
LOT LINE ADJUSTMENT AND RIGHT-OF-WAY ABANDONMENT APPLICATION FORM

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 lot line adjustments and right-of-way abandonment projects. Simple lot consolidations where no lot lines are adjusted **DO NOT REQUIRE** TRPA notification. Projects involving divisions of land (the creation of new lots of record, including new condominium lots) should be submitted with a subdivision application 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 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.

Getting Started

Refer to the application checklist included in this packet for a complete list of the items that must be submitted before TRPA can review your project. Please look at the items listed below before submitting the application. 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. Your lot line adjustment or right-of-way abandonment must also be approved through the local jurisdiction to be considered legal. You may process both the TRPA and local jurisdiction application simultaneously.

A land capability verification, existing coverage verification, or site assessment for all properties involved in the lot line adjustment must be completed by TRPA or the local jurisdiction prior to application submittal unless all the lots in question are IPES lots. A land capability verification and existing coverage verification or site assessment may have already been completed if a permit was issued for your parcel since July 1987. A land capability verification application, existing coverage verification or site assessment application is available at TRPA or your local jurisdiction (except Douglas County). You may also use an approved set of plans from after July of 1987 as your coverage and land capability verification or site assessment. In some cases you may need to have a partial site assessment if both verifications have not been completed.

Prior to Application Submittal

Check the Community Plan or Plan Area Statement. The Community Plan or the Plan Area Statement (PAS) lists the permissible uses allowed for your project. The Community Plan or the PAS may also have specific design and zoning criteria that may need to be considered prior to adjusting the lot line including allowed density and required site area requirements.

Review the TRPA Development Standards. If you have questions regarding land coverage or other TRPA standards, some basic information is in the Master Checklist/Design Criteria and Guidelines document. You may not adjust a lot line that will create a parcel that is more nonconforming related to coverage restrictions without a project area deed restriction. Contact TRPA or your local building department for additional information.

Prepare a Site Plan Survey for All Properties Involved. If you plan to submit a project application, you must have a site plan prepared including all of the existing site information listed on the enclosed checklist. A topographic

survey with additional information will be required when applying for a site assessment , land capability and existing coverage verifications. It will also be required for a project application.

✓ Have Your Land Capability Verified or A Site Assessment For All Properties Involved. The land capability verification or site assessment will determine if your parcel is considered “sensitive” or “non-sensitive” in accordance with the TRPA Code of Ordinances. The land capability verification will also determine the allowable land coverage for your parcel which will be needed in designing your project. The site assessment will also verify the existing coverage on the property.

✓ If you are adjusting the lot line between an IPES lot and a Bailey lot, you must have a Land Capability Verification completed for the IPES lot prior to applying for your project. If both lots are considered IPES lots this will not be necessary, however both lots will require an IPES re-evaluation of the resultant lots upon project approval prior to development of the resultant lots.

✓ Existing Coverage Verification. If you do not qualify for a site assessment, you must apply for an existing coverage verification. The verification will only recognize existing coverage that was legally established or existing prior to 1972. Conducting this process prior to line adjustment will alleviate unnecessary delays and costs later on in the process

✓ Obtain a copy of a Preliminary Title Report for each property involved. If your project involves a lot line adjustment, you will be required to submit a recent preliminary title report to the local jurisdiction for their review. Make a copy of these title reports and submit one for each affected property with your application. Normally these must be prepared within 6 months of submitting you application to the local jurisdiction. You may not use a title report prepared for any other transaction other than the lot line adjustment. A title report prepared for a recent sale or loan may not be allowed by your title company. Please check with a Title Company for additional information.

✓ Complete the Land Coverage Conformance Worksheet. This form is included within this packet and is required to be submitted with your application. The results of this form will demonstrate whether or not the adjusted parcels or right-of-way abandonment will result in more non-conforming parcels related to land coverage requirements. This information is essential in approving a project with our without a project area deed restriction.

✓ Complete the Appropriate Supplemental Form. If you are applying for a Lot Line Adjustment you must complete Supplemental Form A which includes information for each lot involved. If you are applying for a Right-of-Way Abandonment you must complete Supplemental Form B. If the Right-of-Way Abandonment involved a public right of way, you must complete both supplemental forms. Both of these forms are included within this packet.

✓ 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.

✓ Complete the appropriate forms. The attached project application form must be completed including information for each affected lot and right-of-way, and all checklist items provided. The owner of the sending parcel or the property owner initiating the transfer shall complete the Project Review Application form in addition to the enclosed forms. For additional information about checklist items, refer to the TRPA Application Checklist Reference. Note that checklist item numbers may not be sequential; not all checklist items found in the TRPA Application Checklist Reference apply to all projects.

✓ Obtain the required signatures. The property owner or authorized representative for each lot and/or right-of-way must sign the attached application form 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 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.

✓ 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.

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:

Below is one of the findings necessary to approve a project.

6.3.A(2) The project will not cause the environmental threshold carrying capacities thresholds to be exceeded.

Finding Rationale

This lot line adjustment will not cause the environmental threshold carrying capacities to be exceeded. The resultant parcels will still be in conformance with all of the standards required by TRPA with regards to coverage on the site and setbacks. No grading or construction will result as part of approval of this lot line adjustment.

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 cannot 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 and accurate application 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.

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 and acknowledge the permit.

Once you have received your acknowledged TRPA permit and stamped plans, review by your local jurisdiction will still be required to complete the legal process. Please check with your local planning or public works departments for their processing requirements prior to submitting your application to TRPA.

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. Refer to TRPA Code of Ordinances section 20.5 for additional information.

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

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. Check the TRPA fee schedule for the appropriate fee amount.

LOT LINE ADJUSTMENT/RIGHT-OF-WAY ABANDONMENT 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. 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.

Applicability	Code Section
<i>Environmental Document</i>	
Environmental Impact Statement	5.2.B
Environmental Assessment	5.3
No Significant Effect	5.6
No Significant Effect - Mitigated	5.7
<i>Finding Necessary to Approve Any Project</i>	6.3.A



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

trpa@trpa.org

LOT LINE ADJUSTMENT AND RIGHT-OF-WAY ABANDONMENT APPLICATION FORM

Projects involving divisions of land (the creation of new lots of record, including new condominium lots) should be submitted with a subdivision application form.

LOT LINE ADJUSTMENT BETWEEN TWO OR MORE EXISTING LOTS OF RECORD.

Number of affected lots: _____

PUBLIC RIGHT-OF-WAY ABANDONMENT AND MERGER WITH ONE OR MORE EXISTING LOTS OF RECORD.

Number of affected lots: _____

Number of affected rights-of-way: _____

(attach additional sheets if necessary)

OTHER (PLEASE DESCRIBE):

Applicant _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Representative or Agent _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Note: A signed Authorization For Representation must accompany this application if the authorized person is not sole owner of all the properties involved with this project.)

Project Location/Assessor's Parcel Number (APN) _____

Street Address _____ Subdivision _____ Lot # _____

County _____ Previous APN _____
(if changed by county assessor since 1987)

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.

(attach additional sheets if necessary)

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)

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

_____ At _____ Date: _____
Person Preparing Application County

AUTHORIZATION FOR REPRESENTATION (Original signatures required):

The following persons own the subject properties (please print):

First Lot: _____

Second Lot: _____

Third Lot: _____

Fourth Lot: _____

Right-of-Way Representative (abandonments only) _____

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 Signatures (Original signature required):

First Lot: _____ Date _____

Second Lot: _____ Date _____

Third Lot: _____ Date _____

Fourth Lot: _____ Date _____

R-O-W Representative (abandonments only) _____ Date _____

FOR OFFICE USE ONLY

Date Received: _____ By: _____

Fee: \$ _____ Receipt No: _____

Comments: _____

LAND COVERAGE CONFORMANCE WORKSHEET

PART 1: EXISTING PARCEL(S)

First Lot

Total Area: _____ sq. ft.

Land Capability District(s) *	% Allowed Coverage	Area (sq. ft.)	Allowable Coverage (sq. ft.)	Existing Coverage (sq. ft.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* If this parcel was evaluated under the Individual Parcel Evaluation System (IPES), disregard the first column (Land Capability Districts) but complete all other columns.

Total Allowed Coverage: _____ sq. ft.

Total Existing Coverage: _____ sq. ft.

Second Lot

Total Area: _____ sq. ft.

Land Capability District(s) *	% Allowed Coverage	Area (sq. ft.)	Allowable Coverage (sq. ft.)	Existing Coverage (sq. ft.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* If this parcel was evaluated under the Individual Parcel Evaluation System (IPES), disregard the first column (Land Capability Districts) but complete all other columns.

Total Allowed Coverage: _____ sq. ft.

Total Existing Coverage: _____ sq. ft.

PART 1: EXISTING PARCEL(S)
(continued)

Third Lot

Total Area: _____ sq. ft.

Land Capability District(s) *	% Allowed Coverage	Area (sq. ft.)	Allowable Coverage (sq. ft.)	Existing Coverage (sq. ft.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* If this parcel was evaluated under the Individual Parcel Evaluation System (IPES), disregard the first column (Land Capability Districts) but complete all other columns.

Total Allowed Coverage: _____ sq. ft.

Total Existing Coverage: _____ sq. ft.

Fourth Lot

Total Area: _____ sq. ft.

Land Capability District(s) *	% Allowed Coverage	Area (sq. ft.)	Allowable Coverage (sq. ft.)	Existing Coverage (sq. ft.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* If this parcel was evaluated under the Individual Parcel Evaluation System (IPES), disregard the first column (Land Capability Districts) but complete all other columns.

Total Allowed Coverage: _____ sq. ft.

Total Existing Coverage: _____ sq. ft.

PART 2: PROPOSED PARCEL(S)

First Lot

Total Area: _____ sq. ft.

Land Capability District(s) *	% Allowed Coverage	Area (sq. ft.)	Allowable Coverage (sq. ft.)	Existing Coverage (sq. ft.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* If this parcel was evaluated under the Individual Parcel Evaluation System (IPES), disregard the first column (Land Capability Districts) but complete all other columns.

Total Allowed Coverage: _____ sq. ft.

Total Existing Coverage: _____ sq. ft.

Second Lot

Total Area: _____ sq. ft.

Land Capability District(s) *	% Allowed Coverage	Area (sq. ft.)	Allowable Coverage (sq. ft.)	Existing Coverage (sq. ft.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* If this parcel was evaluated under the Individual Parcel Evaluation System (IPES), disregard the first column (Land Capability Districts) but complete all other columns.

Total Allowed Coverage: _____ sq. ft.

Total Existing Coverage: _____ sq. ft.

PART 2: PROPOSED PARCEL(S)
(continued)

Third Lot

Total Area: _____ sq. ft.

Land Capability District(s) *	% Allowed Coverage	Area (sq. ft.)	Allowable Coverage (sq. ft.)	Existing Coverage (sq. ft.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* If this parcel was evaluated under the Individual Parcel Evaluation System (IPES), disregard the first column (Land Capability Districts) but complete all other columns.

Total Allowed Coverage: _____ sq. ft.

Total Existing Coverage: _____ sq. ft.

Fourth Lot

Total Area: _____ sq. ft.

Land Capability District(s) *	% Allowed Coverage	Area (sq. ft.)	Allowable Coverage (sq. ft.)	Existing Coverage (sq. ft.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* If this parcel was evaluated under the Individual Parcel Evaluation System (IPES), disregard the first column (Land Capability Districts) but complete all other columns.

Total Allowed Coverage: _____ sq. ft.

Total Existing Coverage: _____ sq. ft.

SUPPLEMENTAL FORM "A"

Complete this form for each affected lot.

First Lot

Assessor's Parcel Number (APN) _____

Street Address _____ Subdivision _____ Lot # _____

County _____ Previous APN _____
(if changed by county assessor since 1987)

Owner(s) of record _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Property Restrictions/Easements (List any deed restrictions, easements or other restrictions): None

Prior Approvals (List any prior CTRPA/TRPA approvals/permits for the subject property): None

Description: _____ TRPA File No: _____ Date: _____

Description: _____ TRPA File No: _____ Date: _____

Second Lot

Assessor's Parcel Number (APN) _____

Street Address _____ Subdivision _____ Lot # _____

County _____ Previous APN _____
(if changed by county assessor since 1987)

Owner(s) of record _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Property Restrictions/Easements (List any deed restrictions, easements or other restrictions): None

Prior Approvals (List any prior CTRPA/TRPA approvals/permits for the subject property): None

Description: _____ TRPA File No: _____ Date: _____

Description: _____ TRPA File No: _____ Date: _____

SUPPLEMENTAL FORM "A" (Cont.) Complete this form for each affected lot.

Third Lot

Assessor's Parcel Number (APN) _____

Street Address _____ Subdivision _____ Lot # _____

County _____ Previous APN _____
(if changed by county assessor since 1987)

Owner(s) of record _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Property Restrictions/Easements (List any deed restrictions, easements or other restrictions): None

Prior Approvals (List any prior CTRPA/TRPA approvals/permits for the subject property): None

Description: _____ TRPA File No: _____ Date: _____

Description: _____ TRPA File No: _____ Date: _____

Fourth Lot

Assessor's Parcel Number (APN) _____

Street Address _____ Subdivision _____ Lot # _____

County _____ Previous APN _____
(if changed by county assessor since 1987)

Owner(s) of record _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Property Restrictions/Easements (List any deed restrictions, easements or other restrictions): None

Prior Approvals (List any prior CTRPA/TRPA approvals/permits for the subject property): None

Description: _____ TRPA File No: _____ Date: _____

Description: _____ TRPA File No: _____ Date: _____

LOT LINE ADJUSTMENT/RIGHT-OF-WAY ABANDONMENT APPLICATION 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](#) (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 <u>original</u> 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: \$ _____ = \$ _____ |
| _____ | _____ | 4. Proof of Land Capability Verification and Backshore Boundary for each parcel or abandoned right-of-way. |
| _____ | _____ | 7. Site Plan: Minimum size 18" x 24" on blackline or blueprint paper clearly delineating the following: |
| _____ | _____ | b. Map scale and north arrow. |
| _____ | _____ | c. All affected Assessor's Parcel Numbers (APNs) and property addresses. |
| _____ | _____ | d. All property owners' names. |
| _____ | _____ | e. All existing and proposed lot sizes (sq. ft.). |
| _____ | _____ | f. Location of all existing water quality improvements (i.e., infiltration trenches, dry wells, etc.). |
| _____ | _____ | j. Verified backshore and stream environment zones (if applicable). |
| _____ | _____ | k. High and low water lines for Lake Tahoe (if applicable). |
| _____ | _____ | l. Verified Land Capability District boundaries. |
| _____ | _____ | n. Location and dimensions of all existing structures, and their uses (e.g., residence, garage, shed, etc.). |
| _____ | _____ | p. Edge of pavement at the nearest street(s). |
| _____ | _____ | r.i. Allowable land coverage by Land Capability District for all existing and proposed lots. |
| _____ | _____ | r.ii. Verified existing land coverage by Land Capability District for all existing and proposed lots. |
| _____ | _____ | r.iii. Proposed land coverage by Land Capability District for all existing and proposed lots. |
| _____ | _____ | t.iii. Show all existing and proposed signage with dimensions (non-residential project only). |

- _____ _____ ff. All existing property lines, setbacks and easements.
- _____ _____ gg. All proposed property lines, setbacks and easements.
- _____ _____ 10d. Photographs of all existing signs (non-residential projects only).
- _____ _____ 16. Initial Environmental Checklist.
- _____ _____ 27b. Supplemental Form "A".
- _____ _____ 27c. Supplemental Form "B" – for lot line adjustments involving right-of-way abandonments. Also requires completion of Form "A".
- _____ _____ 27d. The most recent Grant Deed for all affected parcels which must include:
 - _____ _____ i. Name of Grantee.
 - _____ _____ ii. Date recorded.
 - _____ _____ iii. Legal description.
 - _____ _____ iv. Recorded book, page, and document numbers.
- _____ _____ 27e. Land coverage conformance worksheet.
- _____ _____ 37. Applicable findings explanation and rationale.
- _____ _____ 46. Proof of existing coverage verification for each parcel.
- _____ _____ 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.

FEE MULTIPLIERS	
Level of Review See TRPA Code of Ordinances Chapter 4	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 Community Plan Areas is available at our offices or online at www.trpa.org .	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