



RIVERSIDE COUNTY PLANNING DEPARTMENT

Charissa Leach, P.E.
Assistant TLMA Director

FILING INSTRUCTIONS FOR NOTICE OF NONRENEWAL WITHIN AN AGRICULTURAL PRESERVE

THE NOTICE OF NONRENEWAL WITHIN AN AGRICULTURAL PRESERVE FILING PACKAGE
MUST CONSIST OF THE FOLLOWING:

1. A completed and signed application form; with attachments, if necessary.
2. A current legal description for each property involved as recorded in the Office of the County Recorder. A grant deed of each property involved will suffice.
3. A completed and signed [Land Use and Permit Application Processing Agreement](#).
4. A Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application.
5. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
6. Initial payment of deposit-based fees for a Notice of Non-Renewal within an Agricultural Preserve application.

INFORMATION REGARDING A NOTICE OF NONRENEWAL

Land Conservation Contracts executed under the State's Land Conservation Act (Williamson Act) [[Government Code Section 51200 et. seq.](#)] are in effect for ten years from the anniversary date of the Contract (January 1st). Contracts are automatically renewed for one additional year on each anniversary date of the contract. Therefore, the contract will remain in effect indefinitely.

To terminate the automatic renewal of the contract, a Notice of Nonrenewal Form must be obtained from the Planning Department. This Notice of Nonrenewal is completed by the landowner and returned to the Planning Department with the appropriate filing fee. This Notice will be reviewed for correctness by the Planning Department before being recorded. Once it is recorded, the Land Conservation Contract to which it pertains will not be renewed. This, in effect, will cause the contract to lapse ten years after the Notice is recorded. Such Notice of Nonrenewal must be received by the Planning Department at least 90 days prior to the anniversary date, or the contract shall be considered renewed for one additional year. A separate Notice of Nonrenewal is required for each individual Land Conservation Contract for which nonrenewal is requested.

Upon a request by the landowner, the Board of Supervisors may authorize the owner to serve a Notice of Nonrenewal on a portion of that owner's land under contract within an individual agricultural preserve. Unless authorized by the Board to serve a Notice of Nonrenewal on a portion of the owner's

FILING INSTRUCTIONS FOR NOTICE OF NON-RENEWAL WITHIN AN AGRICULTURAL PRESERVE

land within an individual agricultural preserve, the Notice of Nonrenewal shall be for nonrenewal of the contract for all of the owner's land within an individual preserve.

INSTRUCTIONS FOR COMPLETING A NOTICE OF NONRENEWAL

1. Fill out the appropriate Notice of Nonrenewal Form by providing all of the information required.
2. The Notice of Nonrenewal must be signed by all owners before a Notary Public. A General Partner may sign on behalf of a partnership; a corporate officer may sign on behalf of a corporation. However, if the Notice of Nonrenewal is signed on behalf of a partnership or corporation, the [jurat](#) completed by the Notary Public must indicate that the person signing the Notice of Nonrenewal is authorized to act on behalf of the partnership or corporation. (The Notary Public should have specific jurats for persons acting on behalf of partnerships or corporations, or when acting under a power of attorney. Be sure that the appropriate jurat is used.) An incorrectly notarized Notice of Nonrenewal cannot be accepted by the Planning Department for filing.
3. If the Notice of Nonrenewal is for a portion of the owner's land under contract within an individual preserve, the owner should attach a letter requesting the Board of Supervisors to authorize the owner to serve a Notice of Nonrenewal on a portion of the owner's land within that individual agricultural preserve. When a landowner is a successor-in-interest to the owner who executed the Land Conservation Contract with the County, the Notice of Nonrenewal shall be accompanied with proof of ownership, such as a copy of the deed or title insurance policy.
4. Return the signed and notarized Notice of Nonrenewal, and any required attachments, to the Planning Department with the indicated initial deposit of the filing fee.
5. For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Ombudsman staff. Click on the following link <http://rctlma.org/Departments/Administrative-Services/Ombudsman> for more information.