



INSTRUCTIONS FOR COMPLETING A DESIGNATION OF SPAULDING TRACT BUILDING SITE FORM

DEPARTMENT OF PLANNING AND BUILDING SERVICES
707 Nevada Street, Suite 5 · Susanville, CA 96130-3912
(530) 251-8269 · (530) 251-8373 (fax)
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- Page One:** The property owner is to list the subject Lots and Block that are involved, as shown on the Spaulding Eagle Lake Tract map. The signatures of all owners of record (as shown on the vesting deed) shall be included and all signatures shall be notarized.
- Page Two:** The property owner shall contact the Spaulding Community Services District to have either the General Manager sign or the Chairman of the Board sign the form.
- Page Three:** The form (with all applicable signatures completed) shall be returned to the Planning and Building Services Department for page three to be completed and signed by the department. Please note that this requires an \$85.00 fee payable to Lassen County. If acceptable, the department will record the document in the Official Records of Lassen County on behalf of the property owner. A separate check payable to Lassen County will need to be provided for the recording fee and recording fees are \$75.00 per each document recorded plus \$7.00 for a first page and \$3.00 for each additional page.
- A copy of the recorded document will be provided to the property owner along with a letter from the Planning and Building Services Department stating that the process has been completed.

SPALDING COMMUNITY SERVICES DISTRICT USE ONLY:

This certifies that the building site designated above, as a combination of lots satisfying the requirements of Lassen County Ordinance No. 2023-01, is located within the service area of the Spalding Community Services District wastewater facility and will be provided wastewater conveyance by the District.

Authorized signature on behalf of the Spalding Community Services District - (Note that this must be signed by either the General Manager or the Chairman of the Board):

Signature

Date

Printed name

Title

NOTE: The Lahontan Regional Water Quality Control Board has issued a Cease and Desist Order that prohibits the installation of new onsite sewage disposal systems within the Spaulding Eagle Lake Tract. The Lassen County Environmental Health Department is thereby prohibited from approving or issuing applications to install new onsite sewage disposal systems within the Spaulding Eagle Lake Tract.

PLANNING AND BUILDING SERVICES DEPARTMENT USE ONLY:

Lot Numbers: _____

Block No.: _____

Assessor's Parcel Number(s): _____

Authorized signature on behalf of the Planning and Building Services Department:

Signature

Date

Printed name

Title

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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

Signature _____