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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

INDIVIDUAL PARCEL EVALUATION SYSTEM (IPES) LAND CAPABILITY EVALUATION REQUEST FORM

All applications are subject to an information technologies (IT) surcharge.

How To Request An IPES Parcel Evaluation

This request form is only for **vacant parcels** to be used for Single Family Dwellings. All other parcels require either a Site Assessment or a Land Capability Verification Request form. 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 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 applicant and works hard to serve the public promptly and fairly.

Please be aware that we may require information beyond that presented in this packet. The TRPA may on occasion require the digging of soil test pits on your property in order to clearly review the soil types. See the Soil Test Pit section on the next page for more information. Once your application is submitted, TRPA will contact you if additional information is required to adequately review your project. Please read this form thoroughly. We hope it answers most of your 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.

For relevant Application Fees and IT surcharge, please refer to the "Filing Fee Schedule" available at the TRPA Front Counter. Or go online to www.trpa.org → "Permits and Documents" → under "Other Documents" → "Filing Fee Schedule" (275k pdf).

INITIAL IPES EVALUATION

The parcel has never had an IPES score; or the parcel contained several legal lots of record that were scored together and are now being split; or a boundary line adjustment has changed the size of a lot. Applies to the highest capacity one-third acre or 14,520 square feet.

Application Fee \$ _____
IT Surcharge \$ _____
Total \$ _____

IPES RE-EVALUATION

Re-evaluating because of proposed change in access or utility locations.

Application Fee \$ _____
IT Surcharge \$ _____
Total \$ _____

DIFFERENT IPES BUILDING SITE

Proposing alternate site for house if parcel (outside of the Stream Environment Zone (SEZ)) is larger than 25,410 square feet.

Application Fee \$ _____
IT Surcharge \$ _____
Total \$ _____

DETERMINATION OF ALLOWABLE COVERAGE

Scoring a parcel over 14,520 square feet. It must be in conjunction with a scored lot or an Initial IPES Evaluation. If both applications are needed, both fees apply but only one IT surcharge.

Application Fee \$ _____
IT Surcharge \$ _____
Total \$ _____

INFORMATION ONLY IPES SCORE

"Information Only" IPES scores can be given if a lot reconfiguration is being considered. This application form must still be filed and fees paid, but the score will remain "Unofficial" until a Lot Line Adjustment has been approved by TRPA and recorded with the Assessor's office.

Application Fee \$ _____
IT Surcharge \$ _____
Total \$ _____

Soil Test Pit & Notification

TRPA staff will need to describe the soil profile on your property as part of this application. In some instances, TRPA soil experts can hand auger a soil boring, however, there are many instances when a test pit or series of pits must be dug. In the event that digging is needed, excavation must be carried out by the owner or their representative. TRPA staff will notify you if test pits should be dug and will give direction on location and depth.

Within 30 days of submittal, TRPA staff will review this application for completeness. If additional items or more information is needed, a letter will be sent to you and/or your representative indicating whether soil test pits will be required. In certain instances, TRPA will not be able to determine the need for the soil test pit until it conducts an initial site visit. In that case, TRPA will notify the applicant as soon as practical. 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.

Soil Test Pit “How To” Instructions

If it is determined that a test pit or a series of pits are required, TRPA will indicate on a topographic map where the pit or pits should be located. The applicant and a representative from TRPA will coordinate a date and time to examine the pit or pits (which will be excavated by the applicant prior to the meeting.) The process and specifications for excavating test pits are as follows:

1. Excavation is not permitted between October 15th and May 1st without TRPA written consent.
2. The applicant will need to confirm that the requested test pit location does not interfere with any existing utilities, irrigation, etc.
3. Dimensions – The test pit or series of pits should measure 3 feet (in length) x 2 feet (in width) x 5 feet (in depth). The depth requirement of 5 feet (60 inches) is critical to the analysis; bedrock refusal may result in termination of a test pit shallower than 5 feet.
4. If groundwater (water beneath the surface of the ground) is encountered, immediately stop excavation and contact the TRPA.
5. Excavated ground material (duff, dirt, etc.) must be stored in a manner that is consistent with TRPA Temporary Best Management Practices (BMPs).
6. The ground surface on one side of the test pit (or one side on each of the individual pits) must be left undisturbed (i.e. no disturbance of surface soil or vegetation caused by standing on the surface, storing excavated ground material or equipment, etc.)
7. Proper safety flagging and coverage of the test pit (or pits) will be in place to prevent accidents or injury (see TRPA indemnification below.)
8. The applicant will backfill the test pit (or pits) within 48 hours of TRPA review.

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.

About Development Rights

As part of issuing IPES scores from 1987 to present day, TRPA has not necessarily verified if the scored parcel is entitled to a Development Right. A Development Right is necessary for a parcel to be eligible for an allocation and building permit. The right to develop cannot be determined until an application and documentation regarding the legal status of the lot is submitted as part of a project application or an allocation assignment package.

TRPA Indemnification (or Hold Harmless)

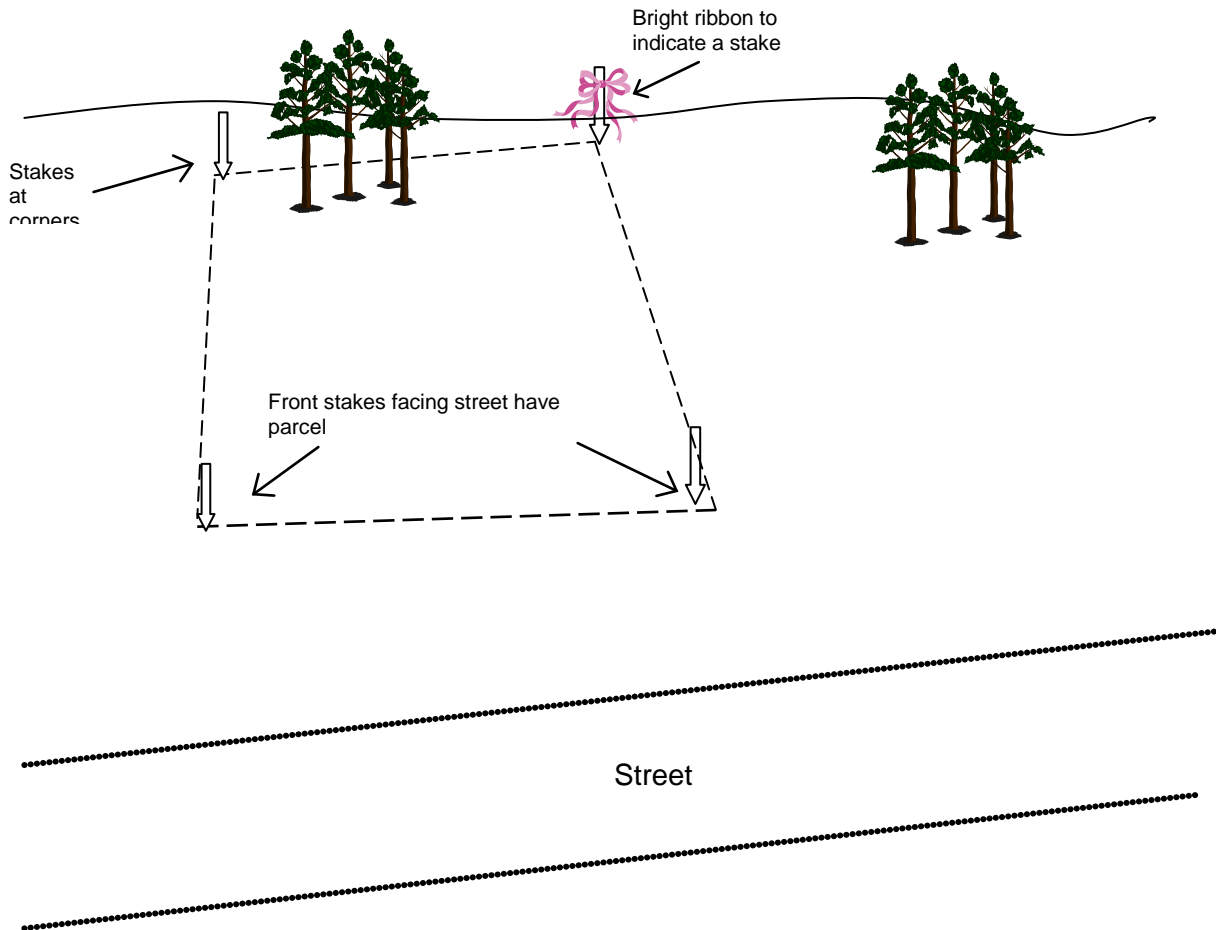
TRPA shall not be held liable for any damage, accidents, etc. that result from or are associated with the digging or presence of soil test pit(s). The applicant shall coordinate with TRPA to insure that the excavated test pit(s) is open for the least amount of time practicable; which may be hours to several days. During the time in which the test pit(s) is open, the applicant shall insure that the test pit(s) is appropriately cordoned off with cautionary flagging and covered (e.g. with plywood) to prevent accidental falls and/or injury. The applicant is responsible for any damage or harm that occurs as a result of or in association with the test pit(s) and will hold TRPA harmless and indemnify TRPA for any causes of action that arise therefrom.

Flagging parcel boundaries is required for all evaluations

In order to locate the lots that are to be reviewed, it is necessary to “flag” them. With the varied topography of the Tahoe Basin, it is difficult to write all-purpose instructions. The basic idea is to identify the lot by its parcel number and to indicate its boundaries. The TRPA field inspectors will have parcel maps with them that show the shape and approximate size of each lot.

Staking is the usual way of identifying a lot. One by two inch boards about 3 feet long are sharpened at one end and driven solidly into the ground at the corners of the property. In cases where there is heavy brush or tree cover, “surveyor tape” (brightly colored plastic ribbon) is tied to the tree or shrub nearest the stake. Information such as parcel number and last name can be written on the stakes with an indelible marker.

The diagram below indicates a properly marked lot. The assessor’s parcel number (APN) must be written on the stakes at the front of the parcel. The assessor’s parcel number (APN) is printed on your tax bill or available at through your county assessor’s office (it is not the street address or subdivision number). Print your last name on the stake as well.



IPES EVALUATION REQUEST FORM

Applicant
Mailing Address
City
State
Zip Code
Email
Phone
FAX

Representative or Agent
Mailing Address
City
State
Zip Code
Email
Phone
FAX

Owner
Mailing Address
City
State
Zip Code
Email
Phone
FAX
Same as Applicant

Project Location/Assessor's Parcel Number (APN)
Street Address
Subdivision
Lot #
County
Previous APN
(if changed by county assessor since 1987)

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
Description:
TRPA File No:
Date:

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. See Flagging Instructions in this packet.

FOR OFFICE USE ONLY

Date Received:
Fee: \$
Receipt No.:
Date of Field Evaluation:
By:
Results and/or Comments:

Total Allowable Coverage (sq. ft.):
Hydrologic Transfer Area:

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)

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: _____

TRPA IPES/LAND CAPABILITY EVALUATION 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. 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): _____

Please check the type of IPES evaluation you are applying for and complete the appropriate checklist below.

INITIAL IPES OR INFORMATION ONLY

The parcel has never had an IPES score; or the parcel contained several legal lots of record that were scored together and are now being split; or a lot line adjustment may have changed the size of a lot.

DIFFERENT IPES BUILDING SITE

Proposing alternate site for house if parcel (outside of the Stream Environment Zone (SEZ)) is larger than 25,410 square feet.

IPES RE-EVALUATION

Re-evaluating because of proposed change in access or utility locations.

DETERMINATION OF ALLOWABLE COVERAGE

Scoring a parcel over 14,520 square feet. It must be in conjunction with a scored lot or an Initial IPES Evaluation. If both applications are needed, both fees apply but only one IT surcharge.

INITIAL IPES OR INFORMATION ONLY

Applicant TRPA

- _____ 2. Complete Application with original signed authorization and checklist.
- _____ 3. Application Fee and IT surcharge: Please refer to the filing fee schedule available at TRPA offices or online at www.trpa.org → "Permits and Documents" → under "Other Documents" → "Filing Fee Schedule" (275k pdf). Use the filing fee calculation worksheet on the front page of this application to determine fee.
- _____ 7. Three (3) copies of topographic maps created by a Registered Licensed Surveyor (RLS), minimum size of 18"x 24" on blackline or blue print paper. The maps must include the following information:
- _____ a. All property lines.
 - _____ b. Map scale (from 1:10 to 1:50) and north arrow.
 - _____ c. Assessor's Parcel Number (APN) and property address.
 - _____ d. Property owner's name(s).
 - _____ i. Contour lines at two-foot intervals.
 - _____ ii. Re-evaluations must show location of new access, utilities, parcel configuration or new building site location.
 - _____ iii. Parcels over one acre require identification of building site or proposed coverage.
- _____ 51. Parcel staked and flagged per attached instructions.

IPES RE-EVALUATION

Applicant TRPA

- _____ 2. Complete Application with original signed authorization and checklist.
- _____ 3. Application Fee and IT surcharge: Please refer to the filing fee schedule available at TRPA offices or online at www.trpa.org → “Permits and Documents” → under “Other Documents” → “Filing Fee Schedule” (275k pdf).
- _____ 7. Three (3) copies of topographic maps created by a Registered Licensed Surveyor (RLS), minimum size of 18”x 24” on blackline or blue print paper. The maps must include the following information:
 - _____ a. All property lines.
 - _____ b. Map scale (from 1:10 to 1:50) and north arrow.
 - _____ c. Assessor’s Parcel Number (APN) and property address.
 - _____ d. Property owner’s name(s).
 - _____ i. Contour lines at two-foot intervals.
 - _____ ii. Location of new access, utilities or new parcel configuration.
- _____ 51. Parcel staked and flagged per attached instructions.

DIFFERENT IPES BUILDING SITE

Applicant TRPA

- _____ 2. Complete Application with original signed authorization and checklist.
- _____ 3. Application Fee and IT surcharge: Please refer to the filing fee schedule available at TRPA offices or online at www.trpa.org → “Permits and Documents” → under “Other Documents” → “Filing Fee Schedule” (275k pdf).
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 - _____ a. All property lines.
 - _____ b. Map scale (from 1:10 to 1:50) and north arrow.
 - _____ c. Assessor’s Parcel Number (APN) and property address.
 - _____ d. Property owner’s name(s).
 - _____ i. Contour lines at two-foot intervals.
 - _____ ii. Location of new building site.
- _____ 51. Parcel staked and flagged per attached instructions.

DETERMINATION OF ALLOWABLE COVERAGE

Applicant TRPA

- _____ 2. Complete Application with original signed authorization and checklist.
- _____ 3. Application Fee and IT surcharge: Please refer to the filing fee schedule available at TRPA offices or online at www.trpa.org → “Permits and Documents” → under “Other Documents” → “Filing Fee Schedule” (275k pdf).

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 - _____ a. All property lines.
 - _____ b. Map scale (from 1:10 to 1:50) and north arrow.
 - _____ c. Assessor's Parcel Number (APN) and property address.
 - _____ d. Property owner's name(s).
 - _____ i. Contour lines at two-foot intervals.
- _____ 51. Parcel staked and flagged per attached instructions.