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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

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## *SUBDIVISION OF EXISTING STRUCTURES INFORMATION PACKET AND CHECKLIST*

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### **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 to subdivide existing structures. Please read the packet thoroughly. 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.

#### **Getting Started**

Please note that, in addition to an approval from TRPA, all the local jurisdictions have rules and requirements relating to subdivisions. You are advised to check with your local building and planning department as to their requirements. I would add a few sentences about TRPA's general prohibition against new subdivisions and the two-step subdivision process. A separate application for modification of existing structures, tourist accommodation for timeshares, or construction of new units must also be submitted if a remodel is proposed. That application will be reviewed simultaneously with the Subdivision application.

**USE:** Any type of structure is eligible to apply for a subdivision. The more common subdivisions of structures are commercial and residential condominium conversions and subdivision of timeshare units into fee simple interests.

If the subdivision will result in a change of use (e.g., converting an apartment building into condominiums is a change in use from multi-family to single family use), then the new use must be permitted in the applicable plan area statement or Community Plan. If the new use not listed in the applicable plan area statement or Community Plan, then the subdivision cannot be approved.

**DENSITY:** To subdivide a structure, the project area must comply with density requirements. The density requirements for tourist accommodation, residential and recreational uses are listed in Chapter 21 and Section 43.2.D of the TRPA Code of Ordinances, the applicable plan area statement or Community Plan.

For information on mixed-use density requirements (commercial/tourist, commercial/residential, etc.), please see the TRPA Code of Ordinances Section 21.4.B.

**PARKING:** To subdivide a structure, the applicant must comply with TRPA parking standards for the new use. For example, subdividing multi-residential structures will require a minimum of two spaces per unit. Please see Chapter 24 of the TRPA Code of Ordinances or the applicable Community Plan standards.

**BMPs:** As a condition of TRPA approval, properties must be retrofit with Best Management Practices (BMPs) within one year of recordation of the subdivision. A security will be required in the amount of 110% of the cost of retrofit prior to recordation of the map and sale of units to insure that the condition is met.

**BASIC SERVICE REQUIREMENTS:** Project areas proposed for subdivision must meet TRPA basic service standards for sewer, water and electric service and paved access (Chapter 27).

**SIGNAGE:** All signage associated with the project area shall be brought into conformance with TRPA's sign ordinance (Chapter 26) or applicable community plan.

**DESIGN STANDARDS:** Project areas proposed for subdivision must meet current standards for lighting, snow storage and landscaping (Chapter 30). All combustion appliances (fireplaces, heaters, etc.) must conform to TRPA standards (Chapter 93).

**SHOREZONE STRUCTURES:** Shorezone structures (boat slips, etc.) may not be subdivided unless the subdivision is part of an adopted marina master plan.

**NOTICE TO ADJOINING PROPERTY OWNERS:** Prior to approving a subdivision, TRPA is required to notify adjoining property owners (within 300 feet of the project area). The applicant is responsible for providing a list of adjoining property owners and stamped, addressed envelopes. If the proposed use is identified as a special use for the plan area or community plan, a TRPA public hearing will be required.

**FOR RESIDENTIAL PROJECTS ONLY:** Existing residential units which are defined as “low cost housing units” have a mitigation requirement. Low cost housing is defined units which are sold or rented at prices and rates affordable to households or tenants that earn not more than 120 percent of the applicable county median income. Low cost housing shall not include units with a rental rate that exceeds 30% of the tenant’s monthly gross income, or sell at rates that exceed 4.2 times the gross annual household income (amended 1/14/06). Please be advised that these figures are subject to change in response to the Consumer Price Index (CPI) increases.

As part of an application to subdivide a residential structure, the applicant must provide a rental/sale history of the property for the past five years. If TRPA determines that the rental/sale history is incomplete, TRPA may accept a current appraisal prepared by a qualified appraiser.

If the units are determined to be low cost housing, TRPA approval will be conditioned upon mitigation for the loss of low cost housing units. Mitigation must be on a unit per unit basis and may be any one of the following or a combination thereof:

1. Construction of low cost housing units;
2. Conversion of existing structures to low cost housing; or
3. Restricting the subdivided units to low cost housing.

Mitigation alternatives #1 and #2 would require separate applications to TRPA and would be subject to the current TRPA ordinances.

**IMPORTANT NOTE:** Chapters 41 (Permissible Subdivisions) and 43 (Subdivision Standards) of the TRPA Code of Ordinances are attached. The above information is a summary of the provisions of Chapter 41 and 43 and applicants are advised to read the ordinances in their entirety.

### **Prior to Application Submittal**

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

**Review the TRPA development standards.** If you have questions regarding 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 may need a Topographic Survey prepared including all 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 land capability verification results.** The land capability verification 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 land capability verification will also determine the allowable land coverage for your parcel which will be needed for designing your project.

**Existing Coverage Verification.** If your project involves the creation or relocation of coverage, you may want to have your existing coverage verified prior to beginning your project design. The verification will only recognize

existing coverage that was legally established or existing prior to 1972. Conducting this process prior to design will alleviate unnecessary delays and costs later on in the process

Verify Existing Units of Use for Units to be Subdivided. Only verified units of use are eligible to be subdivided. Contact TRPA or you local County Planning Department for information on how to verify existing units of use. The TRPA Banking and Verification of Land Coverage and Units of Use Information Packet may also be reviewed for additional information.

Review the Appropriate Plan Area Statement or Area Plan. Each property is located within a specific Plan Area, Community Plan or other type of Area Plan. You can find you the Plan Area you are locate in by contacting either the local jurisdiction or TRPA. These planning documents indicate the permissible uses, density and certain design criteria that may be helpful 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 may not be sequential; 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 (or a completed Scenic Assessment Application) 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.**

Review Applicable Findings. TRPA staff must be able to make applicable findings related to your project in order to recommend approval. Contained within this packet is a table of possible findings that may be applicable to your project. It is now required that the applicant submit explanations and rationale to TRPA specific to each finding that will be required to be made. You may want to review the applicable findings in the beginning of the planning stages to allow for adjustments to the project design, if necessary, in order to allow TRPA to make required findings. This procedure is explained in more detail within this packet.

## Required Findings

Purpose: The Tahoe Regional Planning Compact requires TRPA to make findings before taking certain actions. In addition, the Regional Plan package, including the Code of Ordinances and Plan Area Statements, sets forth other findings which must be made. TRPA Code of Ordinances Chapter 6 sets forth procedures describing how TRPA shall make the findings required. Applicable findings with the appropriate TRPA Code of Ordinance Section are shown in the Findings Table in this information packet. You only need to provide explanation as to why the finding can be made for particular findings applicable to your project.

Applicability: Prior to approving any project or taking any other action specified herein, TRPA shall make the findings required by the provisions of the Regional Plan package, including the Goals and Policies, the Code, and specifically Chapter 6 and any other requirement of law. All such findings shall be made in accordance with Chapter 6 of the TRPA Code of Ordinances.

Procedure For Findings: Findings shall be made as follows:

Written Findings: All required findings shall be in writing and shall be supported by substantial evidence in the record of review. The findings required shall be submitted with the application. TRPA must concur with the findings prior to the approval of the proposed matter.

Statement: Required findings shall be accompanied by a brief statement of the facts and rationales upon which they are based.

### Example Finding:

21.3.B Affordable Housing: Affordable housing projects may be permitted to increase the density permitted in the table or the table or the applicable plan area statement, community plan, master plan, redevelopment plan, or specific plan, whichever is less, by 25 percent, provided TRPA finds that: (1) the project, at the increased density, satisfies a demonstrated need for additional affordable housing; and (2) the additional density is consistent with the surrounding area.

Finding Rationale

- (1) The project at the increased density will be able to provide more affordable housing which is needed in the area. Currently there are very few affordable housing properties on the Northshore of Lake Tahoe. Placer County Economic Development Department has demonstrated a need for affordable housing in the area. The General Plan for Placer County discussed this need in the Housing Element.
  
- (2) The area is comprised of both single family residential properties and multi-family residential properties. The multi-family residential properties currently exceed the current density standard. These properties were constructed prior to the TRPA Code of Ordinances.

### 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. The summer building season is very hectic and 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 winter prior to the year in which you wish to build.

**TRPA Review:** TRPA has three review levels for projects; staff level, Hearings Officer and Governing Board. Some projects involving the subdivision of existing structures can be reviewed at staff level. The TRPA Hearings Officer or Governing Board typically only review projects identified as a "special use" in the 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.

**Air quality:** An air quality mitigation fee is required for any new residential units (e.g., a new guest house). This money is held in a fund for use by local jurisdictions for transit and other projects that improve air quality. See TRPA Code of Ordinances Section 93.3.D.

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

## Project Security

A project security will be collected by the reviewing jurisdiction. In most cases, the project security will be based on 110% of the cost of all required BMPs. Securities may also be required to ensure 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 nominal, non-refundable security administrative fee is required for all securities. 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 a 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. 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.

*SUBDIVISION OF EXISTING STRUCTURES  
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](http://www.trpa.org). Click on “Permits & Documents” and look for the *Master Findings Document* under “Other Documents.” Refer to the *Master Findings Document* to complete this portion of the application.

<b>Applicability</b>	<b>Code Section</b>
<b><i>Findings Necessary to Approve Any Project</i></b>	6.3.A
<b><i>Special Uses</i></b>	18.1.B
<b><i>Land Coverage</i></b>	
Excess Coverage Mitigation - Projects Within Community Plans	20.5.A(2)(e)
<b><i>Density</i></b>	
Affordable Housing	21.3.B
Timeshare Uses (Residential Design)	21.3.C
<b><i>Nonconforming Existing Signs Exceptions</i></b>	26.14.C(10)
<b><i>Paved Road Waiver</i></b>	27.2.A
<b><i>Water Supply Waiver</i></b>	27.3.B(2)
<b><i>Historic Resources</i></b>	
Historic Resources Demolition	29.6.C
Exceptions for Historical Structures and Districts	29.7.A
<b><i>Subdivision Standards</i></b>	
Moderate Income Housing	41.2.F
Exceeding Density Standards	43.2.D(1)
Subdivision of Post-1987 Projects	43.4
<b><i>Water Quality Mitigation</i></b>	
Mitigation Projects In-Lieu of Fees	82.2.A



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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 July 2010)

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SUBDIVISION OF EXISTING STRUCTURES 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): \_\_\_\_\_

- | TRPA  | Applicant |   |
|-------|-----------|---|
| _____ | _____     | 2. Completed application form with original signatures and checklist.   |
| _____ | _____     | 3. Application Fee: Please refer to the <a href="#">TRPA Filing Fee Schedule</a> 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 Verification (including backshore boundary verification for lakefront parcels).   |
| _____ | _____     | 7. Site plan: Minimum size 18" x 24", showing:  |
|       | _____     | _____ a. All property lines and building setbacks.  |
|       | _____     | _____ b. Map scale and north arrow.   |
|       | _____     | _____ c. Assessor's Parcel Number(s), property owner, and property address.   |
|       | _____     | _____ e. Parcel area in square feet.  |
|       | _____     | _____ n. Location and dimensions of all existing and proposed development (buildings, driveways, parking areas, etc.).  |
|       | _____     | _____ q. Location of all easements.   |
|       | _____     | _____ ee. Parcel density.   |
|       | _____     | _____ r.i. Allowable land coverage calculations by land capability district.  |
|       | _____     | _____ r.ii. Existing land coverage calculations by land capability district.  |
| _____ | _____     | 12a. 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).   |
| _____ | _____     | 16. Initial Environmental Checklist.  |
| _____ | _____     | 24. Residential Only: Five year rental/sale history.  |
| _____ | _____     | 25. Proposed subdivision map: Minimum size 18" x 24", showing:  |
|       | _____     | _____ a. Common areas.  |
|       | _____     | _____ b. Parking Calculations.  |

\_\_\_\_\_ c. Proposed land coverage calculations by land capability district.

\_\_\_\_\_ 37. Applicable findings explanation and rationale.

\_\_\_\_\_ 42. Proof of units of use verification.

\_\_\_\_\_ 46. Proof of existing coverage verification.

\_\_\_\_\_ 48. Project Description.

**Note:** Items #6 and #24 may be combined if they contain the required information and are legible.

## 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](http://www.trpa.org).

FEE MULTIPLIERS	
Level of Review See <a href="#">TRPA Code of Ordinances Chapter 4</a>	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 <a href="#">Community Plan Areas</a> is available at our offices or online at <a href="http://www.trpa.org">www.trpa.org</a> .	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