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HOURS
Monday-Friday
9:00 am-5:00 pm
New Applications Until 4:00 pm
trpa@trpa.org

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 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.

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).

Apply to TRPA	Apply to Local Building Department
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.

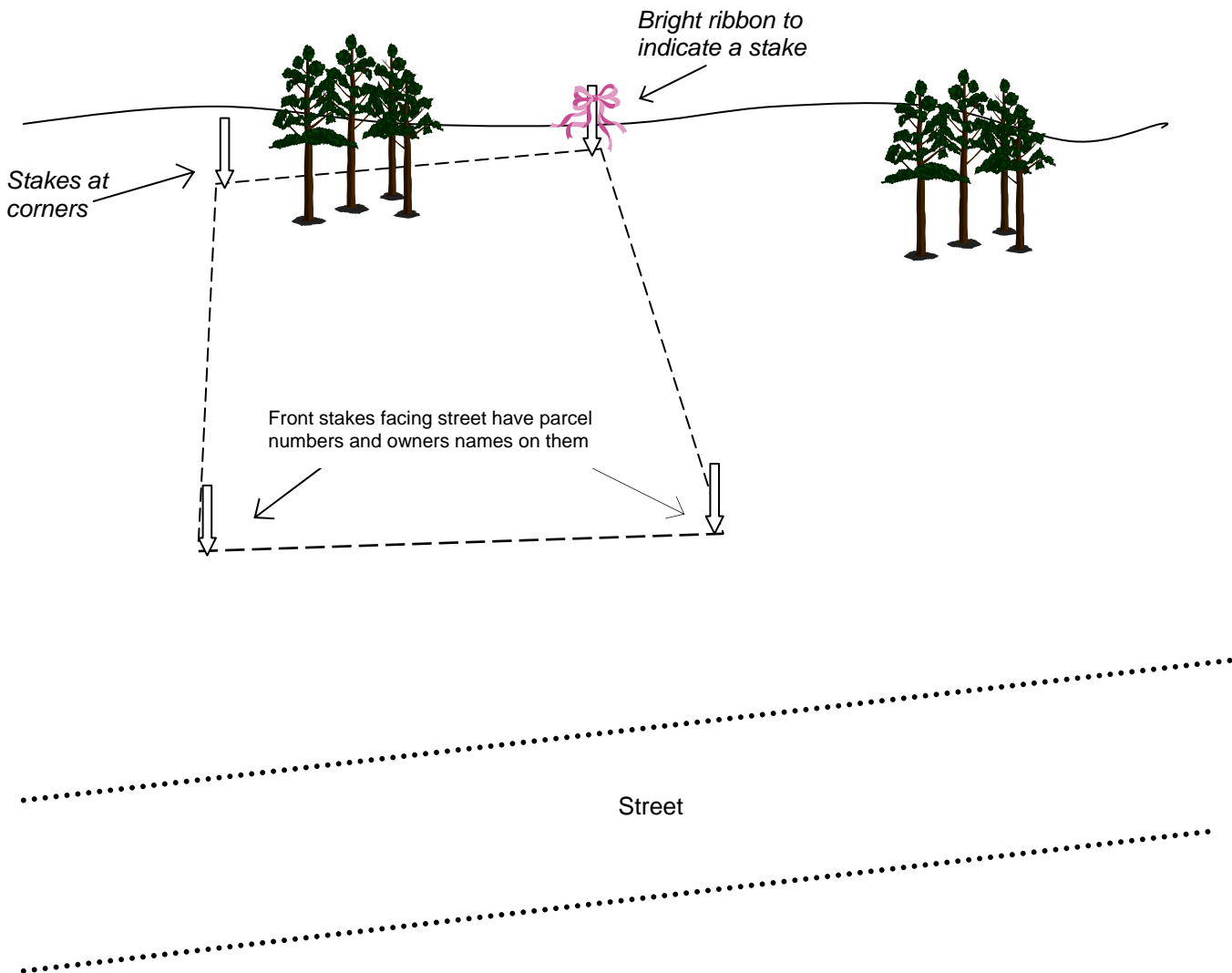
Site visits required for Site Assessments will not be conducted when snow is present on the site.

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

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. FOLLOW THIS PATH FROM THE HOMEPAGE: CLICK "ABOUT TRPA" → "ISSUES" → NEAR THE TOP OF THE PAGE "SCENIC" → SCROLL TO BOTTOM AND CLICK "SCENIC RESOURCE INVENTORY" (4.33 MB DOWNLOAD). LIST UNIT NUMBERS THE PARCEL(S) IS LOCATED IN. THEN LIST ANY SCENIC POINTS THE PARCEL(S) CAN BE SEEN FROM.

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 _____ Subdivisio _____ Lot # _____
County _____ Previous APN _____
(if changed by county assessor since 1987)

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

Property Restrictions/Easements (List any deed restrictions, easements or other restrictions): None

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: _____

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.

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. 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. Complete Application with original signed authorization and checklist.
- _____ _____ 3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) (275k pdf) available at TRPA offices or online.
 Full Partial
Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____
- _____ _____ 7. 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.
 - _____ _____ i. Contour lines at two feet intervals.
 - _____ _____ j. Backshore Boundary if previously verified
 - _____ _____ k. High and low water lines if located adjacent to lake, river or creek.
 - _____ _____ m. Trees greater than six inches (6") in diameter at breast height (dbh) and any rock outcroppings.
 - _____ _____ n. Location and dimensions of all existing land coverage (i.e., walks, decks, driveways, garage, paths, sheds, buildings, etc.).
 - _____ _____ p. Edge of pavement at street.
 - _____ _____ r.ii. Existing land coverage calculations with overhang reductions (with breakdown for type of coverage, i.e., buildings, paving, decks, walks, etc.).
 - _____ _____ dd. Distance from front property line to edge of street pavement.

- _____ _____ 30. 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 44. 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

1. _____
2. _____
3. _____
4. _____

Mapped Soil Unit

1. _____
2. _____
3. _____
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 authorize TRPA to access the property for the purpose of site visits. I hereby declare under penalty of perjury that this application and all information submitted as part of this application are true and accurate to the best of my knowledge. I am the owner of the subject property or I have been authorized in writing by the owner(s) of the subject property to represent this application and understand that should any information or representation be submitted in connection with this application be incorrect or untrue, TRPA may rescind any approval or take other appropriate action. I further understand that additional information may be required by TRPA to review this project.

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"

