



TOURIST ACCOMMODATION PROJECT INFORMATION PACKET AND CHECKLIST

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

How To Apply for a Tahoe Regional Planning Agency (TRPA) Permit

This packet explains the TRPA tourist accommodation permit process. The TRPA uses the best available science and planning practices to review each project individually so that Lake Tahoe can continue to be an Outstanding National Resource Water for this and future generations. TRPA's thorough project review standards are designed to balance the impacts of the built environment with the protection of Lake Tahoe's fragile, natural environment. The Agency values every project applicant and works hard to serve the public promptly and fairly. Please read this packet thoroughly. We hope it answers most of your application questions. If not, please call TRPA at (775) 588-4547. Planners are available to assist you by phone or at our offices Monday through Friday, 9:00 a.m. to 5:00 p.m. Applications are received from 9:00 a.m. to 4:00 p.m.

Please be aware that we may require information beyond that presented in this packet. Once your application is submitted, TRPA will contact you if additional information is required to adequately review your project.

Where to Submit Your Application

To streamline review of some types of projects, TRPA entered into agreements or Memoranda of Understanding (MOU) with the City of South Lake Tahoe, El Dorado County, Placer County, and Washoe County.

Under the MOU, some local jurisdictions complete the review of some tourist accommodation projects which require a TRPA permit. TRPA still reviews projects in Douglas County and on all parcels visible from TRPA-designated scenic corridors or resources. Scenic corridors include Lake Tahoe and all highways within the Tahoe Basin. Scenic resources include public recreation areas and bike trails. (In El Dorado County, the local building department may be able to review your project even if it is visible from a scenic corridor or resource. Contact TRPA or the El Dorado County Building Department for assistance.) Please see the Scenic Quality Reference Guide available at TRPA or your local jurisdiction for a list of TRPA-designated scenic corridors and resources.

If you have questions regarding your proposed project and if your project is eligible to be reviewed by a local jurisdiction, please call your local building department:

City of South Lake Tahoe Building Department	(530) 542-6010
El Dorado County Building Department	(530) 573-3330
Placer County Building Department	(530) 581-6200
Washoe County Building Department	(775) 832-4140

If your project is not eligible to be reviewed by a local jurisdiction, you must submit your application to TRPA.

Getting Started

Before starting your application, you must determine if the project you are proposing requires TRPA review. Some tourist accommodation activities, such as minor structural repairs, may be considered "Exempt" or "Qualified Exempt" from TRPA review. An Exempt/Qualified Exempt Activity Information Packet is available from TRPA or your local building department. This guide and other TRPA documents can be viewed on TRPA's website (<http://www.trpa.org>). Generally, projects which involve the creation or relocation of land coverage or are considered scenic properties require a permit. If you have questions regarding the need for a permit, please contact TRPA or the local building or planning department.

Included in this packet is a tourist accommodation application checklist. All the items on the checklist must be addressed in your project submittal. Project applications without all the items on the checklist will not be accepted for review. In addition to the TRPA requirements, the project application should also include any local jurisdiction standards. Incorporating the local jurisdiction standards into your plans will avoid costly plan revisions at a later date. You may want to contact the local jurisdiction to discuss their standards and guidelines.

Prior to Application Submittal

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

Check the Community Plan or Plan Area Statement and the Bicycle and Pedestrian Master Plan. The Community Plan or the Plan Area Statement (PAS) lists the permissible uses allowed for your property. The Community Plan or the PAS may also have specific design criteria that need to be incorporated into your project. The location of existing or proposed bicycle and pedestrian paths near the project may also be required. To find out if the project lies within a Community Plan or a PAS, contact your local jurisdiction planning office. To determine the location of existing or proposed bicycle and pedestrian paths in your project area, check the map viewer at <http://gis.trpa.org/BIKEMAP/#>. The map shows a 75-foot buffer of all paths; however project parcels that are not adjacent to a path will not be required to show the path in their project plans.

Prepare a Topographic Survey. If you plan to submit a project application, you must have a Topographic Survey prepared by a professional 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.

Have your land capability verified. 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 when designing your project.

Complete a Scenic Impact Assessment Form. You must complete a Scenic Impact Assessment Form for your project included in this packet. If your parcel is visible from a TRPA designated scenic roadway or resource, additional items may be required to be submitted with your application. Projects located in the *shoreland* will require a Shoreland Scenic Assessment of the Scenic Quality Baseline Conditions prior to review of the project. This assessment requires submittal of a separate application prior to the project application. A related scenic assessment for the proposed conditions will be required to be submitted concurrent with the proposed project application.

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.

Units of Use Verification. If your project involves a change to the amount or location of Tourist Accommodation Units (TAUs), you should have TRPA verify the existing units. TAUs may be banked for future use on the property or transfer to another property if they are verified prior to removal.

Determine if you need Tourist Accommodation Units (TAUs). If your project requires the addition of TAUs then these units must be transferred to the subject property. TAUs are a saleable commodity within the Tahoe Basin and are available for purchase from the California Tahoe Conservancy, private parties or can be transferred from existing projects with TRPA verified TAUs scheduled to be removed or previously banked. Contact TRPA or the local jurisdiction for additional information.

Complete the Change in Operation Form. This form is required for any type of change in operation and is located in this packet. This form determines the number of Daily Vehicle Trip Ends (DVTE) that are associated with your project. If your project generates more than 100 new DVTE in the south shore of Lake Tahoe or 200 DVTE around the rest of the lake, a traffic analysis may be required. Please contact TRPA if your project generates more than amount of DVTEs required for a traffic analysis regarding what information will be needed for the review of your project.

Complete the Initial Environmental Checklist (IEC). If your project is not Exempt or Qualified Exempt the IEC is required to be submitted with your application. The IEC evaluates the potential environmental impacts of your project on the environment. Based on the results of the IEC and the other application materials, TRPA will make a determination on the need for additional environmental documentation for your project.

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.

Tourist Accommodation Units

The following types of facilities are considered tourist accommodation uses:

Bed and Breakfast: Residential type structures which have been legally converted to, or constructed as, tourist accommodation facilities where bedrooms without individual cooking facilities are rented for overnight lodging, and where at least one meal daily is provided.

Hotels, Motels and Other Transient Dwelling Units: Commercial transient lodging establishments including hotels, motor-hotels, motels, tourist courts or cabins, primarily engaged in providing overnight lodging for the general public whose residence is elsewhere.

Timeshare (Hotel/Motel Design): A right to exclusively use, occupy or possess a tourist accommodation unit of a hotel/motel design without kitchen units, according to a fixed or floating time schedule on a periodic basis occurring annually over a period of time in excess of three years.

Timeshare (Residential Design): A right to exclusively use, occupy or possess a tourist accommodation unit of a residential design with kitchen units, according to a fixed or floating time schedule on a periodic basis occurring annually over a period of time in excess of three years.

In order to construct a project that involves new tourist accommodation units within the project area, the units must be obtained in one of the following ways:

- Bonus Units. If your project is located within an adopted community plan area, the community plan may have tourist accommodation bonus units available. To qualify to obtain bonus units for your project, you must transfer a matching existing tourist accommodation unit for each proposed bonus unit. The number of bonus units that will be assigned to a project depends on points “earned” as a result of providing environmental improvements that are otherwise not required for an individual project. If you are interested in obtaining bonus units for your project, please contact TRPA and ask for a copy of Subsection 35.3 of the TRPA Code of Ordinances. This subsection outlines the transfer and point requirements to obtain bonus units, along with the type of environmental improvement projects eligible to obtain bonus unit points.
- Transfer. Existing tourist accommodation units may be transferred from one parcel to another. The plan area or community plan in which the project is located must be a receiving area for existing development and the receiving parcel can not be identified as “sensitive” by the TRPA land capability verification. The transfer of tourist accommodation units must be in conjunction with a project and shall be for the exact number of units needed for the project. A separate transfer application is required to be submitted to TRPA.

Density

The density of tourist accommodation units permitted for a parcel is identified in the applicable Community Plan or Plan Area Statement. For most areas, the density permitted is as follows:

Bed and Breakfast Facilities:	10 units per acre
All others:	
If less than 10% of the units have kitchens:	40 units per acre
If 10% or more of the units have kitchens:	15 units per acre

When calculating the density allowed, all numbers shall be rounded down to the nearest whole number.

A time-share use (residential design only) in an adopted community plan may increase the permitted density by a factor of 2, or a timeshare use (residential design only) in an adopted TRPA redevelopment area may increase the permitted density by a factor of 2.5, subject to specific findings being made. These specific findings include compatibility with the surrounding land uses, that the project provides transit service and pedestrian and access amenities, and a reduction in land coverage if the existing land coverage on the parcel exceeds 75% of the project area.

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:

20.3.B(d) Driveways: The maximum limits in Subparagraph 20.3.B(1)(a) may be increased by a transfer of land coverage for a driveway built in accordance with the standards in Chapter 24, which is to be created in connection with the construction of a single family house on an existing parcel, provided TRPA **finds** that:

- (i) The construction will not result in a residential structure with land coverage greater than that permitted in Subparagraph 20.3.B(1) minus 400 square feet; and
- (ii) The single family house, as a direct result of the increased land coverage, will be located on the parcel at the site **found** by TRPA to cause the least harm to the natural environment through minimization of land alterations, grading, removal of vegetation and preservation of trees and other flora.

Finding Rationale

- (i) The project area for this project is 8,555 square feet with an allowed coverage amount of 2,138 square feet of coverage. The residential structure proposed for this project will require 1700 square feet of coverage. This is less than 1,738 s.f. which is 2,138 square feet minus 400 square feet. Therefore, the construction will not result in a residential structure with land coverage greater than that permitted in Subparagraph 20.3.B(1) minus 400 square feet.
- (ii) The site is heavily forested with sensitive areas located between the roadway and the proposed building site. The proposed building site is located in a natural clearing on non-sensitive land. The request for the additional 400 square feet will allow construction of a narrow driveway to the proposed residential structure for access. This driveway is narrow enough to avoid the sensitive area and to require the removal of only two trees. This will allow access to the proposed residential structure. By placing the structure further away from the road and sensitive areas, we are minimizing disturbance in sensitive areas and significantly reducing the amount of trees that would be required to be removed. This will cause the least harm to the natural environment through minimization of l

Complete Application

TRPA or local jurisdiction staff will review an application for completeness within 30 days from the date of submittal. If additional items are needed or checklist items are lacking, 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 or local jurisdiction 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 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.

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.

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

TRPA Review: TRPA has three review levels for projects; staff level, Hearings Officer and Governing Board. The large majority of grading projects can be reviewed at staff level. The TRPA Hearings Officer or Governing Board typically only reviews 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. The Hearings Officer meets as needed two times per month.

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 changes to the project which are not conditions of approval may require you to submit a plan revision application. 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, obtain a TRPA pre-construction inspection and begin the construction or the activity. Your project must be completed within two years from the date of the TRPA pre-construction meeting or within an approved TRPA construction schedule.

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. The permit and stamped plans may then be submitted to your local jurisdiction for review. The local jurisdictions have varying rules on if your project can be reviewed simultaneously with the TRPA review, however, a building permit will not be issued until the local jurisdiction receives a copy of the TRPA stamped plans unless the local jurisdiction is conducting the TRPA review. Please check with your local building and planning departments for their processing requirements.

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: Air quality mitigation fees are based on the amount of additional Daily Vehicle Trip Ends (dvte) associated with the project. Contact TRPA for information on how to calculate dvtes for your project. These mitigation fees are held in a fund available to the agencies in your general vicinity to implement air quality improvement projects. Refer to TRPA Code of Ordinances Section 93.3.D for additional information. Mitigation Fees

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

Project Security

In most cases, the TRPA project security will be based on 110% of the cost of all permanent BMPs required for the project. 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. More information about Project Security procedures can be found in Attachment J in the TRPA Master Checklist/Design Criteria and Guidelines Reference Document.

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 amount.

Pregrading (Pre-construction) Inspection

Before you begin construction of your project, you must arrange a pregrading inspection. If a local jurisdiction completed your TRPA review, contact the appropriate local building department to arrange an inspection. If TRPA issued your permit, contact the TRPA Environmental Compliance Division. In some cases, the pregrading inspection may be done via telephone. Prior to scheduling your inspection, you must have obtained all necessary TRPA and local approvals. All temporary Best Management Practices (BMPs) must be installed prior to Pregrading Inspection.

TOURIST ACCOMMODATION PROJECT REQUIRED FINDINGS TABLE

Include an attached Written Statement and rationale for making each finding applicable to the project proposal. Refer to the TRPA *Master Findings Document* available at our offices or online at www.trpa.org. Click on "Permits & Documents" and look for the *Master Findings Document* under "Other Documents." Refer to the *Master Findings Document* to complete this portion of the application.

Applicability	Code Section
Exempt Projects	
Buildings Damaged by Fire or Calamity	4.8.C
Findings Necessary to Approve a Project	6.3.A
Temporary Activities Standards	7.6.E
Projects in a Redevelopment Project Area	15.8
Density – Timeshare Uses	21.3
Permissible Uses	
Special Uses	18.1.B
Existing Uses	18.5.B
Land Coverage	
Excess Coverage Mitigation Program Options	20.5.A(2)(e)
Land Coverage for Stream/SEZ Crossings	20.4.B(1)
Relocation of Existing Land Coverage	20.5.C
Height	
Additional Height for Tourist Accommodation	15.11.E(2)
View Enhancement	22.2.C
Percent Cross Slope	22.2.D
Additional Height for Tourist Accommodation	22.4.A
Additional Height for Tourist Accommodation within Community Plans	22.4.B
Addition Height for Special Height Districts	22.4.D
Additional Height for Certain Structures	22.6
List of Findings	22.7
Height for Additions to Existing Buildings	22.9.A-C
Driveways	
Shared Driveways	24.2.C(2)
Slope of Driveways	24.2.C(5)
Driveway Compliance	24.2.B
Signs	
Additional Height for Freestanding Signs	26.10.B(6)
Signs in Tourist Plan Areas	26.11
Basic Services	
Paved Roads Waiver	27.2.A
Water Supply Waiver	27.3.B
Design Standards	
Setback Standards Abutting Scenic Roadways	30.5.D(1)
Scenic Quality Standards Public Recreation Area & Bicycle Trails	30.12
Scenic Highway Corridor Design Standards - Utilities	30.13.C(1)
Bonus Unit Incentive	35.3
Grading	
Grading Season Exceptions	64.2.B
Excavations in excess of 5 feet	64.7.B
Tree Removal	
Late Seral/Old Growth Enhancement and Protection	71.2.A(8)
General Standards	71.3.A
Tree Removal for Solar Access	71.5.D(1)
Water Quality Mitigation	
Mitigation Projects In-Lieu of Fees	82.2.A

Applicability	Code Section
<i>Employer Based Trip Reduction Program</i>	
Program Requirements	97.2
Transportation Control Measures	97.3.A

CHANGE IN OPERATION

A Change in Operation (CIO) form is required to be submitted for all non-residential projects and for some qualified exempt activities. A worksheet is attached to the CIO form to aid you in calculating the number of existing and proposed vehicle trips associated with your project. **Please note that any additional vehicle trips are required to be mitigated.**

The following items will help you determine the type of review that is required for your activity. Please keep in mind that **if any changes to land coverage, number of units proposed on a site, or additions or modifications to commercial floor area are being proposed, a TRPA permit will be required no matter how many vehicle trips are generated.** All proposed uses must be permissible in the plan area/community plan for the project site.

- If your proposed activity generates less than 100 additional vehicle trips, your activity is an allowed use in the plan area/community plan, and you are not changing from one major use classification to another (example: residential to commercial or commercial to tourist accommodation) then your activity is considered “qualified exempt”. Please see the Qualified Exempt/Exempt Information Packet for appropriate declaration forms.
- If your proposed activity generates less than 100 additional vehicle trips, but you are doing major modifications to existing structures, adding commercial floor area, modifying the existing land coverage or changing from one major use classification to another, your activity is considered a project and requires a TRPA permit. You will need to complete the CIO form and submit the appropriate application to TRPA.
- If your proposed activity generates more than 100 additional vehicle trips but less than 200 additional vehicle trips, the activity is considered a project and requires a TRPA permit. A traffic analysis will be required if your project is located within 300 feet of U.S. Highway 50 or is located within the urbanized portions of Douglas and El Dorado Counties (air quality non-attainment areas). TRPA staff can provide the minimum traffic analysis requirements and can help you determine if your project is located within an air quality non-attainment area. A completed CIO form must be submitted regardless of whether or not a traffic analysis is required.
- If your proposed activity generates more than 200 additional vehicle trips, the activity is considered a project and requires a TRPA permit. A traffic analysis is required along with the completed CIO form.

A CIO form and worksheet to help you calculate the vehicle trips associated with your activity is found on the following pages.

CHANGE IN OPERATION FORM

Name of Project: _____

Location of Project: _____

Assessor's Parcel Number: _____

Previous Use at Proposed Project Site

Previous Project Description: _____

Gross Floor Area: _____ sq. ft. Business Days and Hours: _____

of Employees: _____ # of Business Vehicles: _____

of Vehicle Trips Associated With Project: _____

Date Previous Use Terminated: _____

Proposed Use at Project Site

Proposed Project Description: _____

Gross Floor Area: _____ sq. ft. Business Days and Hours: _____

of Employees: _____ # of Business Vehicles: _____

of Vehicle Trips Associated With Project: _____

CHANGE IN OPERATION FORM WORKSHEET

Locate the trip rate which best fits the proposed and previous or existing operations of the project site from the Trip Table located in the Master Design Checklist/Design Criteria and Guidelines. In cases where the two rates are listed, the rate generating the most vehicle trips ("worst-case") shall be used.

The existing use of the property is an important factor in calculating the number of vehicle trips associated with the new activity. The previous use for the property must have been operating 90 consecutive days within the past 24 months to receive credit for the previous vehicle trips.

Example: Jane has bought Tom's Discount Clothing Store and wants to develop a restaurant. The existing square footage for the building is 1,225 square feet and the proposed square footage is 1,500 square feet.

Previous Use: Tom's discount Clothing Store Trip Table Rate: 56.04/1000 s.f.
(Discount Stores)

Proposed Use: Jane's Italian Restaurant Trip Table Rate: 127.15/1000 s.f.
(High turnover Restaurant)

Previous Trips = $\frac{56.04 \times 1,225}{1,000} = 68.65$ Proposed Trips = $\frac{127.15 \times 1,500}{1,000} = 190.65$

190.65 – 68.65 = 122 additional vehicle trips are generated

Trip Rate Calculations:

Previous use: _____

Trip rate for previous use (from table) _____

Previous gross floor area: _____

Total vehicle trips for previous use: _____

Proposed use: _____

Trip rate for proposed use (from table) _____

Proposed gross floor area: _____

Total vehicle trips for proposed use: _____

Net Change in Vehicle Trips: _____

TRPA SCENIC IMPACT ASSESSMENT FORM

Assessor's Parcel Number (APN) _____ County _____

Previous APN _____ (if changed by county assessor since 1987)

Owner _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Representative or Agent _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

I have reviewed the TRPA Scenic Corridors, Recreation Areas and Bikeways (listed on the following page) and have determined that the above referenced parcel(s) is (check one):

_____ not visible.

_____ visible from _____

If visible, provide the following Scenic Resource Inventory Information:

Refer to the Scenic Resources Inventory available at TRPA offices, or online at www.trpa.org. Information and maps for these items are available on the [Scenic Resources page](#) of the TRPA website and at the TRPA main office. List all unit numbers the parcel(s) is located in. Then list any scenic points from which the parcel(s) can be seen.

Roadway Unit No. _____ Status: Attainment Non-attainment

Roadway Scenic Resource Point No. _____

Shoreline Unit No. _____ Status: Attainment Non-attainment

Shoreline Scenic Resource No. _____

Is this a Shorezone Project? Yes No

Shoreline Character Type _____

Current and/or Prior Shorezone Project(s) on site? Yes No TRPA File # _____

If yes, and scenic mitigation measures were required, please clearly identify location(s) of any approved mitigation measures on lakefront façade/landscape elevation drawings.

If property boundaries are not clearly defined, all property corners must be located and staked before the site visit. Use one inch by two inch boards about 3 feet long, driven solidly into the ground at the property corners. In cases where there is heavy brush or tree cover, surveyors tape (brightly colored plastic ribbon) shall be tied to the stakes. The address must be posted on the property.

Print Name: _____ Date: _____

Signature of Property Owner or Authorized Agent: _____

TRPA STAFF WILL DETERMINE IF ADDITIONAL SCENIC ANALYSIS IS NEEDED BASED ON REVIEW OF THE FOLLOWING CHECKLIST ITEMS AND STAFF FIELD VISITS TO THE SITE.

(continued on next page)

SCENIC IMPACT CHECKLIST

If either the parcel or proposed project is visible from a scenic corridor, recreation area or bikeway, the following information must be submitted to TRPA along with the project application. Refer to the TRPA *Master Checklist* for an explanation of each item. Following this checklist closely can avoid costly delays in reviewing your project.

- _____ 5a. Photographs from scenic corridor, recreation area or bikeway location to project area, clearly showing all existing development within the project area.
- _____ 5b. Color and material samples for proposed structures. Samples can be no larger than 8.5" x 11". Photographs of sample colors will not be accepted. However, to assist TRPA in the review of your project, you may also submit close-up photographs of outer walls with the applicable color sample from a Munsell® Color Chart held against the wall. A chart of TRPA-approved Munsell® colors is available at TRPA offices.
- _____ 5c. Preliminary landscape plan (can be included on the submitted site plan).
- _____ 5d. Dimensions of structure(s). Scale drawings showing the exact dimensions of all walls, roofs and structural façades visible from scenic areas or points.
- _____ 5e. Written discussion of proposed scenic mitigation measures.
- _____ 5f. For Shoreland and Shorezone Projects, TRPA-verified contrast rating score resulting from the Baseline Scenic Assessment. See Baseline Scenic Assessment Application for more information.

SCENIC CORRIDORS, RECREATION AREAS & BIKEWAYS

Scenic Corridors

Lake Tahoe
State Route 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 AN AREA, REFER TO THE SCENIC RESOURCES INVENTORY AVAILABLE AT TRPA OFFICES, OR ONLINE AT www.trpa.org.



PROJECT REVIEW APPLICATION FORM

NEW APPLICATION PLAN REVISION NEW DEVELOPMENT REBUILD, ADDITION, REMODEL

- | | |
|--|--|
| <input type="checkbox"/> Banking/Verification of Coverage and Uses | <input type="checkbox"/> Tourist Accommodation |
| <input type="checkbox"/> Single Family Residential Addition/Modification | <input type="checkbox"/> Linear Public Service Facility |
| <input type="checkbox"/> New Single Family Residential | <input type="checkbox"/> Public Service Facility |
| <input type="checkbox"/> Multi-Family Residential | <input type="checkbox"/> Allocation Assignment |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Lot Line Adjustment/ROW Abandonment |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Subdivision of Existing Structures |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Transfer of Bankable Rights | <input type="checkbox"/> Resources |
| <input type="checkbox"/> Shorezone and/or Lakezone Project | <input type="checkbox"/> Buoy Project |

Applicant _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Representative or Agent _____ Same as Applicant

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](#))

Bicycle and Pedestrian Facilities: Are there existing or proposed public bicycle or pedestrian path(s) within 75 feet of the project area (bike paths, lanes, routes, or sidewalks)? Yes No ([view maps](#))

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

_____ (initial here): I hereby declare under penalty of perjury that all property restrictions and easements have been fully disclosed.

Prior Approvals (List any prior CTRPA/TRPA approvals/permits for the subject property): None ([go to file search](#))

Description: _____ TRPA File No: _____ Date: _____

Description: _____ TRPA File No: _____ Date: _____

DECLARATION:

I hereby declare under penalty of perjury that this application and all information submitted as part of this application is true and accurate to the best of my knowledge. I am the owner of the subject property, or have been authorized in writing by the owner(s) of the subject property to represent this application, and I have obtained authorization to submit this application from any other necessary parties holding an interest in the subject property. I understand it is my obligation to obtain such authorization, and I further understand that TRPA accepts no responsibility for informing these parties or obtaining their authorization. I understand that should any information or representation submitted in connection with this application be inaccurate, erroneous, or incomplete, TRPA may rescind any approval or take other appropriate action. I hereby authorize TRPA to access the property for the purpose of site visits. I understand that additional information may be required by TRPA to review this project. (Edited July 2010)

I understand that I am responsible for all fees set forth in the TRPA Filing Fee Schedule (including cost recovery, filing fees and deposit accounts) associated with this application.

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

_____ At _____ Date: _____
Person Preparing Application County

AUTHORIZATION FOR REPRESENTATION (Original signatures required):

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

Print Owner(s) Name(s):

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

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

_____ Date: _____
_____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ By: _____

Initial Filing Fee: \$ _____ Receipt No: _____

Per the TRPA Filing Fee Schedule, additional costs/fees may apply

Comments: _____

TOURIST ACCOMMODATION APPLICATION CHECKLIST

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

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

PROJECT NAME: _____

CURRENT ASSESSOR'S PARCEL NUMBER (APN): _____

PREVIOUS ASSESSOR'S PARCEL NUMBER (APN): _____

- | Applicant | TRPA | |
|-----------|-------|--|
| _____ | _____ | 1. Fire protection agency pre-approval. This requirement does not apply to some areas as indicated on the fire district maps available at TRPA offices and at www.trpa.org . Applicants must contact the reviewing fire agency for their individual requirements regarding plan submittal. Final plans (plans that have been reviewed and approved by TRPA or our partner agencies) are also subject to final approval from local fire protection district or department. Check with your local fire protection agency for their requirements. |
| _____ | _____ | 2. Completed application form with original 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. |
| _____ | _____ | 4. Proof of land capability verification and backshore boundary verification. |
| _____ | _____ | 5. Scenic Impact Assessment Form. |
| _____ | _____ | 7. Three (3) copies of a site plan: Minimum 18" x 24" on blackline or blue-line print paper showing the following: |
| | _____ | _____ a. All property lines and recorded easements. |
| | _____ | _____ b. Map scale and north arrow. |
| | _____ | _____ c. Assessor's Parcel Number (APN) and property address. |
| | _____ | _____ d. Property owner's name. |
| | _____ | _____ e. Parcel area in square feet. |
| | _____ | _____ f. Best Management Practices (BMPs), both temporary and permanent. |
| | _____ | _____ i. Topographic contour lines at 2' intervals. |
| | _____ | _____ j. Verified backshore and Stream Environment Zone (SEZ) boundaries, including setbacks. |
| | _____ | _____ k. High and low water lines. |
| | _____ | _____ l. Verified land capability districts. |
| | _____ | _____ m. Trees greater than 6" in diameter, trees to be removed indicated; any rock outcroppings. |
| | _____ | _____ n. Location and dimensions of existing and proposed structures. |

- _____ o. Driveway and driveway slope.
 - _____ p. Edge of pavement at street(s).
 - _____ r.i. Allowable land coverage by land capability district.
 - _____ r.ii. Existing land coverage calculations by land capability district (for Bailey lot) including a breakdown by type of coverage (i.e., buildings, decks, walks, etc.).
 - _____ r.iii. Proposed land coverage calculations by land capability district (for Bailey lot) including a breakdown by type of coverage (i.e., buildings, decks, walks, etc.).
 - _____ r.iv. Identification of added and/or removed land coverage.
 - _____ s. Parking space calculations.
 - _____ t. Location of any freestanding signs.
 - _____ u. Slope calculation across the building site.
 - _____ z. Existing and proposed tourist accommodation units.
 - _____ z.i. Location of existing and proposed public bicycle and pedestrian facilities (paths, lanes, routes, sidewalks, and bicycle parking areas).
- _____ 8. Preliminary Building Elevations (existing and proposed) of all sides of the building(s) showing:
- _____ a. Finished floor elevations (with respect to contour elevations shown on the site plan).
 - _____ b. Elevation of the highest roof ridge and lowest elevation of foundation wall at natural grade.
 - _____ c. Roof pitch of each roof plane.
 - _____ d. Allowed and proposed height calculations.
 - _____ e. Drawing scale and view aspect.
 - _____ f. Existing and proposed building signs.
- _____ 8. Preliminary Floor Plans (existing and proposed) showing:
- _____ a. Scaled dimensions.
 - _____ c. All exterior entrances and exits.
 - _____ e. Existing and proposed unit configurations.
- _____ 12. For projects requiring Hearings Officer or Governing Board review:
- _____ a. A list of names, addresses, and Assessor's Parcel Numbers of property owners within 300 feet of the perimeter of the project area, addressed envelopes to same (with no return addresses), and postage (stamped, not metered).
 - _____ b. 8 1/2" x 11" plan reductions of site plan, building elevations and floor plans.
- _____ 16. Initial Environmental Checklist.
- _____ 17. Change in Operation Form and identification of new vehicle trips associated with the project..
- _____ 19. Results of Soils/Hydrologic Application (if excavating beyond 5 feet in depth).

- _____ 33. Tourist accommodation allocation letter or location of transfer.
- _____ 37. Applicable findings explanation and rationale.
- _____ 48. Project Description.

FILING FEE CALCULATION WORKSHEET

Please calculate your filing fee in the worktable at the bottom of this page. Include full payment with your complete application.

Fees and multipliers for permit applications are re-evaluated on a regular basis to ensure TRPA's review costs are recovered and that applicants are not unfairly charged. Please refer to the current [TRPA Filing Fee Schedule](#) (275 kb pdf) available at TRPA offices or online at www.trpa.org.

FEE MULTIPLIERS	
Level of Review See TRPA Code of Ordinances Chapter 4	Multipliers
Staff Level Review	1.00
Hearings Officer Review	1.40
Governing Board Review	1.80
Plan Revisions	
Minor—A non-substantive change to a permitted project. A project that will not cause changes to any TRPA permit conditions, does not require new field review by TRPA staff, does not require a public hearing, and does not involve any modifications to building size, shape, land coverage, location, or scenic rating score.	0.40
Major—A substantial change that does not significantly exceed the original scope of the project. Revisions that significantly exceed the original scope of a project, or which require a public hearing, must be treated as new or modified projects, as the case may be.	0.70
Special Planning Areas	
For projects located in an adopted community plan area, or subject to an adopted redevelopment, specific, or master plan. A map of Community Plan Areas is available at our offices or online at www.trpa.org .	1.25

Sample Calculation

$\left(\$ 2,000.00 \times 1.4 \times 0.70 \times 1.25 \right) + \$ 400 + \$ 88 = \$ 2,938.00$						
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.

$\left(\$ \quad \times \quad \times \quad \times \quad \right) + \$ \quad + \$ \quad = \$ \quad$						
Base Fee	Level of Review Multiplier	Plan Revisions Multiplier	Special Planning Area Multiplier	Shoreland Scenic Review	I.T. Surcharge	Application Fee due on submittal