal this decision to the Planning Commission by filing a Notice of Appeal with the Planning & Public Works Agency within ten (10) days from the date of the written notice (Glenn County Code §15.050.040). The Notice of Appeal shall be submitted in writing and accompanied by appeal fee as listed in the Glenn County Master Fee Schedule.

The Planning & Public Works Agency or any other reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Divisions 13 of the State of California Public Resources Code.

Upon acceptance of a complete application, you shall receive a packet which will include the following:

1. One copy of a Williamson Act contract.

The contract will need to be signed by ALL property owners. If the property owner is a corporation, a Resolution from the corporation is required which indicates an individual or individuals who are authorized to sign the contract on behalf of the corporation. All signatures on the contract shall be **notarized**. The notary shall submit an All-Purpose Acknowledgment in the format as described in the revised Civil Code Section 1189.

2. A Notice or Notices of Voluntary Merger will also be included if applicable to the project.

A Notice or Notices of Voluntary Merger will be required to be recorded in order for parcels to meet the minimum parcel size prescribed by the specific Williamson Act zoning category. All property owners will be required to sign the document. Pursuant to an Ordinance by the Board of Supervisors, your property shall be rezoned to an Agricultural Preserve Zone.

WA \_\_\_\_\_

**GLENN COUNTY**  
**PLANNING AND COMMUNITY DEVELOPMENT SERVICES AGENCY**  
777 North Colusa Street  
WILLOWS, CA 95988  
(530) 934-6540  
FAX (530) 934-6533  
[www.countyofglenn.net](http://www.countyofglenn.net)

**APPLICATION FOR WILLIAMSON ACT**

NOTE: FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Property Owner(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Business) \_\_\_\_\_ (Home) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (Section 65091 California Government Code).

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

3. Address and Location of Project: \_\_\_\_\_

4. Current Assessor's Parcel Number(s): \_\_\_\_\_

5. Existing Zoning: \_\_\_\_\_

6. Existing and Proposed Use of Property: \_\_\_\_\_

\_\_\_\_\_

7. Proposed Zoning Request: \_\_\_\_\_

8. Number of acres: \_\_\_\_\_

9. Surrounding Land Uses: Surrounding Zoning:  
 North: \_\_\_\_\_  
 East: \_\_\_\_\_  
 South: \_\_\_\_\_  
 West: \_\_\_\_\_

10. Topography: \_\_\_\_\_

11. Vegetation: \_\_\_\_\_

12. Water Supply: Source or Type Provider  
 Existing: \_\_\_\_\_  
 Proposed: \_\_\_\_\_

13. Sewage Disposal:  
 Existing: \_\_\_\_\_  
 Proposed: \_\_\_\_\_

14. Fire Protection:  
 Existing: \_\_\_\_\_  
 Proposed: \_\_\_\_\_

15. School District(s): \_\_\_\_\_

16. Natural hazards:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

17. Is there a Deed of Trust on this property? Yes \_\_\_\_\_ No \_\_\_\_\_

18. Description of Property – Assessor’s Parcel Numbers

Tax Rate Area No.	Book Page Parcel	Acreage	Assessed Value Land Only

TOTAL \_\_\_\_\_

19. Land Tenure (check) Owner-operated \_\_\_\_\_, Renter \_\_\_\_\_, Leased \_\_\_\_\_,  
Share Cropped \_\_\_\_\_, Other \_\_\_\_\_

20. Present Uses, Classes and Acreages

Land Class	Crop or Use	Soil Class, Rating or Income/acre	Acreage

Total Prime Land \_\_\_\_\_

Non-Prime			

Total Non-Prime Land \_\_\_\_\_

Non-Farm			

Total Non-Farm Land, i.e. roads, ditches, dwelling site \_\_\_\_\_

Total Acreage in Farm or Ranch	
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21. USE

Check Use	Use	Acres
	Single Family Dwelling for Owner or Employees and Accessory Buildings	
	Farm Labor Camps	
	Aircraft Landing Strips	
	Public Utility Installations	
	Communication Facilities	
	Pistol and Rifle Ranges	
	Riding Academy	
	Other (Describe)	

22. Number of Dwelling Units on Each Parcel

Parcel Number	Number of Dwelling Units

23. Consent to Merge Parcels:

As part of my (our) Williamson Act application I (We) hereby consent to merging all legally separate parcels of land into parcels meeting the minimum parcel size of the resultant Agricultural Preserve Zone as required by the Glenn County General Plan and Zoning Ordinance.

I (We) also hereby consent to merge all legally separate parcels not meeting the minimum sizes above in accordance with Section 66499.20-3/4 of the Subdivision Map Act.

If applicable, I (We) agree to have a Notice or Notices of Voluntary Merger recorded with the Williamson Act contract.

I (We) declare under penalty of perjury that the foregoing is true and correct.

All Property owners must sign:

_____	_____
_____	_____
_____	_____

**DECLARATION UNDER PENALTY OF PERJURY**

(Must be signed by all Property Owner(s))  
(Additional sheets may be necessary)

The Property Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s):

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner(s):

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_