

**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 Rescission of Non-Renewal Form
 Second Floor, Room 204, Administrative Building Existing Contract Numbers
 625 Court Street, Woodland, CA 95695 Book and Page Numbers
 Phone: (530) 666-8195 FAX (530) 666-8193 Ag Preserve Number
 Email: clerkoftheboard@yolocounty.org

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
 Phone (530) 666-8135 FAX (530) 666-8047

Yolo County Community Services Department.....Application for Contract Split
 292 West Beamer Street, Woodland, CA 95695
 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

Printed Name

Signature

Date

Printed Name

Signature

Date

Printed Name

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: _____

REVIEWING AGENCIES

Yolo County Assessor's Office

Approved _____

Disapproved _____

Signature

Date

Printed name and title

Comments: _____

Yolo County Community Services Department

Approved _____

Disapproved _____

Signature

Date

Printed name and title

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)