
CHANGE IN OPERATION

A Change in Operation (CIO) form is required to be submitted for all non-residential projects and for some qualified exempt activities. A worksheet is attached to the CIO form to aid you in calculating the number of existing and proposed vehicle trips associated with your project. **Please note that any additional vehicle trips are required to be mitigated.**

The following items will help you determine the type of review that is required for your activity. Please keep in mind that **if any changes to land coverage, number of units proposed on a site, or additions or modifications to commercial floor area are being proposed, a TRPA permit will be required no matter how many vehicle trips are generated.** All proposed uses must be permissible in the plan area/community plan for the project site.

- If your proposed activity generates less than 100 additional vehicle trips; and your activity is an Allowed Use in the plan area/community plan; and you are not changing from one major use classification to another (example: residential to commercial or commercial to tourist accommodation) then your activity is considered “qualified exempt”. Please see the Exempt/Qualified Exempt/Information Packet for appropriate declaration forms.
- If your proposed activity generates less than 100 additional vehicle trips, but you are doing major modifications to existing structures, adding commercial floor area, modifying the existing land coverage or changing from one major use classification to another, your activity is considered a project and requires a TRPA permit. You will need to complete the CIO form and submit the appropriate application to TRPA.
- If your proposed activity generates more than 100 additional vehicle trips but less than 200 additional vehicle trips, the activity is considered a project and requires a TRPA permit. A traffic analysis will be required if your project is located within 300 feet of U.S. Highway 50 or is located within the urbanized portions of Douglas and El Dorado Counties (air quality non-attainment areas). TRPA staff can provide the minimum traffic analysis requirements and can help you determine if your project is located within an air quality non-attainment area. A completed CIO form must be submitted regardless of whether or not a traffic analysis is required.
- If your proposed activity generates more than 200 additional vehicle trips, the activity is considered a project and requires a TRPA permit. A traffic analysis is required along with the completed CIO form.

A CIO form and worksheet to help you calculate the vehicle trips associated with your activity is found on the following pages.

CHANGE IN OPERATION FORM

Name of Project: _____

Location of Project: _____

Assessor's Parcel Number: _____

Previous Use at Proposed Project Site

Previous Project Description: _____

Gross Floor Area: _____ sq. ft. Business Days and Hours: _____

of Employees: _____ # of Business Vehicles: _____

of Vehicle Trips Associated With Project: _____

Date Previous Use Terminated: _____

Proposed Use at Project Site

Proposed Project Description: _____

Gross Floor Area: _____ sq. ft. Business Days and Hours: _____

of Employees: _____ # of Business Vehicles: _____

of Vehicle Trips Associated With Project: _____

CHANGE IN OPERATION FORM WORKSHEET

Locate the trip rate which best fits the proposed and previous or existing operations of the project site from the [TRPA Trip Table](#) located in the *Master Checklist/Design Criteria and Guidelines* document. In cases where the two rates are listed, the rate generating the most vehicle trips ("worst-case") shall be used.

The existing use of the property is an important factor in calculating the number of vehicle trips associated with the new activity. The previous use for the property must have been operating 90 consecutive days within the past 24 months to receive credit for the previous vehicle trips.

Example: Jane has bought Tom's Discount Clothing Store and wants to develop a restaurant. The existing square footage for the building is 1,225 square feet and the proposed square footage is 1,500 square feet.

Previous Use: Tom's discount Clothing Store (Discount Stores) Trip Table Rate: 56.04/1000 sq.ft.

Proposed Use: Jane's Italian Restaurant (High turnover Restaurant) Trip Table Rate: 127.15/1000 sq.ft.

$$\text{Previous Trips} = \frac{56.04 \times 1,225}{1,000} = 68.65 \qquad \text{Proposed Trips} = \frac{127.15 \times 1,500}{1,000} = 190.65$$

190.65 – 68.65 = 122 additional vehicle trips are generated

Trip Rate Calculations:

Previous use: _____

Trip rate for previous use (from table) _____

Previous gross floor area: _____

Total vehicle trips for previous use: _____

Proposed use: _____

Trip rate for proposed use (from table) _____

Proposed gross floor area: _____

Total vehicle trips for proposed use: _____

Net Change in Vehicle Trips: _____
