



## 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)  
[www.co.lassen.ca.us](http://www.co.lassen.ca.us)

- 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.