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

New Applications Until 3:00 pm

## *RESIDENTIAL DRIVEWAY/PARKING AREA PAVING INFORMATION SHEET APPLICATION 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 residential driveway and parking area paving projects. 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 South Shore 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. At the North Shore office, days of operation are Wednesday through Friday, 9:00 a.m. to 4:00 p.m. through the winter. North office hours are extended in the summer months and when needed. Please call or stop by for the current hours of the north shore office.

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.

#### **Where to Submit Your Application**

To streamline review of residential projects, TRPA entered into agreements or Memoranda of Understanding (MOU) with the City of South Lake Tahoe, El Dorado County, and Washoe County. Douglas County does not participate in the MOU program. Under the MOU, local jurisdictions complete the review of most residential projects which require a TRPA permit.

If you have questions regarding your proposed project and your project is eligible to be reviewed by a local jurisdiction, please call your local building department:

City of South Lake Tahoe Building Department	(530) 542-6010
El Dorado County Building Department	(530) 573-3330
Washoe County Building Department	(775) 832-4140

#### **General Information**

The Tahoe Regional Planning Agency (TRPA) Regional Plan requires property owners who wish to pave an unpaved but legally established residential driveway and parking areas to apply for a TRPA permit. In most cases, TRPA or the local jurisdiction can issue approval for a driveway paving permit on an over-the-counter basis. The best guarantee you have in receiving a paving permit in this fashion is to be certain your application provides all the necessary information outlined on the application checklist.

Please be aware, there are some situations where an over-the-counter permit may not be possible. For example, there are cases where the proposed paving area exceeds provisions to provide minimal driveway access and parking, or the required photographs are unclear. In all cases, TRPA reserves the right to place the application through a more thorough review process. Applicants are also required to obtain an Encroachment Permit from the local jurisdiction.

All newly paved driveways require onsite (on property) infiltration of driveway runoff. A key component of the application checklist is the location and detail of the driveway/parking infiltration system. The specific infiltration system depends on the finished gradient(s) of your driveway. In general, driveway runoff is captured by an infiltration trench and/or a conveyance device (a slotted drain or a swale) which directs runoff towards a drywell. If your driveway has a dominant slope which directs runoff flows off your driveway toward the street or towards your residence (e.g. a garage), a conveyance device sending runoff to a drywell is required. Sometimes both systems are

necessary. All drainage facilities must be located onsite, not within the road right of way unless authorized by an Encroachment Permit from the local jurisdiction.

After TRPA reviews the project application, a permit will be issued, if appropriate. No pre-grade inspection is required for a paving project and the permit is valid for a period of three years from the approval date.

### 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.

### Prior to Application Submittal

Prior to submitting your project application, the following items should be completed:

- ✓ Review the TRPA development standards. If you have questions regarding land coverage, 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 evidence that the existing driveway/parking area was legally established. This may be accomplished by contacting TRPA or your local building department for the original building permits and plans that show the existing driveway. You may also be able to gather some of this information from the local Assessor's office. If you have trouble locating the appropriate information, contact TRPA or you local jurisdiction for additional information.
- ✓ Complete the appropriate forms. The enclosed Residential Driveway/Paving Area application form must be completed, and all checklist items provided. For additional information about checklist items, refer to the TRPA *Master Checklist/Design Criteria and Guidelines Reference* document. Note that checklist item numbers may not be sequential; not all checklist items found in the Master Checklist apply to all projects. 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** 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 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.
- ✓ Include Infiltration Information. All newly paved driveways require onsite (on property) infiltration of driveway runoff. A key component of the application checklist is the location and detail of the driveway/parking infiltration system. The specific infiltration system depends on the finished gradient(s) of your driveway. In general, driveway runoff is captured by an infiltration trench and/or a conveyance device (a slotted drain, a berm, or a swale) which directs runoff towards a drywell. If your driveway has a dominant slope which directs runoff flows off your driveway toward the street or towards your residence (e.g. a garage), a conveyance device sending runoff to a drywell would be required. Sometimes both systems are necessary.

## 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: Copy for Findings document.

64.2.B            Grading Season Exceptions: TRPA may approve grading after October 15 if TRPA finds either that an emergency exists and the grading is necessary for the protection of public health or safety, or that the grading is for erosion control purposes or protection of water quality.

### Finding Rationale

The project is to pave an existing dirt driveway. Some grading is required to install infiltration trenches around the driveway for erosion control purposes (BMPs). This project is necessary to stabilize the area and prevent erosion. Paving this driveway is for the purpose of preventing erosion. The project proponent requires a Grading Season Exception to grade the area after October 15. The project proponent wishes to complete this work prior to the onset of inclement weather. Temporary erosion control will be installed prior to initiation of grading and throughout the grading process.

*RESIDENTIAL DRIVEWAY/PARKING AREA PAVING  
REQUIRED FINDINGS TABLE*

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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](http://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.

<b>Applicability</b>	<b>Code Section</b>
<b><i>Findings Necessary to Approve Any Project</i></b>	6.3.A
<b><i>Grading</i></b>	
Grading Season Exceptions	64.2.B
Groundwater Interception	64.7.A(2)
Excavations in excess of 5' in depth	64.7.B



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*RESIDENTIAL DRIVEWAY/PARKING AREA PAVING  
APPLICATION*

**Applicant** \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Representative or Agent** \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Owner** \_\_\_\_\_  Same as Applicant  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Project Location/Assessor's Parcel Number (APN)** \_\_\_\_\_  
Street Address \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_  
County \_\_\_\_\_ Previous APN \_\_\_\_\_  
(if changed by county assessor since 1987)

**Dimensions/Square Footage of Proposed Paved Area:** \_\_\_\_\_ Square Feet.

**Type(s) of Infiltration Devices:** \_\_\_\_\_

**Amount of material to be excavated (cut and/or fill)** \_\_\_\_\_

**Who will be performing work (if known):** \_\_\_\_\_

**DECLARATION:**

I hereby declare under penalty of perjury that this application and all information submitted as part of this application is true and accurate to the best of my knowledge. I am the owner of the subject property, or have been authorized in writing by the owner(s) of the subject property to represent this application, and I have obtained authorization to submit this application from any other necessary parties holding an interest in the subject property. I understand it is my obligation to obtain such authorization, and I further understand that TRPA accepts no responsibility for informing these parties or obtaining their authorization. I understand that should any information or representation submitted in connection with this application be inaccurate, erroneous, or incomplete, TRPA may rescind any approval or take other appropriate action. I hereby authorize TRPA to access the property for the purpose of site visits. I understand that additional information may be required by TRPA to review this project. (Edited 7/10)

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

\_\_\_\_\_ At \_\_\_\_\_ Date: \_\_\_\_\_  
Person Preparing Application County

**AUTHORIZATION FOR REPRESENTATION (Original signatures required):**

The following person(s) own the subject property (Assessor's Parcel Number(s) \_\_\_\_\_) or have sufficient interest therein to make application to TRPA:

Print Owner(s) Name(s):

\_\_\_\_\_  
\_\_\_\_\_

I/We authorize \_\_\_\_\_ to act as my/our representative in connection with this application to TRPA for the subject property and agree to be bound by said representative. I understand that additional information may be required by TRPA beyond that submitted by my representative to review this project. Any cancellation of this authorization shall not be effective until receipt of written notification of same by TRPA. I also understand that should any information or representation submitted in connection with this application be incorrect or untrue, TRPA may rescind any approval or take other appropriate action. I further accept that if this project is approved, I, as the permittee, will be held responsible for any and all permit conditions.

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

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# RESIDENTIAL DRIVEWAY/PARKING AREA PAVING CHECKLIST

APPLICATIONS LACKING ANY OF THE FOLLOWING ITEMS WILL NOT BE ACCEPTED. TRPA OR YOUR LOCAL JURISDICTION MAY REQUIRE ADDITIONAL INFORMATION ABOVE AND BEYOND THE CHECKLIST ITEMS TO REVIEW THIS APPLICATION.

Each item and number corresponds to TRPA's *Master Checklist* available at our offices or online at [www.trpa.org](http://www.trpa.org) Click "Permits & Documents" and look for the *Master Checklist* under "other documents." Refer to the *Master Checklist* for more information on any item.

PROJECT NAME: \_\_\_\_\_

CURRENT ASSESSOR'S PARCEL NUMBER (APN): \_\_\_\_\_

PREVIOUS ASSESSOR'S PARCEL NUMBER (APN): \_\_\_\_\_

Applicant      TRPA

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 2. Completed application form with <b>original</b> signatures.  |
| _____ | _____ | 3. Application Fee: Please refer to the <a href="#">TRPA Filing Fee Schedule</a> (275k pdf) available at TRPA offices or online.<br>Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____   |
| _____ | _____ | 7. Three (3) copies of the site plans. Minimum size 18" x 24" on blackline or blueline print paper showing the following:   |
|       | _____ | a. All property lines.  |
|       | _____ | b. Map scale and north arrow.   |
|       | _____ | c. Assessor's Parcel Number (APN) and property address.   |
|       | _____ | d. Property owner(s) name(s).   |
|       | _____ | e. Parcel size in square feet.  |
|       | _____ | f. Location and details of temporary and permanent BMPs including vegetation protection fencing.  |
|       | _____ | p. Edge of pavement at street.  |
|       | _____ | bb.i. Dimensions of the driveway/parking areas to be paved.   |
|       | _____ | bb.ii. Driveway in relation to residence/garage or other existing development.  |
|       | _____ | bb.iii. Evidence that the existing driveway/parking area was legally established (proof of the age of the residence, prior approvals, etc.). Evidence can be shown with prior TRPA approved plans for the site, Building Department records, assessor's records, etc. |
|       | _____ | bb.iv. Types of infiltration devices and infiltration calculations.   |
| _____ | _____ | 10e. Several photographs clearly delineation the areas to be paved.   |
| _____ | _____ | 37. Applicable findings with written explanation.   |
| _____ | _____ | 48. Project Description.  |