
PUBLIC SERVICE PROJECT INFORMATION SHEET AND CHECKLIST

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 new public service projects, additions, modifications, or rebuilds. 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

Before starting your application, you must determine if the project you are proposing requires TRPA review. Some public service activities, such as minor structural repairs or less than seven cubic yards of grading, may be considered "Exempt" or "Qualified Exempt" from TRPA review. An Exempt/Qualified Exempt Activity Reference Guide is available at TRPA offices or online at <http://www.trpa.org>. Generally, projects which involve the creation or relocation of land coverage or are considered scenic properties require a permit. If you have questions regarding the need for a permit, please contact TRPA.

TRPA reviews each project as quickly and efficiently as possible. Your application can make a difference in how we serve you. To do so, we ask that you do your homework. Your homework consists of several steps, all of which are critical to submitting an application with the necessary information for review. Applications which do not contain all necessary information for review may be rejected. Refer to the public service 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. All the items on the checklist must be addressed in your project submittal. 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.

If your proposed project requires TRPA review, a Land Capability Verification for the property must be completed by TRPA prior to application submittal. A Land Capability Verification may have already been completed if a permit was issued for your parcel since July 1987. Call or visit our offices to search find out or to apply for a verification. You may also use an approved set of plans from after July of 1987 as your coverage and land capability verification. In some cases you may need to have a partial site assessment if both verifications have not been completed.


If you have an active permit from TRPA you may revise your project through the plan revision process using this application packet. An approved plan revision, however, will be tied to the original permit expiration date.

Prior to Application Submittal

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.

- ✓ Determine if the Project is on the Environmental Improvement Program (EIP) Project List. If the project is listed on the EIP project list, TRPA will be involved in the planning and permitting process from the earliest stages of the project. Once you have determined the general project outline, and before applying for funding, initiate an Initial Scoping meeting with the TRPA. This will ultimately save time and help plan out the project to avoid costly schedule and plan changes later on. Contact the TRPA Environmental Improvement Program division for additional information.
- ✓ Review the TRPA Development Standards. If you have questions regarding land coverage, height, excavation, or other TRPA standards, some basic information is in the *Master Checklist/Design Criteria and Guidelines* document. Contact TRPA or your local building department for additional information.
- ✓ Prepare a Site Plan with Topographic Survey. If you plan to submit a project application, you must have a Topographic Survey prepared including all of the existing site information listed on the enclosed checklist. This survey will be required when applying for an existing coverage verification or land capability verification. It will also be required for your project application.
- ✓ Complete a Scenic Impact Assessment Form. The scenic site assessment process will help to determine the level of scenic analysis your project may require. The form is included in this packet. If your parcel is visible from a TRPA designated scenic corridor or resource, additional items may be required to be submitted with your application. Projects located in the *shoreland* will require assessment of the Scenic Quality Baseline Conditions prior to review of the project. This assessment requires submittal of a separate application prior to the project application. A related scenic assessment for the proposed conditions will be required to be submitted concurrent with the proposed project application.
- ✓ Have Your Land Capability Verified. The land capability verification will determine if your parcel is considered “sensitive” or “non-sensitive” in accordance with the TRPA Code of Ordinances. Parcels that have been identified as “sensitive” have development restrictions that may affect the project you are proposing. The land capability verification will also determine the allowable land coverage for your parcel which will be needed in designing your project.
- ✓ Existing Coverage Verification. If your project involves the creation or relocation of coverage, you may want to have your existing coverage verified prior to beginning your project design. The verification will only recognize existing coverage that was legally established or existing prior to 1972. Conducting this process prior to design will alleviate unnecessary delays and costs later on.
- ✓ Complete the Change in Operation Form. This form is required for any type of change in operation and is located in this packet. The Change in Operation form determines the number of Daily Vehicle Trip Ends (DVTEs) that are associated with your project. If your project generates more than 100 new DVTE in the south shore of Lake Tahoe or 200 DVTE around the rest of the lake, a traffic analysis may be required. Please contact TRPA if your project generates more than the amount of DVTEs required for a traffic analysis to find out what information will be needed for the review of your project.
- ✓ 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 Project Review application form must be completed and all checklist items provided. For additional information about checklist items, refer to the TRPA Master Checklist Reference document. In addition to the Project Review application form and checklist, a Scenic Impact Assessment form (or a completed Scenic Assessment Application) must be submitted with each application. Please be advised that a soils/hydrologic report will also be required for your project if the proposed excavation exceeds 5 feet in depth.
- ✓ Obtain The Required Signatures. The property owner or authorized representative must sign the application 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. The applicant must submit specific explanations and rationale for each finding that TRPA must make. You

may want to review the applicable findings in the beginning of the planning stages to allow for adjustments to the project design. This procedure is explained in more detail within this packet.

 **Pre-application Project Review.** Depending on the magnitude of your project and the IEC information, you may want to schedule a pre-application meeting with TRPA staff or the local jurisdiction if they are conducting the TRPA review. A Pre-Application Schedule Request is available at TRPA or the local jurisdiction. This meeting will assist with identifying the need for special environmental studies such as Cultural Resources, Biological Resources, Jurisdictional Waters issues, etc. This will also help identify other submittal items that may be required or other issues that should be addressed. Providing as much information as possible at the time of your project submittal will help alleviate delays through the process.

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:

20.3.B(4) **Linear Public Facilities And Public Health And Safety Facilities:** The maximum land coverage (base coverage plus transferred coverage) for linear public facilities and public health and safety facilities is limited to the minimum amount needed to achieve their public purpose. Such transfer may be permitted, provided TRPA makes the following **findings**:

- (a) The project is on the list of additional public service facilities if required pursuant to Section 33.5;
- (b) There is no feasible alternative that would reduce land coverage;
- (c) The project, because of its unusual configuration or service requirement, requires special consideration; and
- (d) The facility primarily serves the needs of persons other than those who are, or will be, residents of the lands in question, or the owners of the land in question.

Finding Rationale

- (a) The project is on the list of additional public service facilities.
- (b) The land coverage is necessary to construct public water supply tank to provide water service to existing single family residences. Construction of the tank and access driveway require more coverage than what is allowed on the parcel per Chapter 20 of the TRPA Code of Ordinances. Therefore, there is no feasible alternative to reduce the amount of land

coverage required to meet State Department of Health standards and provide the necessary access for maintenance personnel.

- (c) The project is required to serve existing residential properties with safe drinking water and adequate water supply for fire fighting purposes. Because of this public health and safety issue requiring safe water supply and adequate fire protection this project requires special consideration for the transfer of additional coverage.
- (d) The land in question is owned by the water company serving the residents in this service area. This tank will serve the primary needs of residents in this service area.

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 can not 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.

TRPA Review: TRPA has three review levels for projects; staff level, Hearings Officer and Governing Board. The large number of public service projects can be reviewed at staff level. The TRPA Governing Board typically only reviews public service projects identified as a “special use” in the plan area statement. The Governing Board meets once a month and projects are scheduled for the next available Governing Board hearing once the review of the project has been completed. Hearings Officer meets twice per month as needed.

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, provide a project security to TRPA, acknowledge the permit, schedule and complete a TRPA pregrading (pre-construction) inspection and begin construction. Your project must be completed within two years from the date of the TRPA pregrading inspection.

Once you have received your acknowledged TRPA permit and stamped plans, review by your local jurisdiction will still be required for structural standards and other local requirements. Please check with your local building and planning departments for their processing requirements.

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. Please refer to the TRPA Filing Fee Schedule for current mitigation fees.

Water quality: Water quality mitigation fees are based on the amount of new land coverage being created by your project. These fees are non-refundable. Water quality mitigation fees are held in a fund for use by local jurisdictions for major erosion control and water quality improvement projects. See TRPA Code of Ordinances Section 82.3.

Off-site land coverage: Off-site coverage mitigation fees are based on the amount of land coverage created in the public right-of-way as a result of your project. This fee is calculated by the appraised cost of land in each hydrologic area of the Tahoe Basin. As with the water quality fees, this money is held in a fund for use by local jurisdictions for erosion control and water quality improvement projects.

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. See TRPA Code of Ordinances Section 20.5.

Air quality: An air quality mitigation fee is required for any new commercial floor area or sometimes a change in use requiring additional daily vehicle trip ends (dvte). Contact TRPA for information on how to calculate dvtes for your project. This money is held in a fund for use by local jurisdictions for transit and other projects that improve air quality. Refer to TRPA Code of Ordinances Section 93.3.D for additional information.

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

Project Security

A project security will be collected by the reviewing jurisdiction. In most cases, the project security will be based on 110% of the cost of all required BMPs. Securities may also be required to ensure compliance with specific conditions of project approval. A security can be posted in several ways: a certificate of deposit, a hold on a personal savings account, a letter of credit, an assignment of personal savings account, a bond (only if security is estimated over \$10,000), or cash. A nominal, non-refundable security administrative fee is required for all securities. Contact TRPA to schedule a final inspection. Review Attachment J in the Master Findings/Design Guidelines document for additional information.

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. A minor plan revision generally involves small changes that do not include modifications to land coverage or the exterior dimensions of structures. A major plan revision generally includes changes to land coverage or height calculations. Check the TRPA fee schedule for the appropriate fee amount.

Pregrading (Pre-construction) Inspection

Before you begin construction of your project, you must arrange a pregrading inspection. Contact the TRPA Environmental Compliance Division to arrange a pre-grade inspection. In some cases, the pregrading inspection may be done via telephone. Prior to scheduling your inspection, you must have obtained all necessary TRPA and local approvals. All temporary Best Management Practices (BMPs) must be installed prior to Pregrading Inspection.

PUBLIC SERVICE PROJECT 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>Extensions</i>	
Approval of Time Extension	4.9.E
<i>Environmental Document</i>	
Environmental Impact Statement	5.2.B
Environmental Assessment	5.3.B
No Significant Effect	5.6
No Significant Effect - Mitigated	5.7
<i>Finding Necessary to Approve Any Project</i>	6.3.A
<i>Permissible Uses</i>	
Special Use	18.1.B
Nonconforming Use	18.1.C
Determination of Accessory Use	18.2.E
Threshold Related Research Facilities	18.2.G
<i>Land Coverage Transfer</i>	
Land Coverage Transfer for Linear Public Service & Public Health & Safety	20.3.B(6)
Exceptions for Transfer in Land Capability 1-3	20.4.A(3)
Water Quality Control Facilities	20.4.A(4)
Land Coverage for Stream/SEZ Crossings	20.4.B(1)
Land Coverage for Public Service in the SEZ	20.4.B(3)
Land Coverage for Water Quality Control Facilities in the SEZ	20.4.B(4)
<i>Excess Land Coverage Mitigation Program</i>	
Projects Within Community Plans	20.5.A(2)(e)
Relocation of Land Coverage	20.5.C
<i>Height</i>	
Additional Height for Public Service	22.4.A
Additional Height for Certain Structures	22.6 & 22.7
Additions for Existing Buildings	22.9
<i>Infiltration Requirements Waiver</i>	25.5.A(1)
<i>Signage</i>	
Signs in Commercial and Public Service Plan Areas	26.10.B(6)
Removal of Nonconforming Signs	26.14.C(10)
<i>Paved Road Waiver</i>	27.2
<i>Water Supply Waiver</i>	27.3.B(2)
<i>Development, Grading and Filling in 100-Year Flood Plain</i>	28.3.B(2), (3) and (4)
<i>Historic Resource Protection</i>	
Historic Resources Demolition	29.6.C
Exceptions for Historical Structures	29.7
<i>Design Standards</i>	
Setback Standards	30.5.D
Scenic Quality/Public Recreation and Bike Trails	30.12.C
Undergrounding of Utilities Exceptions	30.13.C(1)
Additional Visual Magnitude	30.15.G(2)
<i>Allocation of Development</i>	
Additional Public Service Facilities	33.5.A
<i>Grading Standards</i>	
Grading Season Exceptions	64.2.B
Excavation Limitations	64.7.A and B

Applicability	Code Section
<i>Tree Removal</i>	
Conservation Standards and Recreation Lands	71.2A
General Standards	71.3.A
Logging Roads and Skid Trails	71.4.D
Tree Removal for Ski Areas and Rights-Of-Way	71.5.E
<i>Fish Resources</i>	
Stream Habitat	79.2.B
<i>Water Quality Mitigation</i>	
Mitigation Projects	82.2.A
Exemptions	82.4
<i>Possible Contaminating Activities in Source Water Protection Zones</i>	83.2.D
<i>Air Quality Control New Stationary Source Review</i>	91.5.C
<i>Employer-Based Trip Reduction Program</i>	
100 or More Employees	97.2.B
Required Transportation Control Measures	97.3.A

CHANGE IN OPERATION

A Change in Operation (CIO) form is required to be submitted for all non-residential projects and for some qualified exempt activities. A worksheet is attached to the CIO form to aid you in calculating the number of existing and proposed vehicle trips associated with your project. **Please note that any additional vehicle trips are required to be mitigated.**

The following items will help you determine the type of review that is required for your activity. Please keep in mind that **if any changes to land coverage, number of units proposed on a site, or additions or modifications to commercial floor area are being proposed, a TRPA permit will be required no matter how many vehicle trips are generated.** All proposed uses must be permissible in the plan area/community plan for the project site.

- If your proposed activity generates less than 100 additional vehicle trips, your activity is an allowed use in the plan area/community plan, and you are not changing from one major use classification to another (example: residential to commercial or commercial to tourist accommodation) then your activity is considered “qualified exempt”. Please see the Qualified Exempt/Exempt Information Packet for appropriate declaration forms.
- If your proposed activity generates less than 100 additional vehicle trips, but you are doing major modifications to existing structures, adding commercial floor area, modifying the existing land coverage or changing from one major use classification to another, your activity is considered a project and requires a TRPA permit. You will need to complete the CIO form and submit the appropriate application to TRPA.
- If your proposed activity generates more than 100 additional vehicle trips but less than 200 additional vehicle trips, the activity is considered a project and requires a TRPA permit. A traffic analysis will be required if your project is located within 300 feet of U.S. Highway 50 or is located within the urbanized portions of Douglas and El Dorado counties (air quality non-attainment areas). TRPA staff can provide the minimum traffic analysis requirements and can help you determine if your project is located within an air quality non-attainment area. A completed CIO form must be submitted regardless of whether or not a traffic analysis is required.
- If your proposed activity generates more than 200 additional vehicle trips, the activity is considered a project and requires a TRPA permit. A traffic analysis is required along with the completed CIO form.

A CIO form and worksheet to help you calculate the vehicle trips associated with your activity is found on the following pages.

CHANGE IN OPERATION FORM

Name of Project: _____

Location of Project: _____

Assessor's Parcel Number: _____

Previous Use at Proposed Project Site

Previous Project Description: _____

Gross Floor Area: _____ sq. ft. Business Days and Hours: _____

of Employees: _____ # of Business Vehicles: _____

of Vehicle Trips Associated With Project: _____

Date Previous Use Terminated: _____

Proposed Use at Project Site

Proposed Project Description: _____

Gross Floor Area: _____ sq. ft. Business Days and Hours: _____

of Employees: _____ # of Business Vehicles: _____

of Vehicle Trips Associated With Project: _____

CHANGE IN OPERATION FORM WORKSHEET

Locate the trip rate which best fits the proposed and previous or existing operations of the project site from the Trip Table located in the *Master Checklist/Design Criteria and Guidelines* document. In cases where the two rates are listed, the rate generating the most vehicle trips ("worst-case") shall be used.

The existing use of the property is an important factor in calculating the number of vehicle trips associated with the new activity. The previous use for the property must have been operating 90 consecutive days within the past 24 months to receive credit for the previous vehicle trips.

Example: Jane has bought Tom's Discount Clothing Store and wants to develop a restaurant. The existing square footage for the building is 1,225 square feet and the proposed square footage is 1,500 square feet.

Previous Use: Tom's discount Clothing Store Trip Table Rate: 56.04/1000 s.f.
(Discount Stores)

Proposed Use: Jane's Italian Restaurant Trip Table Rate: 127.15/1000 s.f.
(High turnover Restaurant)

Previous Trips = $\frac{56.04 \times 1,225}{1,000} = 68.65$ Proposed Trips = $\frac{127.15 \times 1,500}{1,000} = 190.65$

190.65 – 68.65 = 122 additional vehicle trips are generated

Trip Rate Calculations:

Previous use: _____

Trip rate for previous use (from table) _____

Previous gross floor area: _____

Total vehicle trips for previous use: _____

Proposed use: _____

Trip rate for proposed use (from table) _____

Proposed gross floor area: _____

Total vehicle trips for proposed use: _____

Net Change in Vehicle Trips: _____

TRPA SCENIC IMPACT ASSESSMENT FORM

Assessor's Parcel Number (APN) _____ County _____
Previous APN _____ (if changed by county assessor since 1987)

Owner _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Representative or Agent _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

I have reviewed the TRPA Scenic Corridors, Recreation Areas and Bikeways (listed on the following page) and have determined that the above referenced parcel(s) is (check one):

_____ not visible.

_____ visible from _____

If visible, provide the following Scenic Resource Inventory Information:

Refer to the Scenic Resources Inventory available at TRPA offices, or online at www.trpa.org. Information and maps for these items are available on the [Scenic Resources page](#) of the TRPA website and at the TRPA main office. List all unit numbers the parcel(s) is located in. Then list any scenic points from which the parcel(s) can be seen.

Roadway Unit No. _____ **Status:** Attainment Non-attainment

Roadway Scenic Resource Point No. _____

Shoreline Unit No. _____ **Status:** Attainment Non-attainment

Shoreline Scenic Resource No. _____

Is this a Shorezone Project? Yes No

Shoreline Character Type _____

Current and/or Prior Shorezone Project(s) on site? Yes No TRPA File # _____

If yes, and scenic mitigation measures were required, please clearly identify location(s) of any approved mitigation measures on lakefront façade/landscape elevation drawings.

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.

Print Name: _____ **Date:** _____

Signature of Property Owner or Authorized Agent: _____

TRPA STAFF WILL DETERMINE IF ADDITIONAL SCENIC ANALYSIS IS NEEDED BASED ON REVIEW OF THE FOLLOWING CHECKLIST ITEMS AND STAFF FIELD VISITS TO THE SITE.

(continued on next page)

SCENIC IMPACT CHECKLIST

If either the parcel or proposed project is visible from a scenic corridor, recreation area or bikeway, the following information must be submitted to TRPA along with the project application. Refer to the TRPA *Master Checklist* for an explanation of each item. Following this checklist closely can avoid costly delays in reviewing your project.

- _____ 5a. Photographs from scenic corridor, recreation area or bikeway location to project area, clearly showing all existing development within the project area.
- _____ 5b. Color and material samples for proposed structures. Samples can be no larger than 8.5" x 11". Photographs of sample colors will not be accepted. However, to assist TRPA in the review of your project, you may also submit close-up photographs of outer walls with the applicable color sample from a Munsell® Color Chart held against the wall. A chart of TRPA-approved Munsell® colors is available at TRPA offices.
- _____ 5c. Preliminary landscape plan (can be included on the submitted site plan).
- _____ 5d. Dimensions of structure(s). Scale drawings showing the exact dimensions of all walls, roofs and structural façades visible from scenic areas or points.
- _____ 5e. Written discussion of proposed scenic mitigation measures.
- _____ 5f. For Shoreland and Shorezone Projects, TRPA-verified contrast rating score resulting from the Baseline Scenic Assessment. See Baseline Scenic Assessment Application for more information.

SCENIC CORRIDORS, RECREATION AREAS & BIKEWAYS

Scenic Corridors

Lake Tahoe	State Route 28	U.S. Highway 50
State Route 89	State Route 207	State Route 267
State Route 431	Pioneer Trail	

Scenic Recreation Areas

Nevada Beach	Zephyr Cove	Cave Rock
Sand Harbor	Hidden Beach	Diamond Peak
Incline Beach	Burnt Cedar Beach	Kings Beach State Park
Agatam Beach	Patton Beach	Moondunes Beach
Lake Forest Beach	Lake Forest Campground/Boat Ramp	Tahoe State Recreation Area
Tahoe City Commons Beach	William Kent Beach & Campground	Granlibakken Ski Resort
Kaspian Recreation Area	Ski Homewood/Tahoe Ski Bowl	Meeks Bay Resort
Sugar Pine Point State Park	Meeks Bay Campground	D.L. Bliss State Park
Vikingsholm, Emerald Bay Picnic Area	Eagle Falls Picnic Area	Eagle Point Campground
Fallen Leaf Lake Campground	Baldwin Beach	Taylor Creek
Kiva Picnic Area/Tallac Historic Site	Camp Richardson	Pope Beach
El Dorado Beach and Campground	Heavenly Valley Ski Resort	Reagan Beach

Bikeway Segments

Tahoe City to River Ranch	Tahoe City to Dollar Point	Tahoe Tavern
Sunnyside to Timberland	Timberland to Tahoe Pines	Tahoe Pines to Tahoma
City of SLT Recreation Area	Al Tahoe Boulevard	Tahoe Valley Route
Tahoe Valley to SLT City Limits	City of SLT to Tallac Creek	

TO DETERMINE THE THRESHOLD STATUS OF AN AREA, REFER TO THE SCENIC RESOURCES INVENTORY AVAILABLE AT TRPA OFFICES, OR ONLINE AT www.trpa.org.



OFFICE
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Stateline, NV

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Fax: (775) 588-4527

MAIL
PO Box 5310
Stateline, NV 89449-5310

www.trpa.org

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

trpa@trpa.org

PROJECT REVIEW APPLICATION FORM

NEW APPLICATION PLAN REVISION NEW DEVELOPMENT REBUILD, ADDITION, REMODEL

- | | |
|--|--|
| <input type="checkbox"/> Banking/Verification of Coverage and Uses | <input type="checkbox"/> Tourist Accommodation |
| <input type="checkbox"/> Single Family Residential Addition/Modification | <input type="checkbox"/> Linear Public Service Facility |
| <input type="checkbox"/> New Single Family Residential | <input type="checkbox"/> Public Service Facility |
| <input type="checkbox"/> Multi-Family Residential | <input type="checkbox"/> Allocation Assignment |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Lot Line Adjustment/ROW Abandonment |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Subdivision of Existing Structures |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Transfer of Bankable Rights | <input type="checkbox"/> Resources |
| <input type="checkbox"/> Shorezone and/or Lakezone Project | <input type="checkbox"/> Buoy Project |

Applicant _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Representative or Agent _____ Same as Applicant

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)

Brief Description of Project: _____

Plan Area Statement/Community Plan: _____ ([view maps](#))

Bicycle and Pedestrian Facilities: Are there existing or proposed public bicycle or pedestrian path(s) within 75 feet of the project area (bike paths, lanes, routes, or sidewalks)? Yes No ([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.

Prior Approvals (List any prior CTRPA/TRPA approvals/permits for the subject property): None ([go to file search](#))

Description: _____ TRPA File No: _____ Date: _____

Description: _____ TRPA File No: _____ Date: _____

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. 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. (Edited July 2010)

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: _____

FOR OFFICE USE ONLY

Date Received: _____ By: _____

Initial Filing Fee: \$ _____ Receipt No: _____
Per the TRPA Filing Fee Schedule, additional costs/fees may apply

Comments: _____

PUBLIC SERVICE 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 | |
|-----------|-------|--|
| _____ | _____ | 1. Fire protection agency pre-approval. This requirement does not apply to some areas as indicated on the fire district maps available at TRPA offices and at www.trpa.org . Applicants must contact the reviewing fire agency for their individual requirements regarding plan submittal. Final plans (plans that have been reviewed and approved by TRPA or our partner agencies) are also subject to final approval from local fire protection district or department. Check with your local fire protection agency for their requirements. |
| _____ | _____ | 2. Completed application form with original signed authorization and checklist. |
| _____ | _____ | 3. Application Fee: Please refer to the TRPA Filing Fee Schedule available at TRPA offices or online. Use the schedule to make the calculations on the attached Filing Fee Worksheet and submit the complete fee with this application. |
| _____ | _____ | 4. Proof of land capability verification. |
| _____ | _____ | 5. Scenic Impact Assessment Form. |
| _____ | _____ | 7. Site Plan: Minimum 18" x 24" on blackline or blue-line print paper showing the following: |
| _____ | _____ | a. All property lines and buildings setbacks. |
| _____ | _____ | b. Map scale and north arrow. |
| _____ | _____ | c. Assessor's Parcel Number (APN) and property address. |
| _____ | _____ | d. Property owner's name. |
| _____ | _____ | e. Parcel size in square feet. |
| _____ | _____ | f. Best Management Practices (BMPs), both temporary and permanent. |
| _____ | _____ | i. Topographic contour lines at 2' intervals. |
| _____ | _____ | j. Verified backshore and Stream Environment Zone (SEZ) boundaries, including setbacks (if applicable). |
| _____ | _____ | k. High and low water lines (if applicable). |
| _____ | _____ | l. Verified land capability district boundaries (if more than one land capability district). |
| _____ | _____ | m. Trees greater than 6" in diameter, trees to be removed indicated; any rock outcroppings. |

- _____ _____ n. Location and dimensions of existing and proposed structures.
- _____ _____ o. Driveway and driveway slope.
- _____ _____ p. Edge of pavement at street(s).
- _____ _____ ri. Allowable land coverage by land capability district.
- _____ _____ r.ii. Existing land coverage calculations by land capability district including a breakdown by type of coverage (i.e., buildings, decks, walks, etc.).
- _____ _____ r.iii. Proposed land coverage calculations by land capability district including a breakdown by type of coverage (i.e., buildings, decks, walks, etc.).
- _____ _____ r.iv. Identification of added and/or removed land coverage.
- _____ _____ s. Parking space calculations.
- _____ _____ t. Location of signage.
- _____ _____ u. Slope calculation across the building site.
- _____ _____ z.i. Location of existing and proposed public bicycle and pedestrian facilities (paths, lanes, routes, sidewalks, and bicycle parking areas).
- _____ _____ 8. Preliminary Building Elevations (existing and proposed) of all sides of the building(s) showing:
 - _____ _____ a. Finished floor elevations (with respect to contour elevations shown on the site plan).
 - _____ _____ b. Elevation of the highest roof ridge and lowest elevation of foundation wall at natural grade.
 - _____ _____ c. Roof pitch of each roof plane.
 - _____ _____ d. Allowed and proposed height calculations.
 - _____ _____ e. Drawing scale and view aspect.
 - _____ _____ f. Existing and proposed building signs.
- _____ _____ 9. Preliminary Floor Plans (existing and proposed) showing:
 - _____ _____ a. Scaled dimensions.
 - _____ _____ b. TRPA-approved wood or gas space and/or water heaters (if applicable).
 - _____ _____ c. All exterior entrances and exits.
- _____ _____ 11. Grading Plan (proposed cut and fill).
- _____ _____ 12. For projects requiring Hearings Officer or Governing Board review:
 - _____ _____ a. A list of names, addresses, and Assessor's Parcel Numbers of property owners within 300 feet of project area, addressed envelopes to same (with no return addresses), and postage (stamped not metered).
 - _____ _____ b. 8 ½" x11" reductions of site plan, building elevations, floor plans.
- _____ _____ 16. Initial Environmental Checklist.
- _____ _____ 17. Change in Operation Form and identification of new vehicle trips associated with the project..

- _____ 19. Results of Soils/Hydrologic Application (if excavating beyond 5 feet in depth).
- _____ 37. Applicable Findings Explanation.
- _____ 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

(\$	<u>2,000.00</u>	x	<u>1.4</u>	x	<u>0.70</u>	x	<u>1.25</u>)	+	\$	<u>400</u>	+	\$	<u>88</u>	=	\$	<u>2,938.00</u>
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.

(\$	_____	x	_____	x	_____	x	_____)	+	\$	_____	+	\$	_____	=	\$	_____
Base Fee	Level of Review Multiplier		Plan Revisions Multiplier		Special Planning Area Multiplier		Shoreland Scenic Review			I.T. Surcharge				Application Fee due on submittal			