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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

TEMPORARY ACTIVITIES, STRUCTURES AND USES APPLICATION FORM

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

How To Apply for a Tahoe Regional Planning Agency Permit

This packet explains the TRPA process for obtaining permits for temporary uses, structures, and activities. 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.

General Standards

The Tahoe Regional Planning Agency (TRPA) Regional Plan provides for temporary uses, structures, and activities to occur per the TRPA Code of Ordinances Chapters 4 and 7.

TRPA defines a **“temporary activity”** as an organized event or commercial activity which does not occur more than four times in a calendar year and which does not exceed fourteen consecutive days in duration. Activities which are within the scope of a primary use, are conducted within the project area, and which would not otherwise require TRPA review and approval, are not deemed temporary activities. Examples of such activities are: a golf tournament at a golf course, or a ski race at a ski area.

TRPA defines a **“temporary structure”** as a structure which is approved for a limited time as set forth in Chapter 7 typically no longer than six months.

TRPA defines a **“temporary use”** as a primary use which does not exceed a period of six months.

Where to go for Additional Information

Consult the local governments in which the proposed activity will be located to determine if you will need additional permits:

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 a TRPA permit. There are three levels of TRPA review. (1) Some small activities will not require TRPA review-these activities are considered **“exempt”**. (2) Activities that require a statement or **“declaration”** be filed with TRPA describing the proposal-these activities are considered **“qualified exempt”**. (3) Finally, a TRPA **permit** may be required for a project. This packet describes which activities may be completed at these three levels of review, and the process for each.

Prior To Application Submittal

- ✓ Review the list of exempt/qualified exempt activities. If your proposed activity is **exempt**, you may proceed without filing a declaration or obtaining a permit from TRPA. If your proposed activity is **qualified exempt**, use this packet to file the appropriate declaration with TRPA and to determine the required fees, if any. If your proposal is not included on the list of exempt/qualified exempt activities, a **permit** will be required; *all proposals which involve the creation or relocation of land coverage require a TRPA permit.*
- ✓ Have your land capability verified, if required, on the appropriate checklist. A 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 activity, structure or use you are proposing. A Land Capability Verification will also determine the allowable land coverage or your parcel. Please discuss your proposal with a TRPA planner to determine if a Land Capability Verification is needed.
- ✓ Complete the appropriate forms and prepare application materials required by the checklist. The general application form must be filled out for qualified exempt activities and uses, structures, and activities requiring a permit.
- ✓ Obtain the required signatures. The property owner or authorized representative 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 photocopies will not be accepted.**
- ✓ Check with the appropriate city and county agencies regarding local requirements. City and county building departments and other local agencies have their own permit and review requirements. *Make sure to obtain appropriate local approvals before beginning work.* See the Shorezone Activities section (pg. 7) for information on which agencies to contact if your activity involves construction in the shorezone.

Exempt And Qualified Exempt Activities

A temporary activity which meets the following criteria is considered **Exempt**, and you may proceed without filing a declaration or obtaining a permit from TRPA:

- Does not cause parking on unpaved areas;
- Does not create or relocate land coverage or disturbance;
- Does not require closure of a traffic lane or intersection of a state or federal highway for more than one hour, or the closure of U.S. Highway 50 at any point between the South Wye and Kingsbury Grade for any period of time;
- Does not create noise in excess of the limits allowed in Chapter 23 of the TRPA Code of Ordinances;
- Does not exceed fourteen consecutive calendar days in duration and will not occur more than four times in a calendar year; and
- If the location of the activity is unpaved, it has not been used for temporary projects more than four times the past calendar year.

Special Event Areas: Temporary activities in TRPA-designated special event areas are considered **Exempt** by TRPA. In general, designated special event areas only exist within TRPA-approved Community Plans (see TRPA Development Standards, pg. 11). Designated special event areas typically have adequate facilities (e.g., parking, bathrooms) for temporary events.

Government Agencies: Temporary activities which are reviewed and approved by a local government, the Forest Service, or a state agency pursuant to a memorandum of understanding with TRPA consistent with Chapter 7 of the TRPA Code of Ordinances are **Exempt**.

Outdoor Retail Sales: An outdoor retail sales use associated with a state or federal holiday is considered **Qualified Exempt** by TRPA, provided that:

- The use does not cause parking on unpaved areas;
- The use does not operate for more than six consecutive weeks in a twelve month period; and
- The use is located in a plan area designated commercial, public service, or tourist accommodation.

Temporary Uses, Structures, And Activities Requiring Permits

General Standards: Temporary projects shall not result in impacts that continue beyond or occur after the period of approval. Approval of temporary projects shall be conditioned upon the posting of an appropriate security to insure removal of temporary structures and implementation of mitigation measures and other conditions of approval. Temporary projects shall be exempt from the provisions of Chapter 33 and the mitigation fee requirements of Chapters 20, 56, 82, and 93. Prior to approval of a temporary project, a site inspection may be conducted to determine if the project area is capable of withstanding the impacts of the project and can be feasibly restored to its original condition. Temporary projects shall comply with applicable provisions of the Code unless specifically exempted.

Temporary Uses: TRPA may approve a temporary use for a period not to exceed six months and may approve one six-month extension. A temporary use shall be reviewed in accordance with the applicable plan area statement. A use not listed in a plan area statement as a permissible use will be reviewed as a special use in accordance with Subsection 18.1.B of the TRPA Code of Ordinances and will require a public hearing.

Temporary Structures: TRPA may approve a temporary structure for a period not to exceed six months and may approve one six-month extension, except as stated below. Temporary structures shall be exempt from the requirements in Chapter 25 to install permanent BMPs. A temporary structure associated with a temporary activity shall comply with the standards set forth for Temporary Activities.

- Temporary Classrooms: Temporary classrooms for public schools may be approved for a period not to exceed three years. Temporary classrooms approved for a period in excess of one year shall comply with the permanent BMP requirements of Chapter 25.
- Temporary Structures Associated with Construction: Temporary structures associated with the construction of a TRPA-approved project may be approved for a period consistent with the construction schedule of the project.

Temporary Activities within Community Plans or Special Event Areas: A temporary activity in a community plan area or TRPA-approved special event area shall comply with the following standards:

- Community Plan Area: An adopted community plan may set plan standards for temporary activities which are equal or superior to the standards in the Temporary Activities section. Upon adoption of the community plan, the community plan standards for temporary activities, if any, shall supersede the standards in this chapter.
- Special Event Areas: TRPA may approve special event areas as designated sites for temporary activities. A special event area shall be reviewed as a special use in accordance with Subsection 18.1.B.
 - 1) Temporary activities may occur in the special event area without further TRPA review consistent with the project approval for the special event area.

Temporary Activities: Except as otherwise provided in Temporary Activities within Community Plans or Special Event Areas, temporary activities shall comply with the following standards:

- Land Coverage: A temporary activity may create temporary land coverage and disturbance subject to the following conditions:
 - 1) The temporary coverage or disturbance shall be the minimum necessary for the activity;
 - 2) The activity shall not include grading or vegetation removal which requires a TRPA permit;
 - 3) No coverage or disturbance, except as exempted from TRPA review in Chapter 4, shall be permitted in land capability districts 1a, 1b (SEZ), 1c, 2, 3 or the backshore unless the land to be covered or disturbed is presently disturbed and there is no feasible alternative which reduces the impacts of the continued disturbance.
 - 4) Temporary coverage shall be removed, disturbed areas associated with the activity shall be revegetated and other required mitigation measures shall be implemented upon completion of the activity.

Projects may be subject to TRPA review of parking, BMPs, outdoor advertising, noise, or other conditions, subject to the Code of Ordinances.

Request for Additional Information

Once review has begun on your project, additional information may still be required. TRPA staff attempts to identify all information needed to review a project at the “complete application” stage, 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.

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. Any subsequent changes to the project which are not consistent with the conditions of approval may require you to submit a plan revision application or a new application. The conditional permit is valid for the period indicated. Within that time frame, the permittee must demonstrate that all the conditions of approval have been met, provide a project security and security administration fee to TRPA, acknowledge the permit, and obtain a TRPA pre-construction inspection. Per Chapter 7 of the TRPA Code of Ordinances, one permit extension may be granted for up to six months--in this case the permittee shall contact TRPA in writing prior to the expiration of the permit.

Final Permit Acknowledgment

Once all the conditions of the permit have been met, TRPA will provide the final acknowledgment of the permit and stamp the submitted plans. This will now serve as recognition of approval of the temporary use, structure, or activity.

Project Security

The TRPA project security will be collected to insure removal of temporary structures and implementation of mitigation measures and other conditions of approval. A security may 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. Also, a non-refundable security administrative fee will be collected. More information about project security procedures can be found in Attachment J in the TRPA Master Checklist/Design Criteria and Guidelines Reference Document. Once the use, structure, or activity is concluded, the permittee shall contact TRPA to schedule a final inspection. If TRPA concludes that the site was not adversely impacted and/or it was restored to its original condition or better; and all other permit conditions were satisfied, the project security will be released.

Timeline for Appeals

If an applicant wishes to appeal a final decision by TRPA, pursuant to Rule 11.2 of the TRPA Rules of Procedure, a Notice of Appeal form and filing fee must be submitted within twenty-one (21) days from the date TRPA issues its final decision (date on correspondence). After 21 days, no appeals can be made and the Agency's decision is final.



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TEMPORARY ACTIVITIES APPLICATION FORM

Temporary Use Temporary Activity Temporary Structure

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: _____

Outdoor Retail Sales---fill out the appropriate section of the Qualified Exempt Application.

DECLARATION:

I hereby declare under penalty of perjury that this application and all information submitted as part of this application is true and accurate to the best of my knowledge. I am the owner of the subject property, or have been authorized in writing by the owner(s) of the subject property to represent this application, and I have obtained authorization to submit this application from any other necessary parties holding an interest in the subject property. I understand it is my obligation to obtain such authorization, and I further understand that TRPA accepts no responsibility for informing these parties or obtaining their authorization. I understand that should any information or representation submitted in connection with this application be inaccurate, erroneous, or incomplete, TRPA may rescind any approval or take other appropriate action. I hereby authorize TRPA to access the property for the purpose of site visits. I understand that additional information may be required by TRPA to review this project. (Edited 7/10)

Signature: **(Original signature required.)**

_____ At _____ Date: _____
Person Preparing Application County

AUTHORIZATION FOR REPRESENTATION (Original signatures required):

The following person(s) own the subject property (Assessor's Parcel Number(s) _____) or have sufficient interest therein to make application to TRPA:

Print Owner(s) Name(s):

I/We authorize _____ to act as my/our representative in connection with this application to TRPA for the subject property and agree to be bound by said representative. I understand that additional information may be required by TRPA beyond that submitted by my representative, to review this project. Any cancellation of this authorization shall not be effective until receipt of written notification of same by TRPA. I also understand that should any information or representation submitted in connection with this application be incorrect or untrue, TRPA may rescind any approval or take other appropriate action. I further accept that if this project is approved, I, as the permittee, will be held responsible for any and all permit conditions.

Owner(s) Signature(s): **(Original signature required.)**

_____ Date: _____
_____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ By: _____ TRPA File #: _____

Fee: \$ _____ Receipt No: _____

Comments: _____

TEMPORARY ACTIVITIES CHECKLIST

APPLICATIONS LACKING ANY OF THE FOLLOWING ITEMS WILL NOT BE ACCEPTED. TRPA OR YOUR LOCAL JURISDICTION MAY REQUIRE ADDITIONAL INFORMATION ABOVE AND BEYOND THE CHECKLIST ITEMS TO REVIEW THIS APPLICATION.

Each item and number corresponds to TRPA's [Master Checklist](#) (784 k download) available at our offices or online. Refer to the *Master Checklist* for more information on any item.

PROJECT NAME: _____

CURRENT ASSESSOR'S PARCEL NUMBER (APN): _____

PREVIOUS ASSESSOR'S PARCEL NUMBER (APN): _____

- | Applicant | TRPA | |
|-----------|-------|---|
| _____ | _____ | 2. Complete Application with <u>original</u> signed authorization 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. |
| _____ | _____ | 7. Site Plan. Minimum size 18" x 24", drawn to a standard scale on blackline or blue line print paper showing the following: <ul style="list-style-type: none">_____ a. All property lines._____ b. Map scale, north arrow, and vicinity map._____ c. Assessor's Parcel Number (APN) and property address._____ d. Property owner(s) name(s). Use names as shown on the Assessor's records._____ e. Verified land capability districts, if applicable._____ ii. Existing land coverage calculations by verified land capability districts._____ h. Vicinity map._____ f. Temporary BMP's._____ f. Permanent BMP's (temporary classrooms proposed for more than one year)._____ n. Location of all existing development and the proposed activity, structure, or use. |
| _____ | _____ | 8. Floor plans, if applicable. |
| _____ | _____ | 9. Photographs of property and existing development. |
| _____ | _____ | 12. For projects requiring Hearings Officer or Governing Board review: <ul style="list-style-type: none">_____ 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. |

- _____ 16. Initial Environmental Checklist. [\(Click here to download IEC – 1 MB\)](#)
- _____ 29. Site restoration plans and schedule, if applicable.
- _____ 31. Date of last activity on the site (use, construction, etc.).
- _____ 48. Project description.

Outdoor Retail Sales---fill out the appropriate section of the Qualified Exempt Application.

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

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