

HOW TO FILE A NOTICE OF NON-RENEWAL FOR YOUR CALIFORNIA LAND CONSERVATION ACT (WILLIAMSON ACT) CONTRACT

California Land Conservation Act Contracts (also known as Williamson Act Contracts) are automatically renewed on January 1 of every year to the full nine-year term. Property owners wishing to non-renew a contract must submit a Notice of Non-Renewal at least 90 days before the next January 1st renewal date. After the Notice of Non-Renewal is filed, the contract **will remain enforceable until the remaining term has expired**. A "notice of nonrenewal" starts the 9-year nonrenewal period. During the nonrenewal process, the annual tax assessment gradually increases. At the end of the 9-year nonrenewal period, the contract is terminated.

Please note: There is a filing fee of \$256.00 to file a Notice of Non-renewal. Make checks or money order payable to Yolo County.

INSTRUCTIONS ON HOW TO FILE A NOTICE OF NON-RENEWAL

To file a Notice of Non-Renewal for a California Land Conservation Act Contract, you will need to do the following:

1. Contact a Planner at the County's Community Services Department if the non-renewal is a **partial non-renewal** (i.e. of some, but not all, of the land under the California Land Conservation Act Contract).
 - A. To process a request of a partial non-renewal, the Planner will need to ensure the size and agricultural use of the remaining portion is eligible to remain under contract in accordance with state law and the County's Williamson Act Guidelines, i.e., appropriate size for the soil type, determination of legal separate parcel(s), etc.
 - B. When you have confirmation that a partial non-renewal complies with the applicable legal requirements, you may then file a Notice of Non-Renewal.
2. Prepare your **NOTICE OF NON-RENEWAL**, which should include:
 - A. Your Assessor's Parcel Number(s) 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, (or Document Number) 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.

3. Complete and submit the completed NOTICE OF NON-RENEWAL and acknowledgment forms for property owners to the Clerk of the Board no later than **October 3rd at 5:00 p.m.** (as required by Government Code Section 51245). Notices received after that date will not activate the non-renewal until the next year.

4. Pay the filing fee of \$256.00.

You may need to contact the following Agencies:

For:

Clerk of the Board of Supervisors	Rescission or Notice 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	Document Numbers
Email: clerkoftheboard@yolocounty.gov	Ag Preserve Number

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	

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**NOTICE OF NON-RENEWAL
FOR A CALIFORNIA LAND CONSERVATION ACT (WILLIAMSON ACT) 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

(Signatures for additional property owners may be included on separate sheets. You must include a separate notary page for each signature.)

AGENCY RESPONSE

NOTICE OF NON-RENEWAL
FOR A CALIFORNIA LAND CONSERVATION ACT (WILLIAMSON ACT) CONTRACT

Date Notice of Non-Renewal was Filed: _____

Primary Contract Person/Owner: _____

Agricultural Preserve Number: _____ Contract Number: _____

Book Number: _____ Page Number: _____

Document Number: _____

Assessor's Parcel Number(s): _____

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)