

**GLENN COUNTY**  
**Planning & Community Development Services 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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**INSTRUCTIONS FOR FILING APPLICATION FOR  
CANCELLATION OF WILLIAMSON ACT CONTRACT  
(CALIFORNIA LAND CONSERVATION ACT CONTRACT)**

The following list is intended to meet the requirements of State of California Government Code Section 65940.

**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.  
(includes Zone Change)
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.  The application form shall be properly filled out and signed by the applicants and 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.
4.  Preliminary Title Report (issued within 90 days) and Current Deeds.
5.  Legal description of property to be included in the cancellation.
6.  The attached Environmental Information Form must be properly filled out and signed.
7.  One copy of the current County Assessor's Map with the property for the proposed cancellation delineated on the map 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 & Community Development Services 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 & Community Development Services 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.

**Pursuant to Board of Supervisors Resolution No. 96-12**

For complex projects, an estimate of the Glenn County Planning & Community Development Services Agency time and expense shall be prepared by the Glenn County Planning Division within thirty days of application submittal. The Applicant shall be notified of the amount of deposit required in writing. The Applicant shall be required to deposit the amount of money specified in the estimate in a Glenn County Planning & Community Development Services Agency Trust Account for the specific application.

No work shall be performed by the Glenn County Planning & Community Development Services Agency on the project in excess of the allotted hours listed above until funds are deposited in a Glenn County Planning & Community Development Services Agency Trust Account. Funds shall be deposited prior to determining that the application is complete for processing. At the time of final project approval, any excess funds remaining in the Trust Account shall be returned to the applicant.

**Additional Fee: California State Fish and Game Code Section 711.4:**

Pursuant to California Fish & Game Code §711.4, the County of Glenn is required to collect filing fees for the Department of Fish and Game for all projects processed with a Negative Declaration or Environmental Impact Report unless a fee exemption is provided in writing from the Department of Fish and Game. These filing fees are collected to defray the costs of managing and protecting fish and wildlife resources including, but not limited to, consulting with public agencies, reviewing environmental documents, recommending mitigation measures, and developing monitoring programs.

California Fish & Game Code §713 requires the Department of Fish and Game to adjust the filing fees annually. The annual fee adjustments are based on changes in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services, as published by the U.S. Department of Commerce. As the filing fees are adjusted annually,

you will be notified of the fee amount upon release of the environmental document for the project. You may go to <http://www.dfg.ca.gov/habcon/ceqa/> for more information and to see a list of the current filing fees.

Pursuant to California Fish & Game Code §711.4(d) and California Code of Regulations Title 14, Chapter 3, Article 6, Section 15075(a), the filing fee is required to be submitted prior to the noticing or approval of any project. All checks should be made payable to Glenn County. Under Section 711.4 (c)(3) of the Fish and Game Code, any approvals granted for any project are not vested until the filing fee is paid.

**Additional Fees:**

If additional fees are requires for environmental review of a project, the applicant shall be responsible for these fees. The applicant shall also be responsible to pay the cost for obtaining any necessary permits from any other agencies.

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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 CANCELLATION OF**  
**WILLIAMSON ACT CONTRACT**  
**(CALIFORNIA LAND CONSERVATION ACT CONTRACT**

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

1. Applicant(s):

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

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

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

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

2. Property Owner(s):

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

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

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

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

3. 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: \_\_\_\_\_

4. Request or Proposal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Address and Location of Project:\_\_\_\_\_
6. Current Assessor's Parcel Number(s):\_\_\_\_\_
7. Existing Zoning:\_\_\_\_\_
8. Existing Use of Property:\_\_\_\_\_
9. Proposed Use of Property:\_\_\_\_\_
10. Contract Number:\_\_\_\_\_
11. Date Contract was Recorded:\_\_\_\_\_
12. Recording Number for Contract:\_\_\_\_\_
13. Names of Landowner(s) on Contract:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Notice of Non-Renewal Recording Date:\_\_\_\_\_
15. Notice of Non-Renewal Recording Number:\_\_\_\_\_
16. Provide any additional information that may be helpful in evaluating your proposal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Applicant agrees, in the event the Contract, Contracts or portion or portions thereof described above (hereinafter “Contract”) is canceled, to defend at its sole expense and cost any action brought against Glenn County because of or resulting from any proceeding preliminary to or the actual cancellation of the Contract. Applicant shall reimburse Glenn County for any court costs and attorney’s fees which Glenn County may be required by a court to pay as a result of such action. Glenn County may at its sole discretion, participate in the defense of any such action, but such participation shall not relieve Applicant of its obligations under this condition.**

**DECLARATION UNDER PENALTY OF PERJURY**

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

The Applicant(s) and/or 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.

Applicant(s):

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

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

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

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

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: \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATES:

Application Received: \_\_\_\_\_ Zoning: \_\_\_\_\_

Notices mailed to Adjacent  
Property Owner(s): \_\_\_\_\_ Parcel Size: \_\_\_\_\_

Legal Notice: \_\_\_\_\_ Previous File#: \_\_\_\_\_

Supervisory Dist. \_\_\_\_\_

PC Meeting: \_\_\_\_\_ Resolution # \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Board of Supervisors Meeting: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Sectional District Map No. \_\_\_\_\_ Ordinance Sec. No. \_\_\_\_\_

Sub Sec. \_\_\_\_\_ Ord No. \_\_\_\_\_

Adopted: \_\_\_\_\_ Denied: \_\_\_\_\_

Case \_\_\_\_\_

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**ENVIRONMENTAL INFORMATION FORM**

**To be completed by applicant or engineer**

**Use extra sheets if necessary**

This list is intended to meet the requirements of State of California Government Code Section 65940.

I. GENERAL INFORMATION:

1. Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

2. Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

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

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

6. Existing Use: \_\_\_\_\_



7. Proposed Use of Site (project for which this form is prepared):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Indicate the type of permit(s) application(s) to which this form pertains:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. If the project involves a variance, conditional use permit, or rezoning application, state this and indicate clearly why the application is required:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. List and describe any other related permit(s) and other public approvals required for this project, including those required by city, regional, state, and federal agencies:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Have any special studies been prepared for the project site that are related to the proposed project including, but not limited to traffic, biology, wetlands delineation, archaeology, etc? \_\_\_\_\_

II. ENVIRONMENTAL SETTING:

1. Describe in detail the project site as it exists before the project, including information on topography, soil stability, plants and animals (wetlands, if any), different crops, irrigation systems, streams, creeks, rivers, canals, water table depth, and any cultural historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.  
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2. Describe the surrounding properties, including information on plants, animals, and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, agricultural, etc.), intensity of land use (one-family, apartment houses, shops, department stores, dairy, row crops, orchards, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

3. Describe noise characteristics of the surrounding area (include significant noise sources):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. SPECIFIC ITEMS OF IMPACT:

1. Drainage:

Describe how increased runoff will be handled (on-site and off-site):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the project change any drainage patterns? (Please explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the project require the installation or replacement of storm drains or channels? If yes, indicate length, size, and capacity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any gullies or areas of soil erosion? (Please explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you plan to grade, disturb, or in any way change swales, drainages, ditches, gullies, ponds, low lying areas, seeps, springs, streams, creeks, river banks, or other area on the site that carries or holds water for any amount of time during the year?

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If yes, you may be required to obtain authorization from other agencies such as the Army Corps of Engineers or California Department of Fish and Game.

2. Water Supply:

Indicate and describe source of water supply (domestic well, irrigation district, private water company):

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Will the project require the installation or replacement of new water service mains? \_\_\_\_\_

3. Liquid Waste Disposal:

Will liquid waste disposal be provided by private on-site septic system or public sewer?: \_\_\_\_\_

If private on-site septic system, describe the proposed system (leach field or seepage pit) and include a statement and tests explaining percolation rates, soil types, and suitability for any onsite sewage disposal systems:

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Will any special or unique sewage wastes be generated by this project other than normally associated with resident or employee restrooms? Industrial, chemical, manufacturing, animal wastes? (Please describe)

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Should waste be generated by the proposed project other than that normally associated with a single family residence, Waste Discharge Requirements may be required by the Regional Water Quality Control Board.

4. Solid Waste Collection:

How will solid waste be collected? Individual disposal, private carrier, city?

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5. Source of Energy:

What is the source of energy (electricity, natural gas, propane)?:

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If electricity, do any overhead electrical facilities require relocation? Is so, please describe:

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If natural gas, do existing gas lines have to be increased in size? If yes, please describe:

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Do existing gas lines require relocation? If yes, please describe:

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6. Fire Protection:

Indicate number and size of existing and/or proposed fire hydrants and distance from proposed buildings:

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Indicate number and capacity of existing and/or proposed water storage facilities and distance from proposed buildings:

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IV. FOR ZONE CHANGE, ZONE VARIANCE, AND SPECIAL USE PERMIT APPLICATION:

1. Number and sizes of existing and proposed structures:

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Square footage (structures) \_\_\_\_\_ S.F.; \_\_\_\_\_ S.F.  
(New) (Existing)

2. Percentage of lot coverage: \_\_\_\_\_

3. Amount of off-street parking provided: \_\_\_\_\_

4. Will the project be constructed in phases? If so, please describe each phase briefly:

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5. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected:

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6. If commercial, indicate type, estimated employment per shift, days and hours of operation, estimated number of daily customers/visitors on site at peak time, and loading facilities:

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7. If industrial, indicate type, estimated employment per shift, and loading facilities:

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8. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:

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9. List types and quantities of any hazardous or toxic materials, chemicals, pesticides, flammable liquids, or other similar product used as a part of the operation and storage container sizes:

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Submit Material Safety Data Sheets (MSDS) for any proposed hazardous materials. If hazardous materials are proposed, it is recommended that the applicant contact the Air Pollution Control District/CUPA for permitting requirements.

10. Describe any earthwork (grading) to be done and dust control methods to be used during construction:

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11. Describe any potential noise or vibration sources associated with the project (i.e. compressor, machine noise, heavy equipment).

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12. Describe source, type, and amount of air pollutant emissions (smoke, odors, steam, gases, water vapor, dust, chemicals) from the project. Describe what methods would be used to reduce emissions:

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V. CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

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

For: \_\_\_\_\_

According to Section 65943 for the California Government Code, your application will be reviewed within 30 days and you or your agent will receive written notice regarding the completeness of your application. Any 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 Division 13 of the State of California Public Resources Code.