



OFFICE  
128 Market St.  
Stateline, NV

Phone: (775) 588-4547  
Fax: (775) 588-4527

MAIL  
PO Box 5310  
Stateline, NV 89449-5310

trpa@trpa.org  
www.trpa.org

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

New Applications Until 3:00 pm

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## *SIGN APPLICATION FORM*

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### **All applications are subject to an Information Technologies (IT) surcharge**

#### **How to Apply for a Tahoe Regional Planning Agency (TRPA) Permit**

This packet explains the TRPA process for applying for a permit to construct or create signage. 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.

#### **Application Requirements**

Prior to submitting a complete application to TRPA you should understand the basic information contained in the Sign Application Packet, available at the TRPA Front Counter or online at [www.trpa.org](http://www.trpa.org). Look under "Permits and Documents" in the "Permit Applications" list.

If a project involves more than the installation, relocation or alteration of a sign, additional application requirements may be necessary. If your proposal to install, or modify a sign involves expansion of a building, grading, or excavation of more than 3 cubic yards of material, or creating or relocating land coverage, a standard commercial, public service or tourist accommodation application will be required.

If a new sign or sign modification is part of a change in commercial operation at the site, you may be required to file a Commercial Application or a Qualified Exempt Declaration. To determine whether or not the change in operation requires a full application you need to know: **1)** The trip generation rate for the existing commercial use, and **2)** the trip generation rate for the use you are contemplating. If the proposed use of the property would result in 100 or more new vehicle trips being created as determined by TRPA trip tables, you must file a Commercial Application. If the resulting trips generated are less than 100, you must file a Qualified Exempt Declaration.

If you need assistance in determining what information constitutes a complete application, or if a change in commercial operation generates additional vehicle trips, please contact TRPA staff for help at (775) 588-4547.

#### **Submit a complete application to TRPA to avoid time-consuming and costly delays**

Planners are available to assist you by phone or at the reception desk Monday through Friday, 8:00 a.m. to 5:00 p.m. TRPA accepts applications from 9:00 a.m. to 4:00 p.m. All of the items on the checklist at the end of this document must be turned in for your application to be considered. TRPA may require additional information during review of this application.

#### **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.



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## 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** \_\_\_\_\_

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](#))

**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. (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: \_\_\_\_\_  
\_\_\_\_\_

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# SIGN 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. Completed application form <b>with original signatures</b> , authorization (if applicable) and this checklist.  |
| _____     | _____ 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. Site plan: Minimum size 8½" x 11", showing: <ul style="list-style-type: none"><li>_____ a. All property lines and recorded easements.</li><li>_____ b. Map scale and north arrow.</li><li>_____ c. Assessor's Parcel Number(s), property owner, and property address.</li><li>_____ n. Location of all existing and proposed coverage (buildings, driveways, parking areas, etc.).</li><li>_____ t. iii. Location of all existing and proposed signs.</li></ul> |

**NOTE:** If construction of the sign involves the creation of **ADDITIONAL LAND COVERAGE** or the relocation of land coverage on the property, the site plan should be no smaller than 18" x 24" and contain the following **ADDITIONAL** information:

- |       |   |
|-------|---|
| _____ | _____ 7. Site plan: Minimum size 18" x 24" on blackline or blueprint paper professionally prepared and containing the following information: <ul style="list-style-type: none"><li>_____ r. Land Capability or IPEs information:<ul style="list-style-type: none"><li>_____ i. Allowable coverage by land capability district or IPEs.</li><li>_____ ii. Existing Land coverage by land capability district.</li><li>_____ iii. Proposed land coverage by land capability district.</li></ul></li></ul> |
|-------|---|

- |       |   |
|-------|---|
| _____ | _____ 15. Building and/or sign elevations showing: <ul style="list-style-type: none"><li>_____ a. Height of sign(s) or sign structure above the nearest roadway curb elevation.</li><li>_____ b. Dimensions of sign structure(s).</li></ul> |
|-------|---|

- \_\_\_\_\_ c. Dimensions of sign(s).
- \_\_\_\_\_ d. Lighting scheme.
- \_\_\_\_\_ e. Sign copy and color scheme; only pantone color (or equivalent) for internally illuminated signs.
- \_\_\_\_\_ f. 3" x 5" color photographs of existing signs.

\_\_\_\_\_ 18. Value of existing signs.