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## *TRPA OVER-THE-COUNTER PERMIT APPLICATION AND INFORMATION PACKET*

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The Tahoe Regional Planning Agency's Environmental Review Services is committed to improving customer service. We have developed a procedure through which certain types of applications may be permitted "over-the-counter" (OTC) often in less than one day. The intent of this process is to facilitate and streamline certain application review processes. Some applications can be easily processed and do not require site visits, yet are slightly outside the realm of the existing Qualified Exempt (QE) process.

Over-the-counter permit appointments are available with each Environmental Review Planner during specific appointment times and must be made at least one week in advance. Appointments will be made on a first come, first served basis. Please be aware that during peak building season, appointments may not be available for several weeks depending on demand for these types of permits. Specific application requirements and the types of applications that will be considered for permitting under this procedure are outlined below.

### **Application Types**

The following pages list the types of applications that may be appropriate for OTC permit review. Planners have the discretion to defer the permit review to the standards application review process if complex issues are identified or a site visit is required. Only applications that can be approved at staff-level may be considered. Please read the complete descriptions of acceptable application types on the following pages.

- A. Verification of existing land coverage and uses
- B. Minor Plan Revisions
- C. Signs
- D. Land Capability Verifications for certain parcels
- E. Re-evaluation of IPES lot access
- F. Partial Site Assessments
- G. Determination of Allowable Coverage

### **Additional Requirements**

In addition to having complete application forms, checklists and filing fees, all OTC applications are subject to additional requirements that must be provided with the application in order to take part in this streamlined review process. Incomplete over-the-counter applications will not be held in lieu of additional information from the applicant and will be returned to the applicant. Please read the complete descriptions of additional requirements on the following pages.

*To make an appointment to submit OTC applications types A through C, please contact Lee Kidwell at (775) 589-5230. For application types D through G, please contact Sharon Sweet at (775) 589-5306. You will either be given a date and time immediately, or contacted shortly after. Please be on time for your appointment since the planners have scheduled a finite time to process your OTC permit.*

- A.** Verification of existing land coverage and uses such as commercial and residential floor area, existing, allowable, potential land coverage, development rights, tourist accommodation units, cubic volume and existing residential units of use.

Additional application requirements include:

- The site plan must be stamped and signed by a licensed land surveyor or civil engineer. All coverage reductions claimed for height off the ground must be clearly shown and verified with photographs of the deck or stairway.
- Historical information including legible and complete assessor records that identify the construction date of the coverage or structure.
- Photographic documentation clearly identifying the location and condition of any structures and coverage. Interior photographs are required for commercial floor area verifications.

- B.** Minor Plan Revisions for previously acknowledged permits that do not require or include new findings, major relocations of land coverage, scenic analysis, or major changes in proposed heights. Minor Plan Revisions that require new securities or mitigation fees will not be considered for over-the-counter permits. Please contact the planner involved with the original permit to discuss the potential for receiving an over-the-counter permit.

Additional application requirements include:

- The site plan submitted on a complete survey, including topographic lines with two foot intervals, stamped and signed by a professional land surveyor or civil engineer.

**C.** Signs:

- i. Building signs that are for sole-occupancy buildings and where no other additional signage is proposed.
- ii. Freestanding signs where no other additional signage is proposed.
- iii. Directional signs for existing project where no other additional signage is proposed.
- iv. Does not include project area sign packages as may be necessary, and may not be submitted separately so as to avoid a sign package review.

Additional application requirements include:

- Sign copy and color schemes shall be submitted in color.

- D.** Land Capability Verifications (LCV) for parcels that are less than one acre in size and contain no Stream Environment Zone (SEZ) or Backshore areas. Typically, OTC Land Capability Verifications will be limited to small parcels in existing subdivisions without multiple land capability districts.

Additional application requirements include:

- The site plan submitted on a complete survey, including topographic lines with two-foot intervals, stamped and signed by a licensed land surveyor or civil engineer.
- Photographs of the existing access and proposed access locations.

- F.** Partial Site Assessments. The BMP portion of the site assessment will not be reviewed through the over-the-counter permit and must be evaluated before submitting the OTC application by TRPA or the State of Nevada or California Backyard Conservation Programs. Typically, OTC site assessments will be limited to those on small parcels, non-lakefront parcels, parcels in existing subdivisions, parcels without multiple land capability districts, and parcels with very small amounts of soft coverage.

Additional application requirements include:

- The site plan submitted on a complete survey, including topographic lines with two-foot intervals, stamped and signed by a licensed land surveyor or civil engineer.
- Historical information including legible and complete assessor records that identify the construction date of the coverage or structure.
- Photographic documentation clearly identifying the location and condition of any structures and coverage. Interior photographs are required for commercial floor area verifications.

**G.** Determination of Allowable Coverage (DOAC). The determination will be made based on the worst-case scenario. The Land Capability/IPES program staff requires a stamped and signed licensed survey (e.g. scale 1" = 20' with 2' contour intervals) to be included in the DOAC application; it assists in efficiently processing the requested work. If the parcel is flat and not complicated by Backshore or SEZ areas and just a few thousand feet larger than the initial IPES area (14,520 sq. ft.) evaluated thane staff can process it over over-the-counter. Additionally, if the parcel survey suggests that the remainder of the parcel outside of the initial IPES building envelope is "similar and contiguous", for example, the initial IPES score accurately represents the remainder of the parcel because of similar slopes and character, then that too can be processed over-the-counter. If this is the case, then please email TRPA Land Capability staff with a few proposals for a meeting time and they will arrange a time to meet with you at TRPA's front counter.

Additional application requirements include:

- The site plan submitted on a complete survey, including topographic lines with two-foot intervals, stamped and signed by a licensed land surveyor or civil engineer.
- Parcel must be less than one acre in size and contain no Stream Environment Zone (SEZ) or Backshore area.

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

trpa@trpa.org

## TRPA OVER-THE-COUNTER PERMIT APPLICATION

Project Description: \_\_\_\_\_

Assessor's Parcel Number (APN) \_\_\_\_\_ File # \_\_\_\_\_

Applicant \_\_\_\_\_

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

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

COUNTY/LOCATION:     CSLT                       WA                       DG  
                                  EL                       PL                       \_\_\_\_\_

Having made the findings required by Agency ordinances and rules, TRPA approved the project on \_\_\_\_\_, 200\_\_ (Today), subject to the special conditions of approval below, and the Standard Conditions of Approval contained in Attachment R as modified below.

This permit shall expire on \_\_\_\_\_, 200\_\_ (Today, three years from now), without further notice unless construction has commenced prior to this date and is diligently pursued thereafter. Commencement of construction consists of pouring concrete for a foundation and does not include grading, installation of utilities or landscaping. Diligent pursuit is defined as completion of the project within the approved construction schedule. The expiration date shall not be extended unless the project is determined by TRPA to be the subject of legal action which delayed or rendered impossible the diligent pursuit of the permit.

**No construction or grading shall commence until the permittee obtains a county/city building permit. The county/city permit and the TRPA permit are independent of each other and may have different expiration dates and rules regarding extensions.**

**No construction or grading shall commence until all pre-construction Conditions of Approval are satisfied as evidenced by TRPA's acknowledgement of this permit. In addition, no construction or grading shall commence until TRPA receives a copy of this permit upon which the permittee(s) has acknowledged receipt of the permit and acceptance of the contents of the permit and a TRPA Pregrading Inspection has been conducted. TRPA's acknowledgement is necessary to obtain a county/city building permit.**

\_\_\_\_\_  
TRPA Executive Director/Designee

\_\_\_\_\_  
Date

**PERMITTEE'S ACCEPTANCE**

I have read the permit and the conditions of approval and understand and accept them. I also understand that I am responsible for compliance with all the conditions of the permit and am responsible for my agents' and employees' compliance with the permit conditions. I also understand that if the property is sold, I remain liable for the permit conditions until or unless the new owner acknowledges the transfer of the permit and notifies TRPA in writing of such acceptance. I also understand that certain mitigation fees associated with this permit are non-refundable once paid to TRPA. I understand that it is my sole responsibility to obtain any and all required approvals from any other state, local or federal agencies that may have jurisdiction over this project whether or not they are listed in this permit.

Signature: (Original signature required.)

\_\_\_\_\_  
Permittee Date

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**FOR OFFICE USE ONLY**

APN: \_\_\_\_\_ File No.: \_\_\_\_\_

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

Application Filing Fee: \$ \_\_\_\_\_ Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

Excess Coverage Mitigation Fee (1) \$ \_\_\_\_\_ Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

Notes: (1) Amount to be determined. See Special Condition 3.A below.

Excess Coverage Mitigated (Square Feet): \_\_\_\_\_

Required plans determined to be in conformance with approval: Date: \_\_\_\_\_

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

**TRPA ACKNOWLEDGEMENT**

The permittee has complied with all pre-construction conditions of approval as of this date and is eligible for a county building permit:

\_\_\_\_\_  
TRPA Executive Director/Designee Date

1. This Residential Over-the-Counter permit specifically authorizes a structural addition and/or modification that otherwise complies with the provisions set forth for a Qualified Exempt Activity pursuant to the TRPA Code of Ordinances, Subsection 4.3.A.(3) [Structural Remodels or Additions to Existing Buildings] except that the addition and/or modifications are visible from a TRPA designated scenic threshold travel route.
2. This permit has been issued without benefit of a site visit. A Security Deposit has not been required. Applicable findings required have been made based on materials submitted solely by the permittee. Should any additional information (including that obtained during a subsequent site visit) indicate that information submitted by the permittee is incorrect or omitted, regardless of intention, the permittee may be subject to permit revocation or other appropriate compliance action (such as the posting of an appropriate security deposit) to insure adherence to the TRPA Regional Plan.
3. Prior to permit acknowledgment, the permittee shall submit the following items to TRPA:
  - A. Based on the TRPA verified or an assumed land capability (See Below), an Excess Coverage Mitigation Fee shall be calculated accordingly, and the fee remitted to TRPA. In no case shall the fee be less than \$200.00. If land capability of the project area has not been verified, it shall be assumed that the allowed coverage is one percent. The Excess Coverage Mitigation Fee shall be calculated pursuant to the worksheet attached to the Qualified Exempt Activity Declaration Information Sheet and Checklist.
  - B. The permittee shall submit three sets of final construction drawings and site plans to TRPA. Drawings shall contain the elements required of the checklist contained in the Qualified Exempt Activity Declaration.
  - C. A completed Qualified Exempt Activity Declaration shall be submitted and attached to this permit. The Declaration shall serve as application for this Over-the-Counter permit.
4. TRPA staff has analyzed the potential impacts of the visible modifications to scenic quality, and have determined that the impacts are insignificant based on the following (All that apply are to be checked off):

The addition and/or modification implements the following:

- Additional structural articulation.
- A reduction in glass area.
- An increase in the number of planes on the structure's visible elevation.
- Compliance with the following Color Standards:

The color of the modifications shall be compatible with the surroundings. Subdued colors in the earthtone and woodtone ranges shall be used for the primary color of the structure. Hues shall be within the range of natural colors that blend, rather than contrast, with the existing vegetation and earth hues. Earthtone colors are considered to be shades of reddish brown, brown, tan, ochre, and umber. Earthtone colors shall be medium to dark and shall meet the Munsell Colors set forth in Appendix G, TRPA Approved Earthtone Colors, of the Design Review Guidelines.

Note: Material samples and/or a color board may be required to determine compliance.

5. The permittee shall not excavate in excess of 5 feet below natural grade under this approval. Grading activities are limited to a quantity of 3 cubic yards *or 7 cubic yards if the grading activity has been verified to be located on high capability land (Land Capability Class 4, 5, 6, or 7) and the grading occurs during the grading season.*
6. Except for those trees approved to be removed as shown on the approved site plan, the trees on this parcel shall be considered as scenic mitigation and shall not be removed or trimmed for the purposes of view enhancement. Any such removal or trimming shall constitute a violation of project approval.
7. By acceptance of this permit, the permittee acknowledges that the TRPA Code of Ordinances requires that this property, located within a Priority\_\_\_ Watershed group, install and maintain all Best Management Practices (BMPs) prior to October 15, 200\_\_\_. If this date has elapsed, the permittee agrees to install BMPs on or before \_\_\_\_\_.

8. This approval is based on the permittee's representation that all plans and information contained in the Qualified Exempt Activity Declaration and/or permit application are true and correct. Should any information or representation submitted in connection with the project application be incorrect or untrue, TRPA may rescind this approval, or take other appropriate action.
9. This permit does not verify existing land coverage, and does not authorize relocation of existing land coverage, or creation of new land coverage. This permit does not verify an Existing Residential Use(s).
10. The following provisions of Attachment R, Standard Conditions of Approval for Residential Projects, shall be incorporated into this permit. Unless specified below, other conditions of Attachment R are hereby waived:
  - A. With the exception of the requirement of a Pre-grade inspection (Item B.1.d), the grading provisions of Attachment R are hereby incorporated into this permit (Items B.1 through B.6, inclusive.)
  - B. Items B.7 through B.16, inclusive.
  - C. Items B.18 through B.28, inclusive.
11. As specified in Attachment R, the permittee shall allow TRPA to enter and inspect the site an any time to determine compliance with the permit.

END OF PERMIT

(Planner: Please attach the completed Qualified Exempt Activity Declaration and Attachment R to this permit.)