



Community Development Agency

Environmental Health

Env.Health@nevadacountyca.gov
www.nevadacountyca.gov/eh

950 Maidu Avenue, Suite #170
PO BOX #599002
Nevada City, CA 95959-7902

PH: (530) 265-1222 ext. 3
FAX: (530) 265-9854

HOW TO COMPLETE AND RECORD A SEPTIC SYSTEM RIGHT OF ENTRY AGREEMENT AND MONITORING & MAINTENANCE AGREEMENT

1. **Complete the Agreement form provided by Environmental Health (see pages 2-3).**
 - a) Please use black ink, making sure all information is legible.
 - b) Place the name and address where you want the document returned by mail in the upper left-hand corner.
 - c) On the line indicating the ownership, write the complete name of each owner (i.e. "John Q. Smith and Mary D. Smith", not "John and Mary Smith").
 - d) Fill in the Assessor's Parcel Number and Street Address.
 - e) In the presence of a Notary Public, sign the line(s) on the second page that call for your signature(s), and enter the date. (To find a notary, see "Notaries Public" in the phone book) Be sure to sign your name(s) exactly as written on the first page. Ensure that the Notary completes his/her portion at the bottom of the page with your name(s) exactly as written on the first page and signed on the second page. **NOTE:** If any portion of the document is not legible and reproducible on the Recorder's Office scanning system, including the Notary Seal, state law requires the Recorder's Office to *REJECT* the document.

2. **Take the original completed, signed and notarized agreement to the Nevada County Recorder's Office on the 2nd floor, West Wing of the Eric Rood Administrative Center and complete the following:**
 - a) Pay the Recorder's fee and have the ORIGINAL agreement recorded. Within 4 weeks, the Recorder's Office will mail the recorded document to the address written in the upper left-hand corner.
 - b) Purchase one (1) certified copy from the Recorder's Office.
 - c) **Submit the certified copy to Environmental Health.**

If you have questions regarding recording fees, contact the Nevada County Recorder's Office at 265-1221 or toll free from within Nevada County at 1-888-844-1221.

RECORDED AT THE REQUEST OF:
NEVADA COUNTY
DEPARTMENT OF
ENVIRONMENTAL HEALTH

RETURN TO:
CDA – Department of Environmental Health
950 Maidu Ave. Suite #170
PO BOX 59902
Nevada City, CA 95959-7902

RIGHT OF ENTRY AGREEMENT AND MONITORING AND MAINTENANCE AGREEMENT

The undersigned, _____, is the owner of the legal property in the County of Nevada, State of California, which is identified as follows:

Assessor's Parcel Number: _____

Street Address: _____

RIGHT OF ENTRY AGREEMENT

The undersigned hereby grants to the County of Nevada permission to enter upon the above-described parcel and bring associates and employees of the Nevada County Department of Environmental Health, and certified persons hired to fulfill the requirements of the sewage disposal ordinance. Said Entry is solely for the purpose of observing, testing, sampling, placing and removing of test devices and samples, evaluating, monitoring and determining conformance with the ordinance for the sewage disposal system, which is constructed upon said real property. Any entry pursuant to this Right of Entry shall be during normal business hours, with prior notification to the owner, at a date and time agreed upon by all parties.

This Right of Entry is granted pursuant to special conditions placed on the permit for installation of the sewage disposal system, which is constructed upon said real property, and pursuant to Nevada County Land Use & Development Code, Chapter VI, Article 1.

MONITORING AND MAINTENANCE AGREEMENT

The undersigned agree(s) to comply with the Nevada County ordinance governing sewage disposal (Land Use and Development Code Chapter L-VI, Article 1) regarding operation, monitoring and maintenance of the sewage disposal system. I/We agree to operate and maintain the sewage disposal system in conformance with all applicable requirements of the Monitoring and Maintenance section of the Nevada County Sewage Disposal Regulations, including but not limited to:

1. Ensure that annual monitoring, inspection and/or necessary maintenance, is performed by persons currently certified by the Nevada County Department of Environmental Health for performing this service.
2. Perform any necessary monitoring & maintenance required by the permit to ensure the proper operation of the sewage disposal system. In the event of a system failure, I/we will contact a certified operator and the Nevada County Department of Environmental Health to advise them of the problem.

3. Permit Department staff to enter upon the property during normal business hours, with prior notification to the owner, at a date and time agreed upon by all parties, to verify compliance with ordinance requirements.
4. I/we will obtain and maintain an annual operating permit from the Nevada County Department of Environmental Health for the operation of this sewage disposal system. I/we recognize that failure to comply with the requirements of the ordinance and regulations regarding the proper operation, monitoring and maintenance of the sewage disposal system may result in suspension or revocation of the permit. I/we also recognize that failure to adhere to the requirements of the regulations may result in enforcement actions, which may incur enforcement and/or inspection fees.

These Agreements will be in force for the life of the system, and will run with the land and be binding upon and inure to the benefit of all heirs, successors, and assigns of the undersigned.

Signed: _____, OWNER

Signed: _____, OWNER

Dated: _____

A notary public or other officer completing this certificate verified only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of the document.

State of California

County of _____

On _____ before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Signature

seal