



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

## ***SITE ASSESSMENT APPLICATION FORM***

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

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

This packet explains the TRPA site assessment process for existing coverage and land capability verification for single family residential parcels. Multi-family and commercial parcels are evaluated through the Land Capability Verification application. 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 Monday through Friday, 9:00 a.m. to 5:00 p.m. Front counter hours are Monday, Wednesday, Thursday, Friday 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Closed Tuesdays. Applications are accepted until 3:00 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.

#### **What is a Site Assessment?**

TRPA site assessments are what owners of single family dwellings built before 1987 must have before TRPA can review a project on their parcel. Single family homes built after 1987 have already been assessed under the Individual Parcel Evaluation System (IPES) and have the necessary records on file. Site assessments are not available for commercial and multi-family parcels; those properties are assessed through the Land Capability Verification and Coverage Verification applications. Site assessment procedures help ensure that the built environment in Lake Tahoe does not threaten the natural environment and are necessary before TRPA can approve any project.

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

To streamline review of some types of projects, TRPA has entered into agreements with building departments around the lake.

Under the agreements, El Dorado and Placer counties will review your site assessment application on residential properties. TRPA conducts site assessments in the City of South Lake Tahoe, Washoe County and Douglas County; on all multi-family or commercial properties; in Scenic Areas (listed below); in the Shorezone; and in all Stream Environment Zones (SEZs).

<b>Apply to TRPA</b>	<b>Apply to Local Building Department</b>
Washoe County	Single Family Home in El Dorado County
Douglas County	Single Family Home in Placer County
City of South Lake Tahoe	
All Commercial or Multi-Family	
All Scenic, Shorezone or SEZ	

If your site is not eligible to be assessed by a local jurisdiction, you must submit your application to TRPA. If you have questions regarding your site assessment to be reviewed by a local jurisdiction, please call your local building department:

El Dorado County Building Department  
Placer County Building Department

(530) 573-3330  
(530) 581-6200

## What to Do About Coverage

Verification of existing land coverage and land capability is required to be completed prior to submittal of all project applications, unless the subject parcel has had an IPES evaluation. Only legally existing land coverage is eligible to be verified. The burden of proof lies with the property owner/applicant. In some cases, soft coverage, or coverage that has been created by uses such as parking or walking paths, can be verified, although full credit for the total square feet may not be given. Paving stones and other types of constructed walkways or parking areas are not considered soft coverage. Generally, coverage that was created before February 10, 1972 (when the TRPA Compact was ratified by both states and the federal government) may be considered legally existing. TRPA or your local jurisdiction will determine if land coverage is legally existing by examination of the following types of documentation:

1. Hand-written inspection files and/or sketches from your County Assessor's office. Internet files or print-outs will not be accepted.
2. County Building Department permits and/or TRPA permits.
3. Aerial photos showing existing coverage prior to February 10, 1972.
4. Other photo documentation or written certifications of existing coverage.
5. Copies of TRPA stamped plans showing the existing coverage.

In some cases additional information may be required to verify land coverage.

**Please note that removal of the existing coverage should not occur until TRPA has verified in writing that the development has been recognized.**

## Prior to Application Submittal

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

- 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.
- Contact TRPA for Property Information. Contact TRPA with your Assessor's Parcel Number (APN, usually located on your grant deed or tax bill) to see if you have information on file at TRPA already. You may be able to utilize file documentation created after July of 1987 to verify existing land coverage and/or land capability. In some cases the land capability has already been verified. In other cases a project permit may have been issued that may document land capability and existing land coverage. In this case a Site Assessment process will not be necessary.
- Determine if you need a full or partial Site Assessment. If you discover through your research at TRPA that the land capability has been verified but not the coverage or vice versa, you may request a partial site assessment. You must then indicate partial site assessment on the enclosed form and adjust the filing fee accordingly. A **Full Site Assessment** includes coverage verification and land capability verification. For a full site assessment, also complete the Land Coverage Verification application in this packet. A **Partial Site Assessment** includes coverage verification only.
- Determine if Existing Land Coverage is Legally Existing. As part of the site assessment process past permits from TRPA and the local building department will be reviewed. County Assessor records will also be reviewed to determine if existing coverage was legally permitted. If the coverage was not legally permitted it will not be verified by TRPA or the local jurisdiction.
- Determine if you are located within a Scenic Zone. If possible, determine if your property can be seen from the Lake or the State Highway. You should also consider if you are located within sight from any TRPA designated Scenic Resources. This will enable you to determine if your project is to be reviewed by TRPA or the local jurisdiction.
- Obtain the required signatures. The property owner must sign the applications 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 Application**

TRPA or your local jurisdiction staff will review an application for completeness at the time of application submittal.

## **Request for Additional Information**

Once review of your project has begun, additional information may still be required. TRPA staff attempts to identify all information needed to review a project at the time of submittal, however, some items cannot be identified until the review of the project has commenced. If additional information is required, you and/or your representative will be notified and a timeline to provide the needed information will be indicated.

## **Site Assessment Report**

Once TRPA or local jurisdiction staff has completed the Site Assessment review, a report will be written stating the existing coverage verified as legally existing, the land capability verification including the land class and allowable coverage. Additional information may include designation as a scenic property, explanation of BMPs needed to bring the property into compliance, explanation of unverified coverage and what may be necessary to bring property into compliance. This information will always apply to the subject property unless it is successfully challenged through the Land Capability Challenge process. You may contact TRPA or local jurisdiction staff for additional information related to Land Capability Challenges.

## **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.

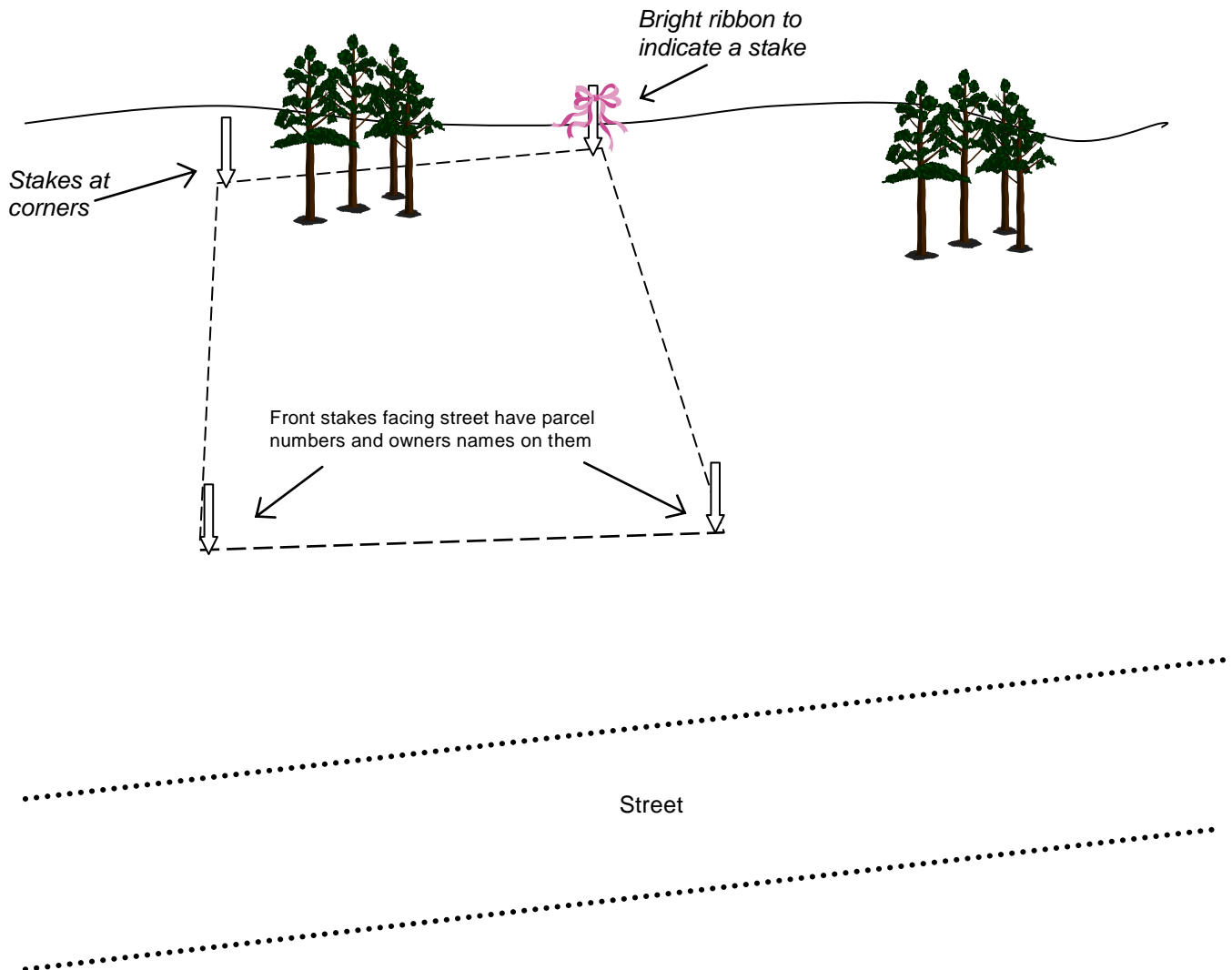
**Site visits required for Site Assessments will not be conducted when snow is present on the site.**

## Flagging Of Lots

In order to locate the lots that are to be reviewed, it is necessary to “flag” them. With the varied topography of the Basin, it is difficult to write all-purpose instructions. The basic idea is to identify the lot by its parcel number and to indicate its boundaries. The TRPA field inspectors will have parcel maps with them that show the shape and approximate size of each lot.

Staking is the usual way of identifying a lot. One by two inch boards about 3 feet long are sharpened at one end and driven solidly into the ground at the corners of the property. In cases where there is heavy brush or tree cover, “surveyor tape” (brightly colored plastic ribbon) is tied to the tree or shrub nearest the stake. Information such as parcel number and last name can be written on the stakes with an indelible marker.

The diagram below indicates a properly marked lot. The assessor’s parcel number (APN) must be written on the stakes at the front of the parcel. The assessor’s parcel number (APN) is printed on your tax bill (not the street address or subdivision number). Print your last name on the stake as well.



# **SCENIC CORRIDORS, RECREATION AREAS & BIKEWAYS**

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## **Scenic Corridors**

Lake Tahoe  
State Route 89  
State Route 431

State Route 28  
State Route 207  
Pioneer Trail

U.S. Highway 50  
State Route 267

## **Scenic Recreation Areas**

Nevada Beach  
Sand Harbor  
Incline Beach  
Agatam Beach  
Lake Forest Beach  
Tahoe City Commons Beach  
Kaspian Recreation Area  
Sugar Pine Point State Park  
Vikingsholm, Emerald Bay Picnic Area  
Fallen Leaf Lake Campground  
Kiva Picnic Area/Tallac Historic Site  
El Dorado Beach and Campground

Zephyr Cove  
Hidden Beach  
Burnt Cedar Beach  
Patton Beach  
Lake Forest Campground/Boat Ramp  
William Kent Beach & Campground  
Ski Homewood/Tahoe Ski Bowl  
Meeks Bay Campground  
Eagle Falls Picnic Area  
Baldwin Beach  
Camp Richardson  
Heavenly Valley Ski Resort

Cave Rock  
Diamond Peak  
Kings Beach State Park  
Moondunes Beach  
Tahoe State Recreation Area  
Granlibakken Ski Resort  
Meeks Bay Resort  
D.L. Bliss State Park  
Eagle Point Campground  
Taylor Creek  
Pope Beach  
Reagan Beach

## **Bikeway Segments**

Tahoe City to River Ranch  
Sunnyside to Timberland  
City of SLT Recreation Area  
Tahoe Valley to SLT City Limits

Tahoe City to Dollar Point  
Timberland to Tahoe Pines  
Al Tahoe Boulevard  
City of SLT to Tallac Creek

Tahoe Tavern  
Tahoe Pines to Tahoma  
Tahoe Valley Route

TO DETERMINE THE THRESHOLD STATUS OF EACH AREA, REFER TO THE SCENIC RESOURCES INVENTORY AVAILABLE AT THE TRPA FRONT COUNTER, OR ONLINE AT [www.trpa.org](http://www.trpa.org).

# SITE ASSESSMENT APPLICATION FORM

Douglas County    Washoe County    Placer County    City of South Lake Tahoe

**Full** (with Land Capability Verification)    **Partial** (Inspection and Coverage Verification only)

**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)

**Plan Area Statement/Community Plan:** \_\_\_\_\_

**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

Description: \_\_\_\_\_ TRPA File No: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_ TRPA File No: \_\_\_\_\_ Date: \_\_\_\_\_

*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.*

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## FOR OFFICE USE ONLY

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

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

Complete Notice: LCV: \_\_\_\_\_ Priority Watershed: \_\_\_\_\_

Site Visit(s): \_\_\_\_\_

Requested files from warehouse.

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

# TRPA SITE ASSESSMENT 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

- \_\_\_\_\_      \_\_\_\_\_      1. Complete Application with original signed authorization and checklist.
- \_\_\_\_\_      \_\_\_\_\_      2. Application Fee: Please refer to the TRPA Filing Fee Schedule available at TRPA offices or online.  
 Full       Partial  
Filing Fee: \$ \_\_\_\_\_ + Information Technology (IT) surcharge: \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_      \_\_\_\_\_      3. Four (4) copies of the site plan: Minimum size of 18"x24" on blackline or blue print paper.  
The site plan must include the following information:
- \_\_\_\_\_      \_\_\_\_\_      a. All property lines, easements, and building setbacks.
- \_\_\_\_\_      \_\_\_\_\_      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. Contour lines at two feet intervals.
- \_\_\_\_\_      \_\_\_\_\_      g. Backshore Boundary if previously verified
- \_\_\_\_\_      \_\_\_\_\_      h. High and low water lines if located adjacent to lake, river or creek.
- \_\_\_\_\_      \_\_\_\_\_      i. Trees greater than six inches (6") in diameter at breast height (dbh) and any rock outcroppings.
- \_\_\_\_\_      \_\_\_\_\_      j. Location and dimensions of all existing land coverage (i.e., walks, decks, driveways, garage, paths, sheds, buildings, etc.).
- \_\_\_\_\_      \_\_\_\_\_      k. Edge of pavement at street.
- \_\_\_\_\_      \_\_\_\_\_      l. Existing land coverage calculations with overhang reductions (with breakdown for type of coverage, i.e., buildings, paving, decks, walks, etc.).
- \_\_\_\_\_      \_\_\_\_\_      m. Distance from front property line to edge of street pavement.

- \_\_\_\_\_      \_\_\_\_\_
4. Evidence that existing development was legally established. Legible and complete assessor's records provided by the Assessor's Office that identify the construction date of the coverage and/or structure. Include the hand drawn sketch (and digitized sketch if from Douglas County) by the Assessor that indicates the square footage of the structure(s). **Please note, records retrieved from the Internet are not acceptable.** Other evidence can include building records, utility records, tax records, TRPA-approved plans and permits and, in some cases, aerial photography.
- Yes       No
5. Have you checked with TRPA to determine if any files exist about the subject parcel?



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## LAND CAPABILITY VERIFICATION APPLICATION

**Complete this form for Full Site Assessments only**

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

**Owner Or Person to Whom Results Are To Be Mailed** \_\_\_\_\_  
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)

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
Fee: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

Mapped Land Capability	Mapped Soil Unit
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

### Results

Date:	By:	Verified as Mapped?	Yes	No
_____	_____	_____	_____	_____
Verified Land Capability Class	Verified Soil Map Unit	Observed Slope		
a. _____	_____	_____		
b. _____	_____	_____		
c. _____	_____	_____		
d. _____	_____	_____		

Verification of Stream Environment Zone(SEZ): Yes No \_\_\_\_\_  
Extent or Amount of SEZ on Parcel \_\_\_\_\_

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

**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: \_\_\_\_\_

# SAMPLE SITE PLAN

On Blackline or Blueprint paper 18"x 24"

