



## EZOP Planning Checklist TRANSFER OF OWNERSHIP *Information Sheet*

### GENERAL INFORMATION

A transfer of ownership application is required to be submitted to the County to document the transfer of ownership OR name change of any mining operation.

### FEES

**Average Cost Application:** See Master Fee Schedule

### PROCEDURES

1. Submit EZOP application.
2. Technician will invoice you once it has been determined that all required documents have been submitted.
3. Staff will review the application submittal and notify you of any corrections and/or additional items needed.
4. If submittal documents are complete, staff will approve the transfer of ownership and provide notice to the Department of Conservation, Division of Mine Reclamation.

### SUBMITTAL MATERIALS CHECKLIST

**Forms and Guidance Materials can be found at:**

<http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- ☐ 1. Signed and notarized copy of Statement of Responsibility
- ☐ 2. Signed and notarized financial assurance mechanism replacement (original document must be provided to our office)
- ☐ 3. Copy of recorded grant deed for each lot, parcel, patented or unpatented claim.
- ☐ 4. Notarized copy of agreement, if property is leased.
- ☐ 5. If this is a NAME CHANGE ONLY, a copy of the recorded DBA notating old name and new name.
- ☐ 6. Completed Mining Questionnaire Form.