
BANKING AND VERIFICATION OF EXISTING LAND COVERAGE AND USES

All applications are subject to an Information Technologies (IT) surcharge

How To Apply for a Tahoe Regional Planning Agency Permit

This packet explains the TRPA banking and verification process for existing coverage and units of use. The TRPA uses the best available science and planning practices to review each project individually so that Lake Tahoe can continue to be an Outstanding National Resource Water for this and future generations. TRPA's thorough project review standards are designed to balance the impacts of the built environment with the protection of Lake Tahoe's fragile, natural environment. The Agency values every project applicant and works hard to serve the public promptly and fairly. Please read this packet thoroughly. We hope it answers most of your application questions. If not, please call TRPA at (775) 588-4547. Planners are available to assist you by phone or at our offices Monday through Friday, 9:00 a.m. to 5:00 p.m. Applications are received from 9:00 a.m. to 4:00 p.m.

Please be aware that we may require information beyond that presented in this packet. Once your application is submitted, TRPA will contact you if additional information is required to adequately review your project.

Where to Submit Your Application

The Tahoe Regional Planning Agency (TRPA) Regional Plan provides for the verification and "banking" of several types of legally existing development for use onsite at a later date or for transfer to another parcel. **TRPA uses the term "banking" to describe the recording of a particular amount of previously existing development with TRPA that is now available for use.** Only development legally established prior to and existing on October 15, 1986 or permitted by TRPA after October 15, 1986 is eligible to be banked. The following types of legally existing development are eligible for banking:

- Existing Land Coverage (Hard or Soft)
- Potential Land Coverage
- Commercial Floor Area
- Tourist Accommodation Units
- Residential Units
- Residential Development Right
- Cubic Volume
- Residential or Tourist Accommodation Floor Area

There is generally a two step process for verification and a three step process for banking of existing development. This process is as follows:

- Step 1 Submittal of a complete application, including a site plan and appropriate documents verifying legally established use and/or land coverage (i.e. Handwritten assessor's records, building records, dated photographs, utility bills, rental agreements, tax bills, previous permits, etc.).
- Step 2 Field verification of the legally existing development by TRPA staff. Please note that field verification of the existing development does not, by itself, bank the existing development. At this step you will be notified of what land coverage amounts or units of use are recognized on the property by TRPA. Only uses and coverage legally established with required permits or proven to be existing prior to 1972 will be verified. This is the end of the verification process. Units of development or coverage not verified by this process may be required to be retroactively permitted or removed.
- Step 3 To bank the use and/or coverage, TRPA staff will make a second field inspection of the subject site. This inspection is to verify that the existing development has been removed in accordance with the

restoration plan approved by the TRPA. If the restoration is complete, a letter from TRPA will be sent identifying that the units of use and/or land coverage has been banked in TRPA records.

Please note that removal of the existing development should not occur until TRPA has verified in writing that the development has been recognized.

The “banked” development will remain on file with the TRPA until an application is submitted by you to either transfer the development to another parcel (pursuant to TRPA regulation in effect at the time of your request for transfer) or to use the “banked” development onsite.

The California Tahoe Conservancy and the Nevada Land Bank have been designated by the TRPA as the only land bank agencies in the Lake Tahoe Basin. These banks also sell units of use and development rights which must be processed through TRPA. For more information, contact the TRPA Soil Conservation/SEZ Office at 775-588-4547, the California Tahoe Conservancy—(530) 542-5580, or the Nevada Land Bank—(775) 684-2720.

Prior to Application Submittal

Prior to submitting your project application, the following items should be completed:

Prepare a Site Plan with Topographic Survey. If you plan to submit a project application, you must have a Topographic Survey prepared including all of the existing site information listed on the enclosed checklist. This survey will be required when applying for a site assessment or land capability verification. It will also be required for your project application.

Have Your Land Capability Verified. The land capability verification will determine if your parcel is considered “sensitive” or “non-sensitive” in accordance with the TRPA Code of Ordinances. Parcels that have been identified as “sensitive” have development restrictions that may affect the banking or the project you are proposing. The land capability verification will also determine the allowable land coverage for your parcel which will be needed in designing your project.

Document the Existing Condition. Prior to submitting your banking/verification application, document the existing condition. For coverage and units take photographs of what exists. Include all rooms of the unit for verification purposes including kitchens and bathrooms. Write the date the photograph was taken and the location. Gather County Assessor’s information related to when the unit of use was first established or constructed. Include any diagrams or sketches with the Assessor’s records. Handwritten records are the most reliable. Internet documents are usually not acceptable proof. Include the number of units and square footages where available. Obtain utility service agreements where applicable. You can contact your local utility offices for records regarding number of units served.

Check the Community Plan or Plan Area Statement and the Bicycle and Pedestrian Master Plan. The Community Plan or the Plan Area Statement (PAS) lists the permissible uses allowed for your property. The Community Plan or the PAS may also have specific design criteria that need to be incorporated into your project. The location of existing or proposed bicycle and pedestrian paths near the project may also be required. To find out if the project lies within a Community Plan or a PAS, contact your local jurisdiction planning office. To determine the location of existing or proposed bicycle and pedestrian paths in your project area, check the map viewer at <http://gis.trpa.org/BIKEMAP/#>. The map shows a 75-foot buffer of all paths, however project parcels that are not adjacent to a path will not be required to show the path in their project plans.

Request for Additional Information

Once review has begun on your project, additional information may still be required. TRPA staff attempts to identify all information needed to review a project at the “complete application” stage, however, some items cannot be identified until review of the project has commenced. If additional information is required, you and/or your representative will be notified and a timeline to provide the needed information will be indicated.

Conditional Permit

A conditional permit is an approval of your project subject to specific conditions. The conditional permit is based on the application and plans you submitted to TRPA for review. Any changes to the application which are not conditions of approval may require you to submit a plan revision application. The conditional permit is valid for three years. Within the three year time period, you must demonstrate that all the conditions of approval have been met, pay any required mitigation fees, provide a project security to TRPA, acknowledge the permit, obtain a TRPA pre-construction inspection and begin the restoration activity if applicable. Your project must be completed within two years from the date of the TRPA pre-construction meeting or within an approved TRPA construction schedule.

Final Permit Acknowledgment

Once all the conditions of the permit have been met, TRPA will provide the final acknowledgment of the permit and stamp the submitted plans. This will now serve as recognition of coverage or units of use being banked and available for future use on the property or transfer to another property. In the case of a verification application, it will serve as recognition by TRPA that the units of use and/or coverage legally exist.

Project Security

In most cases, the TRPA project security will be based on 110% of the cost of all restoration required for the project. Securities may also be required to ensure compliance with specific conditions of project approval. A security can be posted in several ways: a certificate of deposit, a hold on a personal savings account, a letter of credit, an assignment of personal savings account, a bond (only if security is estimated over \$10,000), or cash. If a cash security is posted, a nominal, non-refundable security administrative fee will be required. More information about Project Security procedures can be found in Attachment J in the TRPA *Master Checklist/Design Criteria and Guidelines Reference* document.

Timeline for Appeals

If an applicant wishes to appeal a final decision by TRPA, pursuant to Rule 11.2 of the TRPA Rules of Procedure, a Notice of Appeal form and filing fee must be submitted within twenty-one (21) days from the date TRPA issues its final decision (date on correspondence). After 21 days, no appeals can be made and the Agency's decision is final.



OFFICE
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Stateline, NV

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PO Box 5310
Stateline, NV 89449-5310

trpa@trpa.org
www.trpa.org

HOURS
Mon. Wed. Thurs. Fri
9 am-12 pm/1 pm-4 pm
Closed Tuesday

New Applications Until 3:00 pm

PROJECT REVIEW APPLICATION FORM

NEW APPLICATION PLAN REVISION NEW DEVELOPMENT REBUILD, ADDITION, REMODEL

- | | |
|--|--|
| <input type="checkbox"/> Banking/Verification of Coverage and Uses | <input type="checkbox"/> Tourist Accommodation |
| <input type="checkbox"/> Single Family Residential Addition/Modification | <input type="checkbox"/> Linear Public Service Facility |
| <input type="checkbox"/> New Single Family Residential | <input type="checkbox"/> Public Service Facility |
| <input type="checkbox"/> Multi-Family Residential | <input type="checkbox"/> Allocation Assignment |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Lot Line Adjustment/ROW Abandonment |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Subdivision of Existing Structures |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Transfer of Bankable Rights | <input type="checkbox"/> Resources |
| <input type="checkbox"/> Shorezone and/or Lakezone Project | <input type="checkbox"/> Buoy Project |

Applicant _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Representative or Agent _____ None

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Owner _____ Same as Applicant

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Project Location/Assessor's Parcel Number (APN) _____

Street Address _____ Subdivision _____ Lot # _____

County _____ Previous APN _____
(if changed by county assessor since 1987)

Brief Description of Project: _____

Plan Area Statement/Community Plan: _____ ([view maps](#))

Property Restrictions/Easements (List any deed restrictions, easements or other restrictions): None
_____ (initial here): I hereby declare under penalty of perjury that all property restrictions and easements have been fully disclosed.

Prior Approvals (List any prior CTRPA/TRPA approvals/permits for the subject property): None ([go to file search](#))

Description: _____ TRPA File No: _____ Date: _____

Description: _____ TRPA File No: _____ Date: _____

DECLARATION:

I hereby declare under penalty of perjury that this application and all information submitted as part of this application is true and accurate to the best of my knowledge. I am the owner of the subject property, or have been authorized in writing by the owner(s) of the subject property to represent this application, and I have obtained authorization to submit this application from any other necessary parties holding an interest in the subject property. I understand it is my obligation to obtain such authorization, and I further understand that TRPA accepts no responsibility for informing these parties or obtaining their authorization. I understand that should any information or representation submitted in connection with this application be inaccurate, erroneous, or incomplete, TRPA may rescind any approval or take other appropriate action. I hereby authorize TRPA to access the property for the purpose of site visits. I understand that additional information may be required by TRPA to review this project. (Edited 6/10)

Signature: **(Original signature required.)**

_____ At _____ Date: _____
Person Preparing Application County

AUTHORIZATION FOR REPRESENTATION (Original signatures required):

The following person(s) own the subject property (Assessor's Parcel Number(s) _____) or have sufficient interest therein to make application to TRPA:

Print Owner(s) Name(s):

I/We authorize _____ to act as my/our representative in connection with this application to TRPA for the subject property and agree to be bound by said representative. I understand that additional information may be required by TRPA beyond that submitted by my representative to review this project. Any cancellation of this authorization shall not be effective until receipt of written notification of same by TRPA. I also understand that should any information or representation submitted in connection with this application be incorrect or untrue, TRPA may rescind any approval or take other appropriate action. I further accept that if this project is approved, I, as the permittee, will be held responsible for any and all permit conditions.

Owner(s) Signature(s): **(Original signature required.)**

_____ Date: _____

_____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ By: _____

Fee: \$ _____ Receipt No: _____

Comments: _____

BANKING/VERIFICATION APPLICATION CHECKLIST

APPLICATIONS LACKING ANY OF THE FOLLOWING ITEMS WILL NOT BE ACCEPTED. TRPA MAY REQUIRE ADDITIONAL INFORMATION, ABOVE AND BEYOND THE CHECKLIST ITEMS, TO REVIEW THIS APPLICATION.

Each item and number corresponds to TRPA's *Master Checklist* available at our offices or online at www.trpa.org Click "Permits & Documents" and look for the *Master Checklist* under "other documents." Refer to the *Master Checklist* for more information on any item.

Applicant: Please Check All That Apply		
(Check each box that applies and complete the checklist for the transfer type)		
	Verification	Banking
Existing Land Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Potential Land Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Floor Area *	<input type="checkbox"/>	<input type="checkbox"/>
Tourist Accommodation Units	<input type="checkbox"/>	<input type="checkbox"/>
Residential Units	<input type="checkbox"/>	<input type="checkbox"/>
Residential Development Right	<input type="checkbox"/>	<input type="checkbox"/>
Cubic Volume *	<input type="checkbox"/>	<input type="checkbox"/>
Residential or Tourist Accommodation Floor Area *	<input type="checkbox"/>	<input type="checkbox"/>

If more than one verification and/or banking type applies, the higher application filing fee (only one fee) will be charged.

Existing Land Coverage

Applicant TRPA

- _____ _____ 2. TRPA application form with **original** signatures, authorization and checklist.
- _____ _____ 3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) (275k pdf) available at TRPA offices or online.
- Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____
- _____ _____ 7. Three (3) copies of the site plan. Minimum size 18" x 24" on blackline or blueline print paper showing the following:
- _____ _____ a. All property lines, easements, and building setbacks.
- _____ _____ b. Map scale, north arrow, and vicinity map.
- _____ _____ c. Assessor's Parcel Number (APN) and property address.
- _____ _____ d. Property owner(s) name(s). Use names as shown on the Assessor's records.
- _____ _____ l. Verified land capability districts.
- _____ _____ n. All existing development.
- _____ _____ rii. Existing land coverage calculations by verified land capability districts.
- _____ _____ 10f. Photographs of existing development.
- _____ _____ 29. For Banking applications, site restoration plans and schedule or floor plans showing plans for removal of use and schedule.

30. Evidence that existing development was legally established. Legible and complete assessor's records provided by the Assessor's Office that identify the construction date of the coverage and/or structure. Include the hand drawn sketch (and digitized sketch if from Douglas County) by the Assessor that indicates the square footage of the structure(s). **Please note, records retrieved from the Internet are not acceptable.** Other evidence can include building records, utility records, tax records, TRPA-approved plans and permits and, in some cases, aerial photography.

31. Date of last activity on the site (use, construction, etc.).

Potential Land Coverage

Applicant TRPA

2. TRPA application form with **original** signatures, authorization and checklist.

3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) (275k pdf) available at TRPA offices or online.

Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____

7. Three (3) copies of the site plan. Minimum size 18" x 24" on blackline or blueline print paper showing the following:

- _____
_____ a. All property lines.
- _____
_____ b. Map scale, north arrow, and vicinity map.
- _____
_____ c. Assessor's Parcel Number (APN) and property address.
- _____
_____ d. Property owner(s) name(s). Use names as shown on the Assessor's records.
- _____
_____ l. Verified land capability districts.
- _____
_____ n. All existing development.
- _____
_____ rii. Existing land coverage calculations by verified land capability districts.

10f. Photographs of existing development.

30. Evidence that existing development was legally established. Legible and complete assessor's records provided by the Assessor's Office that identify the construction date of the coverage and/or structure. Include the hand drawn sketch (and digitized sketch if from Douglas County) by the Assessor that indicates the square footage of the structure(s). **Please note, records retrieved from the Internet are not acceptable.** Other evidence can include building records, utility records, tax records, TRPA-approved plans and permits and, in some cases, aerial photography.

31. Date of last activity on the site (use, construction, etc.).

Commercial Floor Area

Applicant TRPA

2. TRPA application form with **original** signatures, authorization and checklist.

3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) (275k pdf) available at TRPA offices or online.

Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____

7. Three (3) copies of a site plan or floor plan. Can be 8.5" x 11" and must include the following:

- _____
_____ a. Location of units in relation to property features.
- _____
_____ b. Map scale.

- _____ c. Assessor's Parcel Number (APN) and property address.
- _____ d. Property owner(s) name(s). Use names as shown on the Assessor's records.

- _____ 9. Floor plans for asterisked items in chart above.
- _____ 10f. Photographs of existing development.
- _____ 29. For Banking applications, site restoration plans and schedule or floor plans showing plans for removal of use and schedule.
- _____ 30. Evidence that existing development was legally established. Legible and complete assessor's records provided by the Assessor's Office that identify the construction date of the coverage and/or structure. Include the hand drawn sketch (and digitized sketch if from Douglas County) by the Assessor that indicates the square footage of the structure(s). **Please note, records retrieved from the Internet are not acceptable.** Other evidence can include building records, utility records, tax records, TRPA-approved plans and permits and, in some cases, aerial photography.
- _____ 31. Date of last activity on the site (use, construction, etc.).

Tourist Accommodation Unit(s)

Applicant TRPA

- _____ 2. TRPA application form with **original** signatures, authorization and checklist.
- _____ 3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) (275k pdf) available at TRPA offices or online.

Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____

- _____ 7. Three (3) copies of a site plan or floor plan. Can be 8.5" x 11" and must include the following:
 - _____ a. Location of units in relation to property features.
 - _____ c. Assessor's Parcel Number (APN) and property address.
 - _____ d. Property owner(s) name(s). Use names as shown on the Assessor's records.
- _____ 10f. Photographs of existing development.
- _____ 29. For Banking applications, site restoration plans and schedule or floor plans showing plans for removal of use and schedule.
- _____ 30. Evidence that existing development was legally established. Legible and complete assessor's records provided by the Assessor's Office that identify the construction date of the coverage and/or structure. Include the hand drawn sketch (and digitized sketch if from Douglas County) by the Assessor that indicates the square footage of the structure(s). **Please note, records retrieved from the Internet are not acceptable.** Other evidence can include building records, utility records, tax records, TRPA-approved plans and permits and, in some cases, aerial photography.
- _____ 31. Date of last activity on the site (use, construction, etc.).

Residential Units

Applicant TRPA

- _____ 2. TRPA application form with **original** signatures, authorization and checklist.

- _____ _____ 3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) (275k pdf) available at TRPA offices or online.
 Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____
- _____ _____ 7. Three (3) copies of a site plan or floor plan. Can be 8.5" x 11" and must include the following:
- _____ _____ a. Location of units in relation to property features.
 _____ _____ c. Assessor's Parcel Number (APN) and property address.
 _____ _____ d. Property owner(s) name(s). Use names as shown on the Assessor's records.
- _____ _____ 10f. Photographs of existing development.
- _____ _____ 29. For Banking applications, site restoration plans and schedule or floor plans showing plans for removal of use and schedule.
- _____ _____ 30. Evidence that existing development was legally established. Legible and complete assessor's records provided by the Assessor's Office that identify the construction date of the coverage and/or structure. Include the hand drawn sketch (and digitized sketch if from Douglas County) by the Assessor that indicates the square footage of the structure(s). **Please note, records retrieved from the Internet are not acceptable.** Other evidence can include building records, utility records, tax records, TRPA-approved plans and permits and, in some cases, aerial photography.
- _____ _____ 31. Date of last activity on the site (use, construction, etc.).

Residential Development Right(s)

Applicant TRPA

- _____ _____ 2. TRPA application form with **original** signatures, authorization and checklist.
- _____ _____ 3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) (275k pdf) available at TRPA offices or online.
 Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____
- _____ _____ 7. Three (3) copies of a site plan or floor plan. Can be 8.5" x 11" and must include the following:
- _____ _____ a. Location of units in relation to property features.
 _____ _____ c. Assessor's Parcel Number (APN) and property address.
 _____ _____ d. Property owner(s) name(s). Use names as shown on the Assessor's records.
- _____ _____ 29. For Banking applications, site restoration plans and schedule or floor plans showing plans for removal of use and schedule.
- _____ _____ 30. Evidence that existing development was legally established. Legible and complete assessor's records provided by the Assessor's Office that identify the construction date of the coverage and/or structure. Include the hand drawn sketch (and digitized sketch if from Douglas County) by the Assessor that indicates the square footage of the structure(s). **Please note, records retrieved from the Internet are not acceptable.** Other evidence can include building records, utility records, tax records, TRPA-approved plans and permits and, in some cases, aerial photography.
- _____ _____ 31. Date of last activity on the site (use, construction, etc.).

Cubic Volume

Applicant TRPA

2. TRPA application form with **original** signatures, authorization and checklist.

3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) (275k pdf) available at TRPA offices or online.

Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____

7. Three (3) copies of a site plan or floor plan. Can be 8.5" x 11" and must include the following:

_____ a. Location of units in relation to property features.

_____ b. Map scale.

_____ c. Assessor's Parcel Number (APN) and property address.

_____ d. Property owner(s) name(s). Use names as shown on the Assessor's records.

9. Floor plans for asterisked items in chart above.

29. For Banking applications, site restoration plans and schedule or floor plans showing plans for removal of use and schedule.

30. Evidence that existing development was legally established. Legible and complete assessor's records provided by the Assessor's Office that identify the construction date of the coverage and/or structure. Include the hand drawn sketch (and digitized sketch if from Douglas County) by the Assessor that indicates the square footage of the structure(s). **Please note, records retrieved from the Internet are not acceptable.** Other evidence can include building records, utility records, tax records, TRPA-approved plans and permits and, in some cases, aerial photography.

31. Date of last activity on the site (use, construction, etc.).

Residential or Tourist Accommodation Floor Area

Applicant TRPA

2. TRPA application form with **original** signatures, authorization and checklist.

3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) (275k pdf) available at TRPA offices or online.

Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____

7. Three (3) copies of a site plan or floor plan. Can be 8.5" x 11" and must include the following:

_____ a. Location of units in relation to property features.

_____ b. Map scale.

_____ c. Assessor's Parcel Number (APN) and property address.

_____ d. Property owner(s) name(s). Use names as shown on the Assessor's records.

9. Floor plans for asterisked items in chart above.

29. For Banking applications, site restoration plans and schedule or floor plans showing plans for removal of use and schedule.

- _____ _____
30. Evidence that existing development was legally established. Legible and complete assessor's records provided by the Assessor's Office that identify the construction date of the coverage and/or structure. Include the hand drawn sketch (and digitized sketch if from Douglas County) by the Assessor that indicates the square footage of the structure(s). **Please note, records retrieved from the Internet are not acceptable.** Other evidence can include building records, utility records, tax records, TRPA-approved plans and permits and, in some cases, aerial photography.
- _____ _____
31. Date of last activity on the site (use, construction, etc.).