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## *EXPEDITED REVIEW PROJECT APPLICATION ASSIGNMENT GUIDELINES*

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To provide fair and equitable treatment for the review of all project applications, the Tahoe Regional Planning Agency Executive Director has developed the following guidelines for expedited project application review requests.

Guidelines: Complete project applications, as defined in Section 5.3 of the TRPA Rules of Procedure, shall be assigned to planners for review following a determination that the application is complete. In rare circumstances certain projects may be expedited according to the following four orders of priority:

- First Order Priority:      Emergency Projects – The process for determining, reporting, and processing emergency projects (those projects which require immediate approval due to the existence of an emergency) is defined in Section 5.20 of the TRPA Rules of Procedure (see enclosure).  
  
**Example:** Emergency grading to repair a ruptured sewer main.
- Second Order Priority:      Projects Which Are Urgently Needed to Protect Public Health and Safety – There must be a reasonable argument that the health and safety of the general public (not a specific individual) would be compromised if a project application is not reviewed within a short time period.  
  
**Example:** Replace a serviceable highway bridge that does not meet current seismic standards.
- Third Order Priority:      Projects Which Are Urgently Needed to Provide Sufficient Public Service or Attainment of TRPA Environmental Thresholds – There must be a reasonable argument that public service will be diminished to an unacceptable level, or that irreversible environmental degradation will occur if an environmental improvement project is not reviewed in an expedited manner.  
  
**Examples:** A school classroom addition to accommodate an unforeseen increase in student population; an erosion control project that will improve water quality.
- Fourth Order Priority:      Projects Which are Required to Satisfy Conditions of Approval for TRPA Permits or Which Provide Benefit to the Public and Classes of Individuals with Special Needs – There must be an active TRPA permit which requires the non-emergency application to satisfy conditions of approval, or there must be a reasonable benefit to the general public, disabled persons, or individuals with special needs.  
  
**Examples:** A land coverage transfer to satisfy a condition of approval for an active TRPA permit; a simple plan revision to an approved

project; a new public auditorium, recreation complex, public and private handicap facilities, or similar development.

Except in unusual circumstances (such as an emergency) all requests for expedited application review must be made in writing on a petition form provided by TRPA. The petition shall describe the nature of the request and may be given priority according to one of the priority criteria described above at the discretion of the Project Review Division Chief in consultation with the Executive Director or Deputy Executive Director, when warranted. Generally, the higher the priority the sooner an application may be assigned to a planner. The Project Review Division Chief shall document decisions pursuant to these guidelines and shall communicate the decision to the applicant in a timely manner. The decision to assign a relative priority to an application does not constitute final action subject to appeal under Rule 11.2 of the TRPA Rules of Procedure.



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HOURS  
Monday-Friday  
9:00 am-5:00 pm  
New Applications Until 4:00 pm  
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## *PETITION FOR EXPEDITED REVIEW*

All requests for expedited project review in accordance with the Tahoe Regional Planning Agency's "Project Application Assignment Expedited Review Guidelines" shall be made in writing using this form. Certain emergencies (as defined in Section 5.20 of the TRPA Rules of Procedure, enclosed) may be exempt from this requirement.

Please complete all of the following:

- Washoe Co.       Placer Co.       El Dorado Co.       Douglas Co.       Carson City

**Applicant** \_\_\_\_\_ Phone \_\_\_\_\_

**Agent** \_\_\_\_\_ Phone \_\_\_\_\_

**Assessor's Parcel Number (APN)/County** \_\_\_\_\_

**Application Submittal Date** \_\_\_\_\_

**TRPA File No.** (if assigned) \_\_\_\_\_ ([go to file search](#))

- Nature of Request**
- First Order Priority (Emergency)
  - Second Order Priority
  - Third Order Priority
  - Fourth Order Priority

**Description of Project.** Please provide details, circumstances, reasons for the request, and other relevant information as it relates to one of the four orders of priority described in the TRPA Executive Director's Expedited Request Guidelines. (Attach additional sheets if necessary): \_\_\_\_\_

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**DECLARATION:**

I DECLARE under penalty of perjury that this petition and all information submitted as part of this petition is true and accurate, to the best of my knowledge. Should any information or representation submitted in connection with this petition be incorrect or untrue, TRPA may rescind any approval or take appropriate action. I further understand that additional information may be required by TRPA to review this request.

Signature: (Original signature required.)

\_\_\_\_\_ At \_\_\_\_\_ On \_\_\_\_\_  
Owner or Person Preparing Application County Date

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**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Fee: \$ None

**RESPONSE TO PETITION FOR EXPEDITED REVIEW**

(To be completed by TRPA Staff)

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_

APN/County: \_\_\_\_\_

**DETERMINATION**

The petition for expedited review submitted on \_\_\_\_\_ is granted.

The petition for expedited review submitted on \_\_\_\_\_ is not granted. The application will be reviewed in date order from the date the application is determined "complete" (Section 5.3, TRPA Rules of Procedure).

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

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

*TRPA RULES OF PROCEDURE*  
*EMERGENCY PERMITS*

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- 5.20 Issuance of Emergency Permits by Executive Director: Emergency permits may be issued by the Executive Director as follows:
- (a) Determination of Emergency: An applicant for a project, which requires immediate approval due to the existence of an emergency, may request an emergency permit from TRPA. Upon notification to the Executive Director, by letter if time allows, and by telephone or in person, if time does not so allow, an applicant for an emergency permit shall provide the following information:
    - (1) The nature of the emergency;
    - (2) The location of the emergency; and
    - (3) The work proposed to be performed.
  - (b) Determination of Emergency: Based upon the above information, the Executive Director shall determine whether, in fact, an emergency exists.
  - (c) Procedure for Emergency Permits: Upon the determination and an emergency does exist, the Executive Director may issue an emergency permit. Notification of the permit may be given orally. The emergency permit shall be consistent with the Compact, and Regional Plan Package insofar as is practicable. Within ten working days after issuance of the emergency permit, the applicant shall file a complete application, including the required application fee. The Executive Director shall review the application and determine what conditions, if any, are necessary to effect compliance with the Compact, and Regional Plan.
  - (d) Report to Governing Board: At each regular monthly meeting of the Board, the Executive Director shall report each emergency permit granted during the period immediately preceding the meeting.
  - (e) Waiver of Prior Approval: In the event an emergency exists and TRPA offices are closed, or a means of communication is not readily available, the applicant may proceed to take necessary action while continuing, in a diligent manner, to contact the Executive Director. After being so notified, the Executive Director shall follow the procedures of (b) , (c), and (d) above.