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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

SINGLE-FAMILY DWELLING PROJECT INFORMATION PACKET 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 single family dwelling 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.

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, Placer County, and Washoe County. Douglas County does not participate in the MOU program. Under an MOU, El Dorado County, City of South Lake Tahoe, Washoe County and Placer County will review most residential projects which require a TRPA permit. TRPA still reviews residential projects in Douglas County and on most parcels visible from TRPA-designated scenic areas.

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
Placer County Building Department	(530) 581-6200
Washoe County Building Department	(775) 832-4140

Getting Started

Before starting your application, you must determine if the project you are proposing requires TRPA review. Some linear 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 and on the website at <http://www.trpa.org>. Generally, projects involving the creation or relocation of land coverage, or which are considered scenic properties, require TRPA permit review. If you have questions regarding the need for a permit, please contact TRPA.

If your proposed project requires a permit and is eligible for review by a local jurisdiction, a site assessment of your property must be completed prior to submission of your remodel application to the local building department. A site assessment may not be required for your property if a TRPA permit was issued for the parcel after July 1987. Please contact your local building department for a site assessment application form. A Site Assessment Information Sheet is also available at your local jurisdiction and at TRPA offices. Contact TRPA for information about coverage information if a permit was issued for the parcel after July 1987.

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 find out if one exists or how to apply for 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 your property was developed under the Individual Parcel Evaluation System (IPES), you will not need a Land Capability


Verification. This information will be documented at TRPA or the local jurisdiction on the approved plans for the original construction.

It is the responsibility of the applicant or applicant's agent to explain how TRPA may make the required findings as shown on the findings table. The Findings Table lists all possible findings to be made by TRPA to approve a project for various situations. It is possible that you will only need TRPA to make some of the findings on the Table and not all of them. The TRPA Code of Ordinances Subsection for the specific finding can be found in the TRPA Master Findings Document. Review this document for all of the findings listed in the Findings Table and attach a written explanation of why each applicable finding can be made by TRPA. This information is required by TRPA at the time of submittal of the application.

Prior to Application Submittal

Prior to submitting your project application, the following items shall be considered:

- 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 a site assessment or land capability verification. It will also be required for your project application.
- Obtain your site assessment, land capability verification results or IPES score. The site assessment, land capability verification or IPES score 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 site assessment or land capability verification will also determine the allowable land coverage for your parcel which will be needed in designing your project.
- Lakefront parcels require a Backshore Boundary Verification. If your parcel is a lakefront, you must have your backshore boundary verified. If you are applying for a site assessment or land capability verification, this will be included in that process. If you already have a land capability verification or site assessment and this was not included on your verification, you must have a backshore boundary verification completed prior to submitting your plans. You may apply for this verification through TRPA.
- 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* may 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 scenic assessment contrast rating score may be required to be submitted, for the proposed conditions, with the proposed Single Family Dwelling project application. Refer to Appendices H and G of the Design Review Guidelines for contrast scoring procedure.
- Review the Appropriate Plan Area Statement or Community Plan. Each property is located within a specific Plan Area or Community Plan Area. Additionally, your project may be affected by a Redevelopment, Master, or other Specific Plan. You can find the Plan Area your project is located in by contacting either the local jurisdiction or TRPA. These planning documents indicate the permissible uses and certain design criteria that should be referenced while planning 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 Application Checklist Reference. Note that checklist item numbers are sequential but may not be all inclusive; not all checklist items found in the TRPA Application Checklist Reference apply to all projects. In addition to the Project Review application form and checklist, a Scenic Impact Assessment form 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** 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.**

 **Complete Applicable Findings.** TRPA staff must be able to make findings related to your project in order to recommend approval. Contained within this packet is a table of findings that may be applicable to your project. Applicants are required to review the applicable findings and provide a detailed rationale as to how your project complies with these findings. We recommend that you review the applicable findings prior to designing your project. This will allow for adjustments to the project design, if necessary, in order to meet the required findings. This procedure is explained in more detail within this packet.

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 and their associated Regional Plan document location are shown in the Findings Table in this information packet. You only need to provide an 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 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:

Below is one of the findings necessary for additional height for an addition to an existing building.

22.7 **List Of Findings:** The **findings** required in this chapter are as follows:

- (1) When viewed from major arterials, scenic turnouts, public recreation areas or the waters of Lake Tahoe, from a distance of 300 feet, the additional height will not cause a building to extend above the forest canopy, when present, or a ridgeline. For height greater than that set forth in Table A for a 5:12 pitch, the additional height shall not increase the visual magnitude beyond that permitted for structures in the shoreland as set forth in Subparagraph 30.15.E, Additional Visual Magnitude, or Appendix F, Visual Assessment Tool, of the Design Review Guidelines.

Finding Rationale

This property is visible from a distance of 300 feet from the High Water mark of Lake Tahoe. The additional height will not cause any part of the building to extend above the forest canopy or any ridgeline as shown in the attached photo. The photo is marked with the proposed height of the addition and clearly shows the forest canopy to be higher than the proposed building addition. The property is not located on a ridgeline.

This project proposes additional height for a 5:12 pitch greater than that specified in Table A. A visual magnitude analysis was completed for this project and is not increased beyond that permitted for structures in the shoreland as set forth in Subparagraph 30.15.E. See attached visual magnitude analysis.

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 notice 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 complete and accurate application with explanation of the applicable findings to be made 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. Submittal of project applications usually peak during the summer building season. This 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 summer prior to the year in which you plan to build.

Local Jurisdiction Review: If your permit is reviewed for TRPA standards by a local jurisdiction (e.g., the City of South Lake Tahoe, El Dorado County, Placer County, or Washoe County), please contact the appropriate building department for their permit process. Typically, local jurisdictions do not issue conditional permits. Instead, they issue a correction notice outlining the required changes to your plans, if any. A permit is issued once plans received by the local building department meet all applicable TRPA standards. In many cases, the local jurisdiction may be able to review your plans concurrently for local requirements.

TRPA Review: TRPA has three review levels for projects; staff level, Hearings Officer and Governing Board. The large majority of residential projects can be reviewed at staff level. The TRPA Hearings Officer or Governing Board typically only review residential projects identified as a "Special Use" in the applicable 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.

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

Project Security

A project security (deposit) will be collected by the reviewing jurisdiction. In most cases, the project security will be based on 110% of the cost of all required Best Management Practices (BMPs). Securities may also be required to insure 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 non-refundable security administrative fee is required for all securities. The security plus any interest accrued will be returned upon a final inspection of the completed project. Contact the jurisdiction that issued your permit to schedule a final inspection. Review attachment J in the Master Checklist/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. If a local jurisdiction completed your TRPA review, contact the appropriate local building department to arrange an inspection. If TRPA issued your permit, contact the TRPA Environmental Compliance Division. 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.

NEW SINGLE FAMILY DWELLING AND MODIFICATION 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
Permit Extensions	4.9.D
Findings Necessary to Approve Any Project	6.3.A
Special Uses	18.1.B
Accessory Uses	18.2.E
Land Coverage	
Additional Land Coverage for Driveways	20.3.B(1)
Land Coverage for Stream/SEZ Crossings	20.4.B(1)
Relocation of Existing Land Coverage	20.5.C
Height	
Additional Height	22.3.A
Additional Height for Certain Buildings	22.4
Height for Additions to Existing Buildings	22.9.A-C
Driveways	
Driveway Compliance	24.2.B
Shared Driveways	24.2.C(2)
Slope of Driveways	24.2.C(5)
BMP Infiltration Requirements	25.5.A
Paved Road Waiver	27.2.A
Water Supply Waiver	27.3.B(2)
Historic Resources Demolition	29.6.C
Construction in Scenic Roadway Setbacks	30.5.D
Transfer of Existing Development	34.4.B(4)
IPES	
Score Increase for Additional Mitigation	37.2.I
Changes In IPES Score	37.10.B & 37.10.D
Base Coverage for Parcels of 1/3 Acre or Less	37.11.B
Grading	
Grading Season Exceptions	64.2.B
Groundwater Interception	64.7.A(2)
Excavations in excess of 5' in depth	64.7.B
Tree Removal	
Old Growth Protection/Private Landowners	71.2.C
General Standards	71.3.A
Tree Removal for Solar Access	71.5.D
Water Quality Mitigation	
Mitigation Projects In-Lieu of Fees	82.2.A

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.



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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 _____

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 July 2010)

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.

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: _____

SINGLE FAMILY DWELLING ADDITION 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 signatures 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/Backshore Boundary Verification or IPEs. |
| _____ | _____ | 5. Completed TRPA Scenic Impact Assessment Form. |
| _____ | _____ | 7. Site Plan: 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 area in square feet. |
| _____ | _____ | _____ f. Temporary and permanent Best Management Practices (BMPs). |
| _____ | _____ | _____ g. Finish topographic contour lines at 2-foot intervals. |
| _____ | _____ | _____ i. Topographic contour lines at 2-foot intervals. |
| _____ | _____ | _____ j. Stream Environment Zone (SEZ) boundaries and setback(s) (if applicable). |
| _____ | _____ | _____ k. High and low water lines (if applicable). |
| _____ | _____ | _____ l. Land Capability Districts and (if applicable) Backshore boundary as verified by TRPA. |
| _____ | _____ | _____ m. Trees greater than 6" in diameter at breast height (dbh) and all rock outcroppings. Indicate trees to be removed. |
| _____ | _____ | _____ n. Location and dimensions of proposed structures including overhang coverage reductions at 3:1. |

- ___ o. Driveway and driveway slope.
- ___ p. Edge of pavement at street.
- ___ q. Location of all easements (if applicable). For easements involving land coverage (i.e., driveway or access easements), provide the earliest recorded grant deed describing the easement on the subject property.
- ___ r.i. Allowable land coverage.
- ___ 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.).

___ 8. Preliminary Building Elevations showing:

- ___ a. Finish floor elevations with respect to contour elevations on the site plan. Proposed excavation depth (including excavation needed to construct foundation): _____ feet. (For excavations greater than 5 feet, a soils/hydrologic report is required.)
- ___ b. Elevation of the highest roof ridge and lowest elevation of foundation wall at natural grade.
- ___ c. Roof pitch of each roof plane. (If more than one roof pitch is proposed, provide a roof plan.)
- ___ d. Allowed and proposed height calculations.
- ___ e. Drawing scale and view aspect.

___ 9. Preliminary Floor Plans showing:

- ___ a. Scaled dimensions.
- ___ b. TRPA-approved wood stove, fireplace, space, and water heaters
- ___ 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. 8-1/2" x 11" reductions of site plan, building elevations and floor plans.

___ 37. Applicable findings with written 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

(\$ 2,000.00	x	1.4	x	0.70	x	1.25)	+	\$ 400	+	\$ 88	=	\$ 2,938.00
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