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HOURS  
Monday-Friday  
9:00 am-5:00 pm  
New Applications Until 4:00 pm

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## COMMERCIAL PROJECT INFORMATION PACKET AND CHECKLIST

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

#### **How To Apply for a Tahoe Regional Planning Agency Permit**

This packet explains the Tahoe Regional Planning Agency (TRPA) permit process for commercial projects, additions, modifications, or rebuilds. 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**

To streamline review of some commercial projects, TRPA has entered into agreements or Memoranda of Understanding (MOUs) with the City of South Lake Tahoe, El Dorado County, Placer County, and Washoe County. Douglas County does not participate in the MOU program. Under an MOU, El Dorado County, City of South Lake Tahoe, Washoe County and Placer County will review some commercial projects which require a TRPA permit. TRPA still reviews commercial projects in Douglas County and projects on most parcels visible from TRPA-designated scenic areas.

If you have questions regarding your proposed project and your project is eligible to be reviewed by a local jurisdiction, please call your local building department:

City of South Lake Tahoe Building Department	(530) 542-6010
El Dorado County Building Department	(530) 573-3330
Placer County Building Department	(530) 581-6200
Washoe County Building Department	(775) 832-4140

#### **Getting Started**

Before starting your application, you must determine if the project you are proposing requires TRPA review or review by a local jurisdiction. Some commercial activities, such as minor structural repairs or changes in operation, may be considered "Exempt" or "Qualified Exempt" from TRPA review. An Exempt/Qualified Exempt Activity Information Sheet and Checklist is available at TRPA offices and online at [www.trpa.org](http://www.trpa.org). Generally, projects involving the creation or relocation of land coverage, or taking place on what are considered scenic properties require a TRPA permit. If you have questions regarding the need for a permit, please contact TRPA where planners are available to assist you.

Included in this packet is a commercial application checklist. All the items on the checklist must be addressed in your project submittal. Project applications without all the items on the checklist will not be accepted for review by TRPA. In addition to the TRPA requirements, the project application should also include any local jurisdiction standards. Incorporating the local jurisdiction standards into your plans will avoid costly and timely plan revisions at a later date.

If your proposed project requires TRPA review, a Land Capability Verification for the property must be completed by TRPA prior to application submittal. A Land Capability Verification may have already been completed if a permit was issued for your parcel since July 1987. Call or visit our offices to find out if one exists or how to apply for verification. You may also use an approved set of plans from after July of 1987 as your coverage and land capability verification. In some cases, you may need to have a partial site assessment if both verifications have not been completed

## Prior to Application Submittal

Prior to submitting your project application, the following items will be considered:

- 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.
- Review the TRPA Development Standards.** If you have questions regarding land coverage, height, excavation, or other TRPA standards, some basic information is in the *Master Checklist/Design Criteria and Guidelines* document. Contact TRPA or your local building department for additional information.
- 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.
- Obtain a Shoreland Scenic Assessment (for projects located within the shoreland).** If your project is located in the shoreland of Lake Tahoe, you are required to apply for a Shoreland Scenic Assessment. The results of this assessment must be completed prior to submittal of your application. This assessment will review the existing scenic condition as viewed from Lake Tahoe as the baseline condition. Scenic impacts of the proposed project will be required to be mitigated according to the requirements of the TRPA Code of Ordinances Chapter 30 and other applicable chapters. A Shoreland Scenic Assessment application and checklist is available at TRPA or on the website.
- 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 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.
- Existing Coverage Verification and Commercial Floor Area Verification.** If your project involves the creation or relocation of coverage, you may want to have your existing coverage verified prior to beginning your project design. The verification will only recognize existing coverage that was legally established and/or existing prior to 1972. Although not mandatory, conducting this process prior to design will alleviate unnecessary delays and costs later on in the process. If your project involves a change to the amount or location of Commercial Floor Area (CFA), you should have TRPA verify the existing area. CFA may be banked for future use on the property or transfer to another property if they are verified prior to removal. Additional information related to CFA may be found in the TRPA *Master Checklist/Design Criteria and Guidelines* documents available at TRPA offices or online at [www.trpa.org](http://www.trpa.org) under “Permits and Documents.”
- Complete the Appropriate Forms.** The Project Review application form must be completed, and all checklist items provided. For additional information about checklist items, refer to the TRPA Master Checklist and Master Findings documents available at our offices and online at [www.trpa.org](http://www.trpa.org) under “Permits and Documents”. Note that checklist item numbers may not be sequential; not all checklist items found in the TRPA Master Checklist apply to all projects. In addition to the Project Review application form and checklist, a Scenic Impact Assessment form (or a completed Shoreland Scenic Assessment) must be submitted with each application. The Change in Operation form is also required. Please be advised that a Soils/Hydrologic Scoping Report will also be required for your project if the proposed excavation exceeds 5 feet in depth at any point.
- Complete the Change in Operation Form.** This form is required for any type of change in operation and is located in this packet. This form determines the number of Daily Vehicle Trip Ends (DVTEs) that are associated with your project. If your project generates more than 100 new DVTE in the south shore of Lake Tahoe or 200 DVTEs around the rest of the lake, a traffic analysis may be required. Please contact TRPA if your project generates more than amount of DVTEs required for a traffic analysis regarding what information will be needed for the review of your project.

✓ **Complete the Initial Environmental Checklist (IEC).** The IEC evaluates the potential environmental impacts of your project on the environment. Based on the results of the IEC and the other application materials, TRPA will make a determination on the need for additional environmental documentation for your project. The IEC Checklist is available at TRPA or on the TRPA website. Contact TRPA for additional information.

✓ **Complete a Scenic Impact Assessment Form.** You must complete a Scenic Impact Assessment Form included in this packet for your project. If your parcel is visible from a TRPA designated scenic roadway or resource, additional items may be required to be submitted with your application. Projects located in the *shoreland* will require a Shoreland Scenic Assessment of the Scenic Quality Baseline Conditions prior to review of the project. This process is described above.

✓ **Complete a Soils/Hydrologic Report if you plan to excavate beyond 5 feet.** If your project requires excavation below 5 feet, you are required to get approval from TRPA prior to getting approval for your project. A separate application is required to prepare a Soils/Hydrologic Report by a licensed professional. The Soils/Hydrologic Report Information Packet and Checklist is available at TRPA.

✓ **Obtain the Required Signatures.** The property owner must sign the application and, if applicable, complete and sign the Authorization For Representation. Forms without an original signature from the property owner will not be accepted. **Faxed signatures and xerox copies will not be accepted.**

✓ **Review Applicable Findings.** TRPA staff must be able to make applicable findings related to your project in order to recommend approval. Contained within this packet is a table of possible findings that may be applicable to your project. It is required that the applicant submit explanations and rationale to TRPA specific to each finding that will be required to be made. You may want to review the applicable findings in the beginning of the planning stages to allow for adjustments to project design if necessary in order to allow TRPA to make required findings. This procedure is explained in more detail within this packet.

### **Guide To Required Findings**

Purpose: The Tahoe Regional Planning Compact requires TRPA to make findings before taking certain actions. In addition, the Regional Plan package, including the Code of Ordinances and Plan Area Statements, sets forth other findings which must be made. TRPA Code of Ordinances Chapter 6 sets forth procedures describing how TRPA must make the findings required. Applicable findings with the appropriate TRPA Code of Ordinance Section are shown in the Findings Table in this information packet. An explanation as to why the finding can be made for particular findings applicable to your project must be provided.

Applicability: Prior to approving any project or taking any other action specified herein, TRPA must make the findings required by the provisions of the Regional Plan package, including the Goals and Policies, the Code, and specifically Chapter 6 and any other requirement of law. All such findings will be made in accordance with Chapter 6 of the TRPA Code of Ordinances.

Procedure For Findings: Findings must be made as follows:

Written Findings: All required findings must be in writing and be supported by substantial evidence in the record of review. The findings required must be submitted with the application. TRPA must concur with the findings prior to the approval of the proposed matter.

Statement: Required findings must be accompanied by a brief statement of the facts and rationales upon which they are based

#### Example Finding:

Some of the findings necessary to relocate existing land coverage on the same parcel are listed below.

20.5.C Relocation of Existing Land Coverage: Existing land coverage may be relocated on the same parcel or project area if TRPA finds that:

- (1) The relocation is to an equal or superior portion of the parcel or project area, as determined by reference to the following factors.
  - (a) Whether the area of relocation already has been disturbed;
  - (b) The slope of a natural vegetation on the area of relocation:

- (c) The fragility of the soil on the are of relocation;
- (d) Whether the area of relocation appropriately fits the scheme of use of the property;
- (e) The relocation does not further encroach into a stream environment zone, backshore, or the setbacks established in the Code for the protection of stream environment zones or backshore;
- (f) The project otherwise complies with the land coverage mitigation program set forth in Section 20.5.

#### Finding Rationale

- (1) The relocation of existing coverage is to an equal or superior section of the property according to the following factors.
  - (a) Although this area has not been verified as existing coverage, the area proposed to receive the existing coverage is already disturbed. This area is compacted by foot traffic for people taking a shortcut from the existing parking area to the existing building. This area has also been used by employees as a picnic area during their lunch hours.
  - (b) The slope of the area is 5% and denuded of natural vegetation. Currently the area consists of compacted dirt with some non-native grasses growing in the area.
  - (c) This soil type is not considered fragile. It is a Class 5 soil type which is not sensitive.
  - (d) The coverage to be relocated will be used for a sidewalk and entry to the remodeled building. Visitors to the building are already using this area as a shortcut from the existing parking area to the building.
  - (e) The property is not located within the backshore and no stream environment zone exists on the property.
  - (f) The relocation of land coverage will comply with the mitigation program set forth in Section 20.4.C. An equal amount of coverage is being relocated from another location on the property. This area will be restored to natural permanently to mitigate impacts from relocated the coverage onsite. Therefore, the proposed project will result in the same amount of coverage as was verified by TRPA as legally existing. There will be no addition of coverage to the property.

## **Complete Application**

If your project application addresses all items on the checklist, your application will be accepted by TRPA. Within 30 days of submittal, TRPA staff will review an application for completeness. If additional items are needed, a letter will be sent to you and/or your representative indicating what additional information is needed to provide a complete application. If the application is determined to be complete, a notice will be sent to you or your representative. Once complete, your application is now ready to be reviewed by TRPA staff for conformance with TRPA rules and regulations. A complete application notice is NOT a conceptual approval of your application, nor is it a determination that the information submitted for review is accurate or approvable.

## **Request for Additional Information**

Once review has begun on your project, additional information may still be required. TRPA staff attempt to identify all information needed to review a project at the "complete application" stage, however, some items can not be identified until the review of the project has commenced. If additional information is required, you and your representative will be notified.

## **Project Review**

The amount of time to process an individual application depends on the complexity of the project and the number of applications submitted to TRPA. Submitting a clear and accurate application can speed the processing time through TRPA. The time of year you submit your application can also influence the processing time. The summer building season is very hectic and tends to lengthen the processing time for an individual application. During winter, the presence of snow on the ground may limit TRPA's ability to evaluate the site, if necessary. You are strongly encouraged to submit your application(s) well in advance of the building season. Ideally, submit your application the late summer or fall prior to the year in which you wish to build.

**TRPA Review:** TRPA has three review levels for projects; staff level, Hearings Officer and Governing Board. A large number of commercial projects can be reviewed at staff level. Refer to Appendix A location in Chapter 4 of the TRPA Code of Ordinances for information on projects reviewed by the Governing Board and the Hearings Officer. The Governing Board meets once a month and projects are scheduled for the next available Governing Board hearing once the review of the project has been completed. Hearings Officer meets twice per month as needed.

## **Conditional Permit**

Once review of your project is complete and it has been determined the project is consistent with TRPA regulations, TRPA staff will issue a 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.

## **Final Permit Acknowledgement**

Once the applicant addresses all the conditions of the permit have been met, TRPA will provide the final acknowledgment of the permit and stamp the submitted plans. You must schedule an appointment with the TRPA planner who issued the permit to acknowledge your permit and stamp your plans. Your permit will not be acknowledged unless you have met all of the special conditions outlined on your conditional permit.

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, schedule and complete a TRPA pregrading (pre-construction) inspection and begin construction. Your project must be completed within two years from the date of the TRPA pregrading inspection regardless of the 3-year time period.

Once you have received your acknowledged TRPA permit and stamped plans, review by your local jurisdiction will still be required for structural standards and other local requirements. Please check with your local building and planning departments for their processing requirements.

## **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.

## Mitigation Fees

Required mitigation fees, if any, will be collected by the reviewing jurisdiction. Please refer to the TRPA Filing Fee Schedule for current mitigation fees.

**Water quality:** Water quality mitigation fees are based on the amount of new land coverage being created by your project. These fees are non-refundable. Water quality mitigation fees are held in a fund for use by local jurisdictions for major erosion control and water quality improvement projects. See TRPA Code of Ordinances Section 82.3.

**Off-site land coverage:** Off-site coverage mitigation fees are based on the amount of land coverage created in the public right-of-way as a result of your project. This fee is calculated by the appraised cost of land in each hydrologic area of the Tahoe Basin. As with the water quality fees, this money is held in a fund for use by local jurisdictions for erosion control and water quality improvement projects.

**Excess land coverage:** Excess land coverage is the amount of legally created land coverage existing within your project area that exceeds the base allowable land coverage. Not all parcels will have excess land coverage. Excess land coverage can be mitigated several ways: through a mitigation fee, by reducing land coverage on or off site, or by expanding the project area. The mitigation fee is based on the amount of excess land coverage on your parcel and the estimated construction cost of your project. The minimum excess land coverage mitigation fee is \$200 per project. See TRPA Code of Ordinances Section 20.5.

**Air quality:** An air quality mitigation fee is required for any new commercial floor area or sometimes a change in use requiring additional daily vehicle trip ends (dvte). Contact TRPA for information on how to calculate dvtes for your project. This money is held in a fund for use by local jurisdictions for transit and other projects that improve air quality. Refer to TRPA Code of Ordinances Section 93.3.D for additional information.

**For information on specific projects funded by mitigation fees, please request a TRPA Annual Report.**

## Project Security

A project security will be collected by TRPA. In most cases, the project security will be based on 110% of the cost of all required BMPs. 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. A nominal, non-refundable security administrative fee is required for all securities. Contact TRPA to schedule a final inspection. Review Attachment J in the Master Checklist/Design Guidelines document for additional information.

## Plan Revisions

You may revise your original approval by requesting a plan revision. An approved plan revision, however, will be tied to the original permit expiration date and the conditions of the original approval. A minor plan revision generally involves small changes that do not include modifications to land coverage or the exterior dimensions of a structure. A major plan revision generally includes changes to land coverage or height calculations. Check the TRPA fee schedule for the appropriate fee amount.

## Pregrading (Pre-construction) Inspection

Before you begin construction of your project, you must arrange a TRPA pregrading inspection. Contact the TRPA Environmental Compliance Division to arrange a pre-grade inspection. In some cases, the pregrading inspection may be done by telephone. Prior to scheduling your inspection, you must have obtained all necessary TRPA and local approvals. All temporary Best Management Practices (BMPs) must be installed prior to Pregrading Inspection. No trees will be removed or any grading started until your pregrading inspection is complete.

## COMMERCIAL PROJECT REQUIRED FINDINGS TABLE

Include an attached Written Statement and rationale for making each finding applicable to the project proposal. Refer to the TRPA *Master Findings Document* available at our offices or online at [www.trpa.org](http://www.trpa.org). Click on “Permits & Documents” and look for the *Master Findings Document* under “Other Documents.” Refer to the *Master Findings Document* to complete this portion of the application.

<b>Applicability</b>	<b>Code Section</b>
<b><i>Buildings Damaged or Destroyed by Fire or Similar Calamity</i></b>	4.8.C(2)
<b><i>Permit Extensions</i></b>	4.9.E
<b><i>Findings Necessary to Approve Any Project</i></b>	6.3.A
<b><i>Noise Standard Exemption for Temporary Activities</i></b>	7.6.E
<b><i>Changes, Expansions or Intensifications of Existing Uses</i></b>	18.5.B(2) & 18.5.B(3)
<b><i>Special Uses</i></b>	18.1.B
<b><i>Land Coverage</i></b>	
Land Coverage for Stream/SEZ Crossings	20.4.B(1)
Excess Land Coverage Mitigation Program Options	20.5.A(2)
Relocation of Existing Land Coverage	20.5.C
<b><i>Height</i></b>	
View Enhancement for Additional Height	22.2.C
Percent Cross Slope Retained Across Building Site	22.2.D
Height for Additions to Existing Buildings	22.9.A-C
<b><i>Driveways</i></b>	
Shared Driveways	24.2.C(2)
Slope of Driveways	24.2.C(5)
Driveway Compliance	24.2.B
<b><i>Infiltration Requirements Waiver</i></b>	25.5.A(6)
<b><i>Signs</i></b>	
Freestanding Signs	26.10.B(6)
Signs in Tourist Plan Areas	26.11.C
Removal of Nonconforming Signs	26.14.C
<b><i>Paved Road Waiver</i></b>	27.2
<b><i>Water Supply Waiver</i></b>	27.3.B(2)
<b><i>Development, Grading &amp; Filling of Lands Within the 100-Year Flood Plain</i></b>	28.3.B(3)
<b><i>Historic Resources</i></b>	
Historic Resources Demolition	29.6.C
Exceptions for Historical Structures and Districts	29.7.A
<b><i>Design Standards</i></b>	
Construction in Scenic Roadway Setbacks	30.5.D
Public Recreation Areas and Bicycle Trails	30.12.C
Undergrounding of Utilities Exception	30.13.C(1)
<b><i>Requirement of Allocation</i></b>	33.3.A(1)
<b><i>Transfer of Existing Development</i></b>	34.4
<b><i>Grading</i></b>	
Grading Season Exceptions	64.2.B
Groundwater Interception	64.7.A(2)
Excavations in excess of 5' in depth	64.7.B
<b><i>Tree Removal</i></b>	
Alternative Private Landowner Process	71.2.C
General Standards	71.3.A
Tree Removal for Solar Access	71.5.D
<b><i>Water Quality Mitigation</i></b>	
Mitigation Projects In-Lieu of Fees	82.2.A
Additional or Transferred Development Within Community Plans	82.4.C
<b><i>Possible Contaminating Activities in Source Water Protection Zones</i></b>	83.2.D
<b><i>Air Quality Control</i></b>	
New Stationary Source Offsets	91.5.C

<b>Applicability</b>	<b>Code Section</b>
Modified Stationary Source Modifications	91.6.C
Modified Stationary Source Offsets	91.6.D
<b><i>Traffic and Air Quality Mitigation Program</i></b>	
Additional or Transferred Development Within Community Plans	93.3.E
Changes in Operation Limited Exception for Approved Centers	93.4.E
<b><i>Employer-Based Trip Reductions</i></b>	
Employers with 100 or More Employees	97.2.B
Preferential Carpool/Vanpool Parking	97.3.A

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, 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 Qualified Exempt/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 you 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*

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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

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Locate the trip rate which best fits the proposed and previous or existing operations of the project site from the 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") will 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.

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

190.65 – 68.65 = 122 additional vehicle trips are generated

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### 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:** \_\_\_\_\_

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TRPA SCENIC IMPACT ASSESSMENT FORM

Assessor's Parcel Number (APN) \_\_\_\_\_ County \_\_\_\_\_

Previous APN \_\_\_\_\_ (if changed by county assessor since 1987)

Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

I have reviewed the TRPA Scenic Corridors, Recreation Areas and Bikeways (listed on the following page) and have determined that the above referenced parcel(s) is (check one):

\_\_\_\_\_ not visible.

\_\_\_\_\_ visible from \_\_\_\_\_

If visible, provide the following Scenic Resource Inventory Information:

Refer to the scenic resources inventory available at TRPA offices, or online at www.trpa.org -> follow this path from the homepage: Click "About TRPA" -> "Issues" -> click on "Scenic" near the top of the page -> scroll to bottom and click "Scenic Resource Inventory" (4.33 mb download). List all unit numbers the parcel(s) is located in. Then list any scenic points the parcel(s) can be seen from.

Roadway Unit No. \_\_\_\_\_ Status:  Attainment  Non-attainment

Roadway Scenic Resource Point No. \_\_\_\_\_

Shoreline Unit No. \_\_\_\_\_ Status:  Attainment  Non-attainment

Shoreline Scenic Resource No. \_\_\_\_\_

Is this a Shorezone Project?  Yes  No

Current and/or Prior Shorezone Project(s) on site?  Yes  No TRPA File # \_\_\_\_\_

If yes, and scenic mitigation measures were required, please clearly identify location(s) of any approved mitigation measures on lakefront façade/landscape elevation drawings.

If property boundaries are not clearly defined, all property corners must be located and staked before the site visit. Use one inch by two inch boards about 3 feet long, driven solidly into the ground at the property corners. In cases where there is heavy brush or tree cover, surveyors tape (brightly colored plastic ribbon) must be tied to the stakes. The address must be posted on the property.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner or Authorized Agent: \_\_\_\_\_

TRPA STAFF WILL DETERMINE IF ADDITIONAL SCENIC ANALYSIS IS NEEDED BASED ON REVIEW OF THE FOLLOWING CHECKLIST ITEMS AND STAFF FIELD VISITS TO THE SITE.

(continued on next page)

## SCENIC IMPACT CHECKLIST

If either the parcel or proposed project is visible from a scenic corridor, recreation area or bikeway, the following information must be submitted to TRPA along with the project application. Refer to the TRPA *Master Checklist* for an explanation of each item. Following this checklist closely can avoid costly delays in reviewing your project.

- \_\_\_\_\_ 5a. Photographs from scenic corridor, recreation area or bikeway location to project area, clearly showing all existing development within the project area.
- \_\_\_\_\_ 5b. Color and material samples for proposed structures. Samples can be no larger than 8.5" x 11". Photographs of sample colors will not be accepted. However, to assist TRPA in the review of your project, you may also submit close-up photographs of outer walls with the applicable color sample from a Munsell® Color Chart held against the wall. A chart of TRPA-approved Munsell® colors is available at TRPA offices.
- \_\_\_\_\_ 5c. Preliminary landscape plan (can be included on the submitted site plan).
- \_\_\_\_\_ 5d. Dimensions of structure(s). Scale drawings showing the exact dimensions of all walls, roofs and structural façades visible from scenic areas or points.
- \_\_\_\_\_ 5e. Written discussion of proposed scenic mitigation measures.
- \_\_\_\_\_ 5f. For Shoreland and Shorezone Projects, TRPA-verified contrast rating score resulting from the Baseline Scenic Assessment. See Baseline Scenic Assessment Application for more information.

## SCENIC CORRIDORS, RECREATION AREAS & BIKEWAYS

### Scenic Corridors

Lake Tahoe	State Route 28	U.S. Highway 50
State Route 89	State Route 207	State Route 267
State Route 431	Pioneer Trail	

### Scenic Recreation Areas

Nevada Beach	Zephyr Cove	Cave Rock
Sand Harbor	Hidden Beach	Diamond Peak
Incline Beach	Burnt Cedar Beach	Kings Beach State Park
Agatam Beach	Patton Beach	Moondunes Beach
Lake Forest Beach	Lake Forest Campground/Boat Ramp	Tahoe State Recreation Area
Tahoe City Commons Beach	William Kent Beach & Campground	Granlibakken Ski Resort
Kaspian Recreation Area	Ski Homewood/Tahoe Ski Bowl	Meeks Bay Resort
Sugar Pine Point State Park	Meeks Bay Campground	D.L. Bliss State Park
Vikingsholm, Emerald Bay Picnic Area	Eagle Falls Picnic Area	Eagle Point Campground
Fallen Leaf Lake Campground	Baldwin Beach	Taylor Creek
Kiva Picnic Area/Tallac Historic Site	Camp Richardson	Pope Beach
El Dorado Beach and Campground	Heavenly Valley Ski Resort	Reagan Beach

### Bikeway Segments

Tahoe City to River Ranch	Tahoe City to Dollar Point	Tahoe Tavern
Sunnyside to Timberland	Timberland to Tahoe Pines	Tahoe Pines to Tahoma
City of SLT Recreation Area	Al Tahoe Boulevard	Tahoe Valley Route
Tahoe Valley to SLT City Limits	City of SLT to Tallac Creek	

**TO DETERMINE THE THRESHOLD STATUS OF AN AREA, REFER TO THE SCENIC RESOURCES INVENTORY AVAILABLE AT TRPA OFFICES, OR ONLINE AT [www.trpa.org](http://www.trpa.org).**



OFFICE  
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Stateline, NV

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PO Box 5310  
Stateline, NV 89449-5310

www.trpa.org

HOURS  
Monday-Friday  
9:00 am-5:00 pm  
New Applications Until 4:00 pm

trpa@trpa.org

## 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** \_\_\_\_\_  Same as Applicant

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](#))

**Bicycle and Pedestrian Facilities:** Are there existing or proposed public bicycle or pedestrian path(s) within 75 feet of the project area (bike paths, lanes, routes, or sidewalks)?  Yes  No ([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)

I understand that I am responsible for all fees set forth in the TRPA Filing Fee Schedule (including cost recovery, filing fees and deposit accounts) associated with this application.

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: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Initial Filing Fee: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

Per the TRPA Filing Fee Schedule, additional costs/fees may apply

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# COMMERCIAL PROJECT CHECKLIST

APPLICATIONS LACKING ANY OF THE FOLLOWING ITEMS WILL NOT BE ACCEPTED. TRPA OR YOUR LOCAL JURISDICTION 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](http://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.

PROJECT NAME: \_\_\_\_\_

CURRENT ASSESSOR'S PARCEL NUMBER (APN): \_\_\_\_\_

PREVIOUS ASSESSOR'S PARCEL NUMBER (APN): \_\_\_\_\_

- | Applicant | TRPA  |  |
|-----------|-------|--|
| _____     | _____ | 1. Fire protection agency pre-approval. This requirement does not apply to some areas as indicated on the fire district maps available at TRPA offices and on <a href="http://www.trpa.org">www.trpa.org</a> . Applicants must contact the reviewing fire agency for their individual requirements regarding plan submittal. Final plans (plans that have been reviewed and approved by TRPA or our partner agencies) are also subject to final approval from local fire protection district or department. Check with your local fire protection agency for their requirements. |
| _____     | _____ | 2. Complete Application with <u>original</u> signed authorization and checklist.   |
| _____     | _____ | 3. Application Fee: Please refer to the <a href="#">TRPA Filing Fee Schedule</a> (275k pdf) available at TRPA offices or online. Use the schedule to make calculations on the attached Filing Fee Worksheet and submit full payment with this application.   |
| _____     | _____ | 4. Proof of land capability verification.  |
| _____     | _____ | 5. Scenic Impact Assessment Form.  |
| _____     | _____ | 7. One copy of the site plan: Minimum 18" x 24" on blackline or blue-line print paper showing the following:   |
| _____     | _____ | a. All property lines and recorded easements.  |
| _____     | _____ | b. Map scale and north arrow.  |
| _____     | _____ | c. Assessor's Parcel Number (APN) and property address.  |
| _____     | _____ | d. Property owner's name.  |
| _____     | _____ | e. Parcel size in square feet.   |
| _____     | _____ | f. Best Management Practices (BMPs), both temporary and permanent.   |
| _____     | _____ | i. Topographic contour lines at 2' intervals.  |
| _____     | _____ | j. Verified backshore and Stream Environment Zone (SEZ) boundaries, including setbacks.  |
| _____     | _____ | k. High and low water lines (if applicable).   |
| _____     | _____ | l. Verified land capability district boundaries.   |
| _____     | _____ | m. Trees greater than 6" in diameter, trees to be removed indicated; any rock outcroppings.  |
| _____     | _____ | n. Location and dimensions of existing and proposed structures.  |
| _____     | _____ | o. Driveway and driveway slope.  |

- \_\_\_\_\_ p. Edge of pavement at street(s).
- \_\_\_\_\_ r.i.. Allowable land coverage by land capability district.
- \_\_\_\_\_ r.ii. Existing land coverage calculations by land capability district (with breakdown of type of coverage, i.e. buildings, paving, etc....).
- \_\_\_\_\_ r.iii. Proposed land coverage calculations by land capability district (with breakdown of type of coverage, i.e. buildings, paving, etc....).
- \_\_\_\_\_ r.iv. Identification of added and/or removed land coverage.
- \_\_\_\_\_ s. Parking space calculations.
- \_\_\_\_\_ t. Signage including the following:
  - \_\_\_\_\_ t.i. Location of freestanding signs only.
  - \_\_\_\_\_ t.ii. Signage on building.
  - \_\_\_\_\_ t.iii. Show all existing and proposed signage.
- \_\_\_\_\_ u. Slope calculation across the building site.
- \_\_\_\_\_ y. Existing and proposed commercial floor area.
- \_\_\_\_\_ z. Location of existing and proposed public bicycle and pedestrian facilities (paths, lanes, routes, sidewalks, and bicycle parking areas).

\_\_\_\_\_ 8. Preliminary Building Elevations (existing and proposed) of all sides of the building(s) showing:

- \_\_\_\_\_ a. Finished floor elevations (with respect to contour elevations shown on the site plan).
- \_\_\_\_\_ b. Lowest elevation of foundation wall at natural grade.
- \_\_\_\_\_ c. Roof pitch of each roof plane.
- \_\_\_\_\_ d. Allowed and proposed height calculations.
- \_\_\_\_\_ e. Drawing scale and view aspect.
- \_\_\_\_\_ f. Existing and proposed building signs.

\_\_\_\_\_ 9. Preliminary Floor Plans (existing and proposed) showing:

- \_\_\_\_\_ a. Scaled dimensions.
- \_\_\_\_\_ c. All exterior entrances and exits.
- \_\_\_\_\_ d. Existing and proposed commercial floor area.

\_\_\_\_\_ 12. For projects requiring Hearings Officer or Governing Board review:

- \_\_\_\_\_ a. A list of names, addresses, and Assessor's Parcel Numbers of property owners within 300 feet of the perimeter of the project area, addressed envelopes to same (with no return addresses), and postage (stamped, not metered).
- \_\_\_\_\_ b. 8 1/2" x 11" plan reductions of site plan, building elevations and floor plans.

- \_\_\_\_\_ 16. Initial Environmental Checklist. This is a separate questionnaire and checklist available at TRPA offices or online ([Click here to download the interactive document](#)).
- \_\_\_\_\_ 17. Change in Operation Form and identification of new vehicle trips associated with the project..
- \_\_\_\_\_ 19. Results of Soils/Hydrologic Application (if excavating beyond 5 feet in depth).
- \_\_\_\_\_ 28. Commercial allocation letter or location of commercial transfer.
- \_\_\_\_\_ 37. Applicable findings with written explanation.
- \_\_\_\_\_ 48. Project Description.

## FILING FEE CALCULATION WORKSHEET

**Please calculate your filing fee in the worktable at the bottom of this page. Include full payment with your complete application.**

Fees and multipliers for permit applications are re-evaluated on a regular basis to ensure TRPA's review costs are recovered and that applicants are not unfairly charged. Please refer to the current [TRPA Filing Fee Schedule](#) (275 kb pdf) available at TRPA offices or online at [www.trpa.org](http://www.trpa.org).

FEE MULTIPLIERS	
Level of Review See <a href="#">TRPA Code of Ordinances Chapter 4</a>	Multipliers
Staff Level Review	1.00
Hearings Officer Review	1.40
Governing Board Review	1.80
Plan Revisions	
Minor—A non-substantive change to a permitted project. A project that will not cause changes to any TRPA permit conditions, does not require new field review by TRPA staff, does not require a public hearing, and does not involve any modifications to building size, shape, land coverage, location, or scenic rating score.	0.40
Major—A substantial change that does not significantly exceed the original scope of the project. Revisions that significantly exceed the original scope of a project, or which require a public hearing, must be treated as new or modified projects, as the case may be.	0.70
Special Planning Areas	
For projects located in an adopted community plan area, or subject to an adopted redevelopment, specific, or master plan. A map of <a href="#">Community Plan Areas</a> is available at our offices or online at <a href="http://www.trpa.org">www.trpa.org</a> .	1.25

### Sample Calculation

$\left( \$ 2,000.00 \times 1.4 \times 0.70 \times 1.25 \right) + \$ 400 + \$ 88 = \$ 2,938.00$						
Base Fee	Level of Review Multiplier	Plan Revisions Multiplier	Special Planning Area Multiplier	Shoreland Scenic Review	I.T. Surcharge	Application Fee due on submittal

### Applicant Calculation

Using the base fee from the [TRPA Filing Fee Schedule](#) (275 kb pdf) and the fee multiplier table above, calculate your filing fee total on the worktable below. You must fill all blanks with a number, or "N/A" if the multiplier or surcharge does not apply to your application.

$\left( \$ \quad \times \quad \times \quad \times \quad \right) + \$ \quad + \$ \quad = \$ \quad$						
Base Fee	Level of Review Multiplier	Plan Revisions Multiplier	Special Planning Area Multiplier	Shoreland Scenic Review	I.T. Surcharge	Application Fee due on submittal