



## CITY OF NEVADA CITY

317 Broad Street • Nevada City, California 95959 • (530) 265-2496

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### CHECKLIST FOR MINOR ARCHITECTURAL REVIEW APPLICATIONS (and Staff Approvals where applicable under Ord 97-01)

This packet contains filing instructions for completing a Minor Architectural Review application. Minor Architectural Review applications apply to:

1. Roof Replacements (and solar panels)
2. Like-for-like replacements (colors, windows, roofs)
3. Additions that are less than 25% of the existing conditioned living area of residence, and where materials match those of existing residence.

These types of applications can be approved by two signatures from City Staff (usually the City Planner and the City Engineer), as authorized by **Ordinance No. 97-01**.

#### **PROCESS:**

Please submit your application packet to the City for processing. Staff makes every attempt to process these applications as quickly as possible, but please allow up to 5 days for review. Once Nevada City's approval has been obtained, a building permit can be obtained (if needed) from the Nevada County Building Department (located at the Nevada County Government Building at 950 Maidu Avenue, Nevada City, CA 95959; phone: 530-265-1222.) The Building Department will require 2 sets of plans that include two City staff signatures (usually City Planner and City Engineer). Building Department will require a City-approved copy of your application prior to issuance of any permits.

The Nevada City Fire Department should also be contacted to determine if their approval is required (phone 530-265-2351, located at Providence Mine Road, Nevada City, **or obtain a copy of their plan submittal requirements**).

#### **CHECKLIST:**

- 1. **Filing fee of \$50.00, with checks being made payable to City of Nevada City.**
- 2. Signed, completed application form by owner or authorized agent (if agent is signing, please include a letter of authorization from the property owner.)
- 3. Material specifications (provide details for roof types, window types, materials to be used)
- 4. Site plan indicating where work will be done
- 5. Photograph(s) of existing structure

#### **NOTE:**

- 6. **Backflow Prevention Device: The City requires that with the issuance of ANY building permit, a backflow prevention device shall be installed on the sewer lateral from the City sewer main to the property. Attached is information on how to comply with the ordinance. If a backflow device is not installed on the property, one will be required PRIOR to the final issuance of any building permit.**  
**SEE ATTACHED INFORMATION.**



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**OFFICE USE ONLY**

Filing Fees

Chk                  Cash

Bus. Lic.

## MINOR ARCHITECTURAL APPROVAL

Applicant/Property Owner

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State

\_\_\_\_\_

Phone

**Check all that apply:**

- Roof Replacement
- Like for Like Replacement
- Minor Additions (less than 25% of existing home)

**Supporting data must be attached:**

- *Color chips, if requested*
- *Material specs, i.e. roofing, windows, etc.*
- *Photos of existing structure must be submitted*
- *Site plan drawn to scale*

Address and Assessor's parcel number of property where work is proposed:

\_\_\_\_\_

Street Address

\_\_\_\_\_

Assessor's Parcel Number

### Description of work:

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### NOTICE TO APPLICANT:

This architectural approval by the City Staff is authorized by Planning Commission resolution. **The approval is strictly limited to the above work.** Any other work may require Planning Commission approval. Please call City Hall if you have any questions regarding the extent of this approval.

**This approval does not exempt the work from a building permit.** Contact the Nevada County Building Department (265-1222) to check whether a building permit is required. This form may be presented as evidence of City architectural approval for the above work.

Contractors must have a current Business License on file with the City of Nevada City.

**Approved by:**

**Date:**

( ) **If checked, staff recognizes this building is located within the City's Historical District; said Historical District is listed on the National Register, listed in September 1985 and as such can be excepted per Title 24 part 8.**

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# **HOW TO COMPLY WITH CITY ORDINANCE REQUIRING BACKFLOW PREVENTION DEVICE**

The City of Nevada City adopted Resolution 2005-12 on March 14, 2005 which requires that with the issuance of any building permit, a back-flow prevention device shall be installed on the sewer lateral from the City sewer main to the property. A back-flow prevention device is also required upon the sale of any parcel within the City (prior to the close of escrow or transfer).

The City contracts with the Nevada County Building Department for issuance of all building permits (construction, roofing, plumbing, etc.). At the time of building permit application, the building staff will ask if a backflow prevention device has been installed. If not known, the Inspector will check when inspecting the property. If one is not installed, the following process needs to be undertaken:

1. Contact City Hall Planning Department (530-265-2496 x130) to determine to if a back flow prevention permit is on file. If one is on file, a copy will be provided to applicant to give to County Building Department. If not please take the following steps:
2. Contact plumber or contractor to install a backflow device.
3. Call Nevada City Hall (530-265-2496). Ask for extension 148 (Public Works) and request an inspection, leaving the name, address and phone number to contact. An inspection will be scheduled.
4. After inspection, Public Works will complete a form for applicant to take back to the County Building Department. A copy will be retained in the City address files.

Building Permit can be issued by the County