

## **New Contract Application Procedures**

- 1) Read the attached Butte County *Administrative Procedures and Uniform Rules for Implementing the Williamson Act* for the requirements of Butte County's Williamson Act program, and for minimum parcel size requirements for entering into a contract.
- 2) Complete one copy of the Application for Land Conservation Act Agreement. Be sure that this is signed and dated. Also fill out the Assessor Parcel Number List, identifying the Assessor's Parcel Number, Owner(s), Land Use, and Size of each parcel proposed for inclusion in the contract.
- 3) Submit one copy of the Preliminary Title Report (not over six months old, with plat maps attached), specifically identifying a complete legal description of the property you wish put into the contract, describing each parcel or parcels on the tax roll and the ownership.
- 4) Submit documentation that all parcels were created in compliance with County Code (creation deeds or maps). All parcels that fail to meet minimum parcel size requirements must be legally merged to comply with these requirements, concurrently with approval of a contract for inclusion into the Williamson Act.
- 5) Submit the completed materials to the Department of Development Services, 7 County Center Drive, Oroville, CA, 95965, accompanied by the application fee, **on or before September 15<sup>th</sup>**, in order for the contract to become effective during the following tax year.
- 6) Each application must be reviewed by the Butte County Williamson Act Advisory Committee. The committee will review the application's compliance with Butte County's Williamson Act program and will make recommendations to the Board of Supervisors.
- 7) Based on the information submitted in the application, and once review is complete, County staff will prepare the Land Conservation Agreement (contract), which must be signed by all owners as described in the Title Report, in front of a Notary Public with the proper acknowledgment for either individuals or corporations/partnerships attached.
- 8) The Board of Supervisors then considers the recommendation of the Williamson Act Advisory Committee and either approves or denies the draft contract.
- 9) Approved applications are signed by the Chair of the Board of Supervisors and recorded.



BUTTE COUNTY
APPLICATION FOR LAND CONSERVATION ACT
CONTRACT AGREEMENT OR AMENDMENT

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Table with 3 columns: ASSESSOR PARCEL NO., NO. OF RESIDENTIAL STRUCTURES, ACREAGE. Includes four rows of blank lines for data entry.

TOTAL: \_\_\_\_\_

APPLICATION MUST INCLUDE THE FOLLOWING:

- 1. Preliminary Title Report describing each parcel or parcels on the tax roll and the ownership. Title Report shall be not more than six (6) months old with plat maps attached.
2. An application fee of \$2,341.70. Any additional review required will be billed at an hourly rate of \$194.74. Please make checks out to "Butte County Treasurer."
3. Applications must be submitted to the Department of Development Services on or before September 15th for the contract to become effective the following year.

PROPERTY INFORMATION

How long have you owned the land? \_\_\_\_\_

Was the property acquired during the last 5 years? Yes \_\_\_ No \_\_\_.

Is the land listed for sale at the present time? \_\_\_\_\_

Are there any known mineral deposits on the land? \_\_\_\_\_

If the answer is yes:

1. List the minerals \_\_\_\_\_
2. If ownership is not the same as property owner, who owns the mineral rights? \_\_\_\_\_

**LAND USE (Indicate if proposed contract use differs from present use):**

1. ORCHARD (vineyards, orchards, etc.; 20-acre minimum parcel size):

Description of use _____	Acreage _____
_____	_____
_____	_____
<b>TOTAL:</b> _____	

2. FIELD CROPS, IRRIGATED PASTURE OR IRRIGATED RICE (80-acre min. parcel size):

Description of use _____	Acreage _____
_____	_____
_____	_____
<b>TOTAL:</b> _____	

3. DRY LAND GRAZING (160-acre minimum parcel size):

Description of use _____	Acreage _____
_____	_____
_____	_____
<b>TOTAL:</b> _____	

4. OPEN SPACE (wildlife habitat, managed wetlands, etc.; 80-acre minimum parcel size)

Description of use _____	Acreage _____
_____	_____
_____	_____
<b>TOTAL:</b> _____	

Land is being used by: Owner \_\_\_\_\_ Leased \_\_\_\_\_ (Check one)

If being grazed, what is the average animal carrying capacity per acre? \_\_\_\_\_

What is the average number of animals being grazed on the property per year? \_\_\_\_\_

5. List all other uses on the property (attach additional sheets as necessary):

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6. List all built structures on the property (attach additional sheets as necessary):

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7. Other information or explanation to support application:

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The above statements are certified by the undersigned owners of the property listed on page one of this application to be complete, true and correct.

DATE: \_\_\_\_\_ Signature \_\_\_\_\_  
(Owner)

DATE: \_\_\_\_\_ Signature \_\_\_\_\_  
(Owner)

DATE: \_\_\_\_\_ Signature \_\_\_\_\_  
(Owner)