



OFFICE  
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Stateline, NV

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trpa@trpa.org  
www.trpa.org

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

New Applications Until 3:00 pm

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## *LAND CAPABILITY VERIFICATION APPLICATION*

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

### **How to Apply for a Tahoe Regional Planning Agency (TRPA) Permit**

This packet explains the TRPA process for verification of Land Capability on a parcel. 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 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 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.

Please complete and sign the attached Land Capability Challenge request form and checklist and return it to TRPA offices with original signatures. Forms without an original signature from the property owner will not be accepted. **Faxed signatures and xerox copies will not be accepted.**

### **Getting Started**

The included application checklist is your guide to a complete application and all items listed there must be included for your application to be considered. For current application fees, please refer to the filing fee schedule available at TRPA offices or online at [www.trpa.org](http://www.trpa.org) → "Permits and Documents" → under "Other Documents" → "Filing Fee Schedule" (275k pdf).

A field evaluation of your parcel will be completed as soon as possible, weather permitting, and the results will be mailed to you immediately upon completion. Please keep in mind, the season in which field evaluations are completed is normally between May and October. Due to the difficulty in knowing when the field team will be in your area, no commitments will be made with owners/agents to meet on the site. To ensure that the accurate boundaries of the parcel are evaluated, please mark all parcel corners as described in the attached flagging instructions. A topographic survey map may be required for evaluations of parcels greater than one acre, and an additional fee may be warranted.

Land capability class verification is necessary for TRPA's Project Review Division to review building addition/modification applications, but it is not the sole factor determining whether a proposed project will be approved.

If you have questions regarding your building plans or wish to have an information packet on building procedures (which include applications) sent to you, contact the TRPA Project Review Division at (775) 588-4547.

### **Timeline for Appeals**

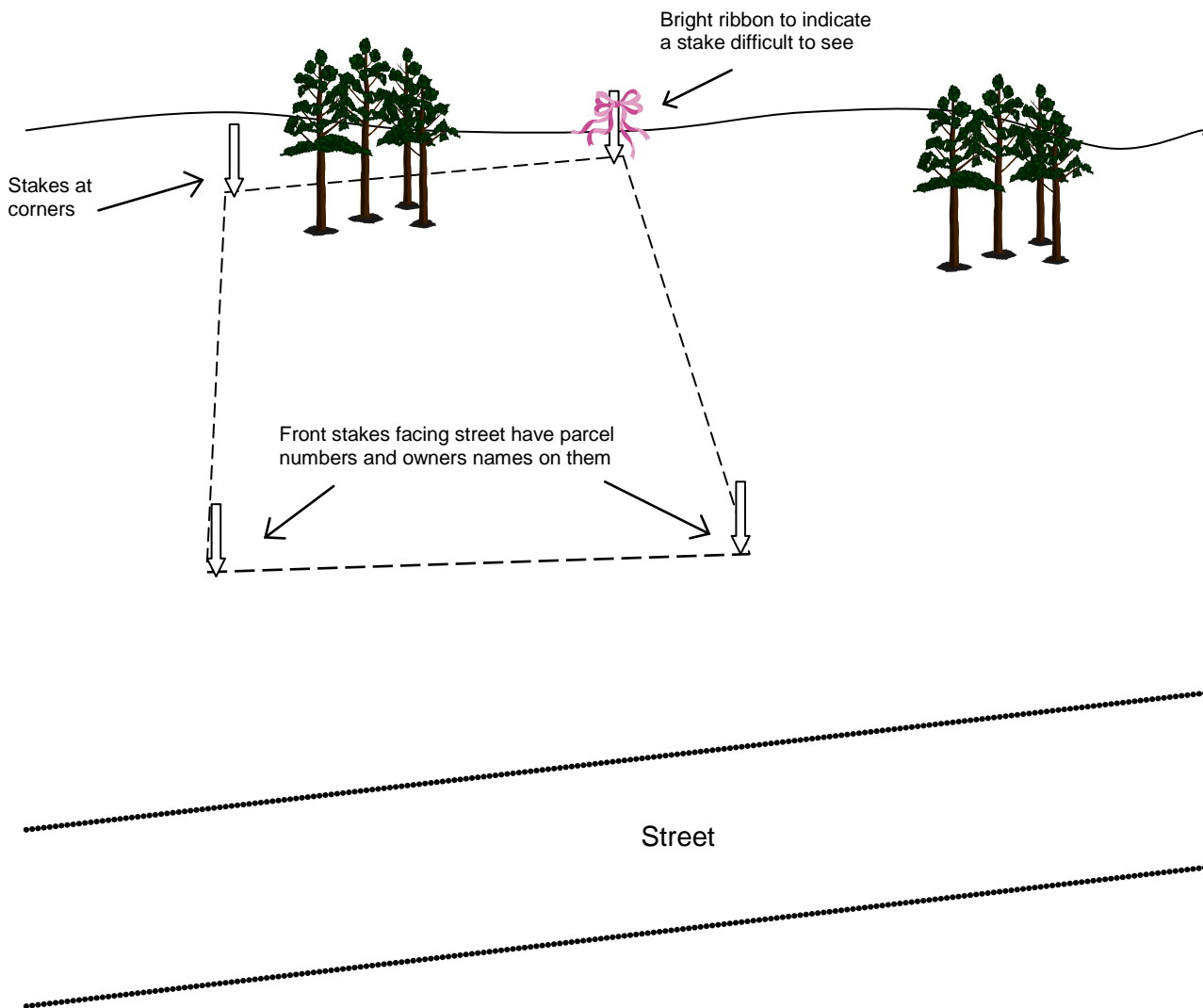
If an applicant wishes to appeal a final decision by TRPA, pursuant to Rule 11.2 of the TRPA Rules of Procedure, a Notice of Appeal form and filing fee must be submitted within twenty-one (21) days from the date TRPA issues its final decision (date on correspondence). After 21 days, no appeals can be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

## Flagging Of Lots

In order to locate the lots that are to be reviewed, it is necessary to “flag” them. With the varied topography of the 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 (not the street address or subdivision number). Print your last name on the stake as well.





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## LAND CAPABILITY VERIFICATION APPLICATION

**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)

### FOR OFFICE USE ONLY

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

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

#### Mapped Land Capability

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### Mapped Soil Unit

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Results

Date: \_\_\_\_\_ By: \_\_\_\_\_ Verified as Mapped? Yes No

Verified Land Capability Class      Verified Soil Map Unit      Observed Slope

- |    |       |       |       |
|----|-------|-------|-------|
| a. | _____ | _____ | _____ |
| b. | _____ | _____ | _____ |
| c. | _____ | _____ | _____ |
| d. | _____ | _____ | _____ |

Verification of Stream Environment Zone(SEZ): Yes No      Extent or Amount of SEZ on Parcel: \_\_\_\_\_

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

**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

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

# LAND CAPABILITY VERIFICATION 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

- \_\_\_\_\_      \_\_\_\_\_      2. Complete Application with original signed authorization and checklist.
- \_\_\_\_\_      \_\_\_\_\_      3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) (275k pdf) available at TRPA offices or online. Filing Fee: \$ \_\_\_\_\_ + Information Technology (IT) surcharge: \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_      \_\_\_\_\_      7. Three (3) copies of the site plan, minimum size of 18"x24" on blackline or blueprint paper. The site plan must include the following information:
- \_\_\_\_\_      \_\_\_\_\_      a. All property lines, easements, and building setbacks.
- \_\_\_\_\_      \_\_\_\_\_      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.
- \_\_\_\_\_      \_\_\_\_\_      i. Contour lines at two feet intervals.
- \_\_\_\_\_      \_\_\_\_\_      51. Parcel boundaries flagged per instructions.

On Blackline or Blueprint paper 18"x 24".

