



Siskiyou County Planning Division

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[Siskiyou County Planning Division](#)

Williamson Act Contract Amendment Application Guide

The intent of this guide is to provide the instructions to allow existing Williamson Act Contract holders to be able to complete an application to amend their existing Williamson Act Contracts. County staff is available to provide assistance should any questions arise during the completion of the application requirements.

In completing the application requirements, an Application for Development Review shall be completely filled out and signed by the applicant(s) and all property owners. If the property owner is a corporation, documentation shall be submitted verifying that the person submitting the application has legal authority to do so to the satisfaction of the Planning Director.

All required information should be typed or printed neatly in black ink. The form is available on the Planning Division website.

Frequently Asked Questions

What Are the Steps to Process the Application?

The first step in the process is to file a completed application. Should you have any questions on completing the application forms, please contact the Planning Division.

Once the application has been submitted, it will be assigned to a project planner who will be responsible for processing the application and assisting you in processing the application. Shortly after the application has been submitted, the planner will review the application for completeness and will contact you to discuss any project-related questions or issues.

The completed application will be scheduled for review before the Agricultural Preserve Advisory Board who will review the proposed application in August/September of any given year. Their recommendations will be forwarded to the Board of Supervisors who will make a final decision on any proposed contract changes in September/October of any given year. *Please note that if the contract change is being processed as part of a boundary line adjustment between existing contracted properties within the same Agricultural Preserve, the contract change may be processed at any time throughout the year pursuant to Section VI.B of the County Rules and Policies.*

Once the Board has approved the contract amendments, staff will process the final contract which will be forwarded to you to obtain the final signatures of all property owners and any applicable lien holders. The goal is to have all required paperwork completed in November to ensure the new contracts are recorded in time to become effective January 1st of the following year.

What Are the Fees to Process this Application?

Planning Department: The Siskiyou County Planning fees can be obtained from the Application for Development Review. Please refer to the Agricultural Preserve Fees under Planning Permit

Fees – 551650. Additional information about the Planning Department’s fees can be obtained by reviewing Section 10-6.1601 of the Siskiyou County Code. Checks to be made payable to Siskiyou County.

Please note that certain applications will require additional County Counsel review and an additional deposit will be required against which the costs of the additional review will be billed. Your project planner can provide you with information about the applicability of this requirement, and additional information can also be obtained by reviewing Section 10-6.1601 of the Siskiyou County Code.

When Must I File?

Applications must be received by the Planning Division no later than 5:00 p.m. of June 30th of any given year. Should June 30th fall on a weekend, the application deadline reverts to the previous Friday at 5:00 p.m. It is suggested that prior to submitting an application, any interested persons should make arrangements to receive application forms by May 15th of any given year and discuss any questions with the Planning Division prior to June 1st of any given year.

What Must I File?

1. One completed and signed County standard application form. This form needs to be signed by all separate property owners/business interests.
2. One copy of the Williamson Act Contract Amendment Questionnaire completed and signed (included with this Application Guide).
3. One copy of an Assessor parcel map or other map which clearly indicates the boundaries of the contract property and proposed change(s).
4. A copy of the Grant Deed for each legal parcel contained in the application.
5. An accurate legal description of the land included in the application and proposed change(s). This legal description should match the one provided for the boundary line adjustment and will become part of the Contract as Exhibit A.
6. Provide a copy of any and all Deeds of Trust for all of the legal parcels that are included in the application. Also provide copies of title report(s).
7. A copy of the property’s existing Williamson Act Contract. The County can provide the contract if necessary.
8. Provide a current Preliminary Title Report no more than 6 months old.

After You File Your Application:

1. The final Land Conservation Contract will be returned to you for the signatures of the owners of the property and all signatures of any and all lienholders to the property included in the Contract. **All signatures must be notarized.**
2. On the Consent of Lienholder page(s), the lienholder’s signature **must be notarized**. Also, if no lienholders exist, it must be acknowledged on that form.
3. On the first page of the Land Conservation Contract, please leave the date in Section 2 blank. This will be filled in by the Clerk at the time of approval of the Contract.
4. The signed **and notarized** Land Conservation Contract which must include the **notarized signatures of any and all lienholders** must be returned to the Planning Division by the date that will be specified.

What is the Term of the Contract?

The Contract is effective on the first day of January following approval by the Board of Supervisors. The initial term of the contract is ten years and will automatically be extended for one additional year on each January 1st thereafter, unless the landowner gives the County notice of his desire not to renew the contract at least 90 days prior to the January 1st anniversary date, or the County gives notice of non-renewal at least 60 days prior to the January 1st anniversary date.

When Will I Receive My Copy of the Contract?

The property owner will receive their copy of the Contract after recordation.

May I Cancel My Contract?

It has not been the policy of the Board of Supervisors to approve cancellation except in cases meeting stringent requirements of the Williamson Act regarding cancellation. The mere existence of an opportunity for another use of the land, or the uneconomic character of an existing agricultural use, is not sufficient justification for cancellation.

May I Sell or Otherwise Divide the Property?

Yes. Your property may be sold, although the obligation imposed by the Contract will continue to apply to the use of the land. Your property may also be divided subject to existing land division requirements and compliance with Agricultural Preserve rules. However, a New Land Conservation Contract will have to be executed by the Owner of each parcel created by the division at the time of the division pursuant to Section 12 of the Contract.

How Will My Property be Assessed?

You should contact the County Assessor at (530) 842-8036 to determine how the Contract will affect your taxes.

Parcels within One Mile of City Limits:

Parcels which are located within one (1) mile of a city may be approved only if the application is not protested by the city or, if protested, the protest is not upheld by the Local Agency Formation Commission (LAFCo) following a hearing pursuant to Government Code Section 51243.5. In reviewing applications on parcels within one (1) mile of a city, the Board will consider whether the land in question has been designated as open space on the General Plan of either the County or the city.

What are the Qualifications for a Contract?

Section III of the County’s Rules for the Establishment and Administration of Agricultural Preserves and Williamson Act Contracts details the eligibility requirements. In general, agricultural land must contain at least 40 acres of Class I or Class II equivalent soils as shown below.

	<u>Land Classification</u>	<u>Class Equivalent</u>
	Irrigated	Dry
I	1 Acre = 1 Acre	1 Acre = 1 Acre
II	1 Acre = 1 Acre	1 Acre = 1 Acre
III	1 Acre = 1 Acre	2 Acres = 1 Acre
IV	2 Acres = 1 Acre	4 Acres = 1 Acre
V	3 Acres = 1 Acre	6 Acres = 1 Acre
VI	3 Acres = 1 Acre	6 Acres = 1 Acre
VII	10 Acres = 1 Acre	10 Acres = 1 Acre

In addition, as detailed in Section IV of the County's Rules and Policies, land enrolled in the Agricultural Preserve Program is to be used principally for commercial agricultural production. Please refer to Section IV.A for specific examples.

In processing an amendment to an existing Williamson Act Contract, any change in use that would occur as a result of the amendment needs to be clearly identified so that this change can be evaluated against the County's Rules and Policies.

Williamson Act Contract Amendment Questionnaire

(This form is to be attached to the County’s standard application form)

Owner’s name: _____

Address: _____

Parcel Numbers: _____

How long have you owned this land? _____

Type of Agricultural Use:

Dry pasture acreage _____

Irrigated pasture acreage _____

Dry farming acreage _____ Crops grown _____ Production per acre _____

Field crop average _____ Crops grown _____ Production per acre _____

Type of irrigation (pivot line, ditch, etc.) _____

Row crop acreage _____ Crops grown _____ Production per acre _____

Other acreage _____ Type _____ Production per acre _____

Other Income:

Hunting rights \$ _____ per year _____ acres

Fishing rights \$ _____ per year _____ acres

Other _____ rights \$ _____ per year _____ type _____

Quarrying \$ _____ per year _____ type _____

Other \$ _____ per year _____ type _____

Other \$ _____ per year _____ type _____

Land Leased to Others

Name of owner _____ Number of acres _____

Rental fee per acre \$ _____ Use of land _____

Terms of lease _____ Lease termination date _____

Share cropped with others: Crop _____ Percent to owner _____ Acres _____

List expenses paid by landowner _____

Certification

The above statements are certified by the undersigned to be true and correct, and this land is used for the intensive production of food or fiber, or the land is used to support the agricultural economy and has public value.

Signed _____ Date _____

Please submit the following to the Siskiyou County Planning Division along with all applicable fees:

1. This signed form
2. The completed and signed County standard Application for Development Review
3. The applicable maps which clearly show the boundaries of the contract property and proposed change(s)
4. A copy of the Grant Deed for each legal parcel
5. The legal description of the land included in the application and proposed change(s)
6. A copy of any and all Deeds of Trust for the land that is included in the application
7. A copy of the property's existing Williamson Act Contract

Planning Staff Comments Below

The above property is within one mile of a city: Yes No

Name of City: _____

Present Zoning _____