

**HOW TO FILE A NOTICE OF NON-RENEWAL  
FOR YOUR  
CALIFORNIA LAND CONSERVATION ACT CONTRACT**

If you plan to file a Notice of Non-Renewal on **ALL** of the properties that are under a single contract, then go to item **I** below. If you wish to file a Notice of Non-Renewal on **SOME** of the properties that are under a single contract, then go to item **II** below.

**ITEM I**

To file a Notice of Non-Renewal for a California Land Conservation Act Contract, you will need to do the following:

1. Attach a copy of your **NOTICE OF NON-RENEWAL**, which should include:
  - A. Your Assessor's Parcel Number, which is located in the upper left-hand corner of your most current Property Tax Bill. You can get help in finding the Agricultural Preserve Number, Contract Number, Book and Page Numbers, and Current Property Owners from the Clerk of the Board, the Assessor's Office or the Community Services Department.
  - B. List all the affected current property owners and their mailing addresses. The first name on the list will be considered the primary contact person, and this person should include his/her phone number. Notice of Non-Renewal requests cannot be processed unless all affected parties sign the Notice. Signature(s) of property owners must be notarized by a licensed notary public on the enclosed acknowledgment form, which the Clerk of the Board's Office will then record with the County Recorder.
  - C. Affirm that the notice includes all the properties listed in the particular contract.
2. Complete and submit the completed **NOTICE OF NON-RENEWAL** and acknowledgment forms for property owners to the Clerk of the Board no later than **February 15th at 5:00 p.m.** (as required by Government Code Section 51245). Notices filed after that date will not activate the non-renewal until the second year.

**ITEM II**

To process a request of non-renewal on some, but not all, of the land under a California Land Conservation Act Contract, you must first:

1. Contact the Community Services Department regarding the application process for a Contract Split. The objective of obtaining a Contract Split is to acquire separate contracts for that portion of land you wish to Non-Renew and another contract for the land remaining under the California Conservation Act.

- A. Before you contact the Community Services Department, obtain from the Assessor's Office the current Parcel Number(s) (for the affected land), the Book and Page Numbers where the parcel(s) can be found, and the existing Contract Number. You will also need to obtain documentation concerning the legal status of your parcel(s) via a recorded deed or map.
  - B. Each requested contract must comply with the provisions of county regulations (appropriate size for the soil type, legal separate parcel(s), etc.), and approval by the Planning Commission.
2. When you have obtained the necessary contract split, you may then file a Notice of Non-Renewal. See ITEM I above.

You may need to contact the following Agencies:

For:

**Clerk of the Board of Supervisors**..... Notice of Non-Renewal Form  
Second Floor, Room 204, Administrative Building    Notice of Rescission of Non-Renewal Form  
625 Court Street, Woodland, CA 95695  
Phone: (530) 666-8195      FAX (530) 666-8193

**Yolo County Assessor's Office**..... Current Assessor Parcel Number  
First Floor, Room 104, Administrative Building      Current Property Owner Names  
625 Court Street, Woodland, CA 95695      Existing Contract Numbers  
Phone (530) 666-8135      FAX (530) 666-8047      Book and Page Numbers

**Yolo County Community Services Department**.....Application for Contract Split  
292 West Beamer Street, Woodland, CA 95695      Ag Preserve Number  
Phone (530) 666-8775    FAX (530) 666-8728

**Yolo County Clerk-Recorder**.....Recorded Maps  
Basement Floor, Room B05, Administrative Building      Recorded Deeds  
625 Court Street, Woodland, CA 95695  
Phone (530) 666-8130      FAX (530) 666-8109

**NOTICE OF NON-RENEWAL  
FOR A  
CALIFORNIA LAND CONSERVATION CONTRACT**

The property owners of those properties listed below hereby give notice to the County of Yolo, pursuant to the California Government Code Section 51245, of the non-renewal of said contract.

Agricultural Preserve Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Book Number: \_\_\_\_\_ Page Number: \_\_\_\_\_

Document Number: \_\_\_\_\_

Assessor's Parcel Number (s): \_\_\_\_\_

Owners of Contracted Land:  
(Names, addresses and specific parcel number)  
(Primary Contact Person, first on list and include phone number)

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

The undersigned property owner(s) is/are a party to a California Land Conservation Act Contract with the County of Yolo. Said Contract controls that property described by the above listed parcel numbers.

This Notice of Non-Renewal encompasses all contracted land:                      Yes                      No

Date Notice of Non-Renewal was received by Clerk of the Board of Supervisors: \_\_\_\_\_

This Notice of Non-Renewal includes the signatures of all parties having an ownership interest in the affected property(s).                      Yes                      No

Signature	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AGENCY RESPONSE  
NOTICE OF NON-RENEWAL  
FOR A  
CALIFORNIA LAND CONSERVATION CONTRACT

Date Notice of Non-Renewal was Filed: \_\_\_\_\_

Primary Contract Person/Owner: \_\_\_\_\_

Agricultural Preserve Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Book Number: \_\_\_\_\_ Page Number: \_\_\_\_\_

Document Number: \_\_\_\_\_

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REVIEWING AGENCY

Yolo County Assessor's Office

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

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

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

Comments:

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Yolo County Community Services Department

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

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

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

Comments:

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

STATE OF CALIFORNIA)

) ss.

COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_(DATE), before me, \_\_\_\_\_ (NOTARY PUBLIC), personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) 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'S SIGNATURE (Seal)