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

New Applications Until 3:00 pm

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## *GRADING 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 grading projects. 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 is working hard to streamline its permitting processes. 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 the Reception Desk 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 residential 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.

Under the MOUs, local jurisdictions complete the review of most residential projects requiring a TRPA permit. TRPA still reviews residential projects in Douglas County and projects on most parcels visible from TRPA-designated scenic corridors or resources. Scenic corridors include Lake Tahoe and all highways within the Tahoe Basin. Scenic resources include public recreation areas and bike trails. (In El Dorado County, the local building department may be able to review your project even if it is visible from a scenic corridor or resource. Contact TRPA or the local building department for assistance.) Please see the Scenic Corridors, Recreation Areas and Bikeways list below.

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. Some activities, such as grading of less than 3 to 7 cubic yards of soil, may be considered "Exempt" or "Qualified Exempt" from TRPA review. An *Exempt/Qualified Exempt Activity Reference Guide and Information Sheet* is available from TRPA. This guide and other TRPA documents can be viewed on TRPA's website at [www.trpa.org](http://www.trpa.org). Generally, projects which involve the creation or relocation of land coverage or are considered scenic properties require a permit. If you have questions regarding the need for a permit, please contact TRPA.

If your proposed project requires a **residential** permit and is eligible for review by a local jurisdiction, a Site Assessment of your property must be completed prior to submission of your application to the local building department. A Site Assessment is a combination of Land Capability Verification and Coverage Verification, which tells you how many square feet of a parcel can be developed and verifies how much coverage legally exists. A Site Assessment may not be required for your property if a TRPA permit was issued for the parcel since July 1987. Please contact your local building department for a site assessment application form. A Site Assessment Information Sheet is also available. Contact TRPA for information about coverage or to see if a permit was issued for the parcel since July 1987.

If your proposed project requires TRPA review or is **non-residential** (commercial or multi-family) you will also need a land capability verification for your property prior to application submittal. A land capability verification may have already been completed if a permit was issued for your parcel since July 1987. A land capability verification application is available at TRPA. You may also use an approved set of plans after July of 1987 as your coverage and land capability verification if that was included as part of the approval. In some cases you may need to have a partial site assessment if both verifications have not been completed.

Included in this packet is a grading application checklist and list of findings to be made as applicable to your project. All the items on the checklist must be addressed in your project submittal. You should refer to the TRPA *Master Checklist Document* for the corresponding numbered checklist item for further explanation. 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 plan revisions at a later date.

It is the responsibility of the applicant or applicant's agent to explain how TRPA may make the required findings as shown on the Findings Table enclosed. The Findings Table lists all possible findings to be made by TRPA to approve a project for various situations. It is possible that you will only need TRPA to make some of the findings on the Table and not all of them. The code section for the specific finding can be found in the TRPA *Master Findings Document*. Review the document for all of the findings and attach a written explanation of why each applicable finding can be made by TRPA. This information is required by TRPA at the time of application submittal.

### **Prior to Application Submittal**

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

- 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. TRPA Code of Ordinances Chapter 64 discusses grading standards and requirements for projects within the Tahoe Basin. 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 may need 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.
- Complete a Scenic Impact Assessment Form.** You must complete a Scenic Impact Assessment Form for your project included in this packet. 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.
- Obtain your Site Assessment or Land Capability Verification Results.** The site assessment or land capability and coverage 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.
- Review the Appropriate Plan Area Statement or Area Plan.** Each property is located within a specific Plan Area, Community Plan or other type of Area Plan. You can find the Plan Area you are located in by contacting either the local jurisdiction or TRPA. These planning documents indicate the permissible uses and certain design criteria that may be helpful while planning your project.
- 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 Scenic Assessment Application) must be submitted with each application. Please be advised that a soils/hydrologic report will also be required for your project if the proposed excavation exceeds 5 feet in depth.
- Complete the Initial Environmental Checklist (IEC).** If your project is not Exempt or Qualified Exempt the IEC is required to be submitted with your application. The IEC evaluates the potential 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.

✓ **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.** In some cases copies of access easements for the applicant may be utilized in lieu of an owner's signature. Check with TRPA to verify that this will apply to your project prior to submitting your application.

✓ **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 now 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 the 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 shall make the findings required. Applicable findings with the appropriate TRPA Code of Ordinance Section are shown in the Findings Table in this information packet. You only need to provide explanation as to why the finding can be made for particular findings applicable to your project.

Applicability: Prior to approving any project or taking any other action specified herein, TRPA shall 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 shall be made in accordance with Chapter 6 of the TRPA Code of Ordinances.

Procedure For Findings: Findings shall be made as follows:

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

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

### Example Finding:

64.2.B Grading Season Exceptions: TRPA may approve grading after October 15 if TRPA finds either that an emergency exists and the grading is necessary for the protection of public health or safety, or that the grading is for erosion control purposes or protection of water quality.

### Finding Rationale

The project is to replace a broken water line within an existing utility easement. Some grading is required to install remove and install the new water line. This project is necessary to for public health and safety to provide water service to the public. The project proponent requires a Grading Season Exception to grade the area after October 15. The project proponent wishes to complete this work prior to the onset of inclement weather. Temporary erosion control will be installed prior to initiation of grading and throughout the grading process.

## **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 or the local jurisdiction for review. Submitting a clear complete and accurate application with explanation of the applicable findings to be made can speed the processing time through TRPA or the local building department. 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 winter prior to the year in which you wish to build.

**Local Jurisdiction Review:** If your permit is reviewed for TRPA standards by a local jurisdiction (e.g., the City of South Lake Tahoe, El Dorado County, Placer County, or Washoe County), please contact the appropriate building department for their permit process. Typically, local jurisdictions do not issue conditional permits. Instead, they issue a correction notice outlining the required changes to your plans, if any. A permit is issued once plans received by the local building department meet all applicable TRPA standards. In many cases, the local jurisdiction may be able to review your plans concurrently for local requirements.

**TRPA Review:** TRPA has three review levels for projects; staff level, Hearings Officer and Governing Board. The large majority of grading projects can be reviewed at staff level. The TRPA Hearings Officer or Governing Board typically only reviews grading projects identified as a “special use” in the plan area statement. 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. The Hearings Officer meets as needed two times per month.

## **Conditional Permit**

Once review of your project is complete, 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 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.

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.

**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. To assist you in calculating this fee, an excess coverage mitigation fee worksheet is available from TRPA and within the TRPA *Master Checklist/Design Criteria and Guidelines*. See TRPA Code of Ordinances Section 20.5.

<b>For information on specific projects funded by mitigation fees, please request a TRPA Annual Report.</b>
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### **Project Security**

A project security will be collected by the reviewing jurisdiction. 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 the jurisdiction that issued your permit to schedule a final inspection. Review Attachment J in the *Master Findings/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.

### **Pregrading (Pre-construction) Inspection**

Before you begin construction of your project, you must arrange a pregrading inspection. If a local jurisdiction completed your TRPA review, contact the appropriate local building department to arrange an inspection. If TRPA issued your permit, contact the TRPA Environmental Compliance Division. In some cases, the pregrading inspection may be done via 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.

## *GRADING 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>Findings Necessary to Approve Any Project</i></b>	6.3.A
<b><i>Waiver of Infiltration Requirements</i></b>	25.5.A
<b><i>Paved Road Waiver</i></b>	27.2.A
<b><i>Grading and Filling of Lands Within the 100-Year Flood Plain</i></b>	28.3.B(1) thru (4)
<b><i>Historic Resources Demolition</i></b>	29.6.C
<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
Logging Roads and Skid Trail	71.4.D
Tree Removal for Solar Access	71.5.D
<b><i>Fish Habitat Protection</i></b>	79.2.B
<b><i>Water Quality Mitigation</i></b>	
Mitigation Projects In-Lieu of Fees	82.2.A
Possible Contaminating Activities in Source Water Protection Zones	83.2.D

# 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 \_\_\_\_\_

Representative or 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](http://www.trpa.org). Information and maps for these items are available on the [Scenic Resources page](#) of the TRPA website and at the TRPA main office. List all unit numbers the parcel(s) is located in. Then list any scenic points from which the parcel(s) can be seen.

**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

**Shoreline Character Type** \_\_\_\_\_

**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) shall 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.**

## 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 allows quicker review of 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. To assist 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. OR, to assist in the review of your project, you may submit an electronic version or electronic CAD file of the dimensions on a compact disc so that project review staff can verify the scale of drawings.
- \_\_\_\_\_ 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).**



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

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: \_\_\_\_\_

**The following items must be attached:**

- 1. A detailed project description.**
- 2. The applicable project checklist.**
- 3. A discussion of the Specific Findings required.**

**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 7/10)

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

\_\_\_\_\_ At \_\_\_\_\_ Date: \_\_\_\_\_  
Person Preparing Application County

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

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**FOR OFFICE USE ONLY**

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

Fee: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

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

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

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## GRADING PROJECT APPLICATION CHECKLIST

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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](#) (784 k download) available at our offices or online. 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	
___	___	2. Complete Application with original signed authorization and checklist.
___	___	3. Application Fee: Please refer to the <a href="#">TRPA Filing Fee Schedule</a> available at TRPA offices or online. Use the schedule to make the calculations on the attached Filing Fee Worksheet and submit the complete fee with this application.
___	___	4. Proof of Land Capability/Backshore Boundary Verification.
___	___	5. Completed TRPA Scenic Impact Assessment Form.
___	___	7. Site Plan: Minimum size 18" x 24" on blackline or blue line print paper showing the following:
	___	___ a. All property lines.
	___	___ b. Map scale and north arrow.
	___	___ c. Assessor's Parcel Number (APN) and property address.
	___	___ d. Property owner(s) name(s).
	___	___ e. Parcel area in square feet.
	___	___ f. Temporary and permanent Best Management Practices (BMPs).
	___	___ g. Finish topographic contour lines at 2-foot intervals.
	___	___ i. Topographic contour lines at 2-foot intervals.
	___	___ j. Stream Environment Zone (SEZ) boundaries and setback(s) (if applicable).
	___	___ k. High and low water lines (if applicable).
	___	___ l. Land Capability Districts and (if applicable) Backshore boundary as verified by TRPA.

- \_\_\_\_\_      \_\_\_\_\_      m. Trees greater than 6" in diameter at breast height (dbh) and all rock outcroppings. Indicate trees to be removed.
- \_\_\_\_\_      \_\_\_\_\_      o. Driveway and driveway slope.
- \_\_\_\_\_      \_\_\_\_\_      p. Edge of pavement at street.
- \_\_\_\_\_      \_\_\_\_\_      q. Location of all easements (if applicable). For easements involving land coverage (i.e., driveway or access easements), provide the earliest recorded grant deed describing the easement on the subject property.
  
- \_\_\_\_\_      \_\_\_\_\_      11. Grading Plan (proposed cut and fill).
- \_\_\_\_\_      \_\_\_\_\_      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 project area, addressed envelopes to same (with no return addresses), and postage (stamped not metered).
  - \_\_\_\_\_      \_\_\_\_\_      b. 8-1/2" x 11" reductions of site plan and building elevations.
- \_\_\_\_\_      \_\_\_\_\_      16. TRPA Initial Environmental checklist.
- \_\_\_\_\_      \_\_\_\_\_      19. Results of Soils/Hydrology Report if grading below 5 feet.
- \_\_\_\_\_      \_\_\_\_\_      20. Supplemental Report
  - \_\_\_\_\_      \_\_\_\_\_      a. Reason for the project.
  - \_\_\_\_\_      \_\_\_\_\_      b. Location of the proposed disposal site (if applicable).
  - \_\_\_\_\_      \_\_\_\_\_      c. Names, addresses, and phone numbers of the persons who will dispose of the material.
- \_\_\_\_\_      \_\_\_\_\_      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

(\$ 2,000.00	x	1.4	x	0.70	x	1.25	)	+	\$ 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.

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