
TRANSFER OF BANKABLE RIGHTS 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 transfer process for bankable rights. 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, Placer and El Dorado County may complete the review of some transfers which require a TRPA permit. TRPA still reviews transfers in Douglas County, Washoe County, and the city of South Lake Tahoe.

If you have questions regarding your proposed transfer or whether or not your transfer is eligible to be reviewed by a local jurisdiction, please call your local building department:

El Dorado County Building Department
Placer County Building Department

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

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

Getting Started

The Tahoe Regional Planning Agency (TRPA) Regional Plan provides for the transfer of several types of legally existing development from one parcel to another parcel. Legally existing includes development permitted through TRPA or the local jurisdiction according to the rules in place at the time of development. Legally existing (permitted) development constructed prior to 1972 is grandfathered as legal according to TRPA because TRPA did not exist prior to 1972 as a regulatory agency. Only development legally banked or verified by TRPA as existing is eligible to be transferred. The transfer of existing eligible shorezone development is limited to sending and receiving parcels with legally existing development. The following types of legally existing development/units of use are eligible for transfer:

- Land Coverage
- Commercial Floor Area
- Existing Residential Unit (improved parcel)
- Tourist Accommodation Units
- Development Right (unimproved parcel)
- Residential Allocation
- Existing Piers, Buoys, and Private Slips

Review the TRPA [Banking and Verification of Existing Land Coverage and Uses](#) application packet for additional information related to banking and verifications. This guide and other TRPA documents can be viewed online at www.trpa.org or is available at TRPA offices.

Land Banks

The California Tahoe Conservancy (CTC) has been designated by the TRPA as the Land Bank for the California portion of the Lake Tahoe Region. The CTC is also available to process land coverage transfer applications when purchasing coverage from them. Furthermore, CTC sells units of use and development rights, which must be processed through TRPA. If you are transferring coverage from the California Tahoe Conservancy Land Bank, they will process the application for you. Please contact the California Tahoe Conservancy at (530) 542-5580 for further information. In Nevada, the Nevada Division of State Lands is the designated Nevada Land Bank. Please call (775) 684-2720.

Private parties may also have banked coverage or units of use available for transfer. Options for contacting private parties include an advertisement in the local newspaper, real estate offices and planning consultants. You may only transfer coverage within the same Hydrologic Zone ([view map](#), 5.6 mb download). Contact TRPA for additional information related to the correct procedure for transfer of coverage or review Sections [20.3.B](#) and [20.3.C](#) in the TRPA Code of Ordinances.

Prior to Application Submittal

Prior to submitting your project application you will need the following items:

- Have the Land Capability Verified or determine the IPES Score of Receiving and/or Sending parcels (Not Required for Transfer of Shorezone Development).** The land capability verification or IPES Score will determine if the parcels are 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 and IPES Score will also determine the allowable land coverage for the parcel which will be needed in designing the project.
- Check the Requirements for Transfers of Existing Development.** Depending on your land classification or IPES Score, restrictions on transfer of coverage may apply. In El Dorado County, Placer County, and the City of South Lake Tahoe, existing residential development cannot be transferred to any parcel with an IPES score below 726, regardless of the buildable IPES score within the jurisdiction. Refer to TRPA Code of Ordinances [Section 34.4B](#) for more information. These restrictions **do not** apply to the transfer of shorezone development.
- Proof of Legal Existence for Transfer of Shorezone Development.** Buoys on the sending parcel must be legally permitted by TRPA to be eligible for transfer. Existing piers and private slips must either be legally permitted by TRPA, or the applicant must demonstrate that the structures were constructed prior to February 10, 1972, and have been maintained in a serviceable condition. Piers must also meet the functionality requirements of the TRPA Code of Ordinances [Chapter 2](#) definition of Piers to be eligible for transfer.
- Acquire the Latest Grant Deed for Receiving and Sending Parcel.** Submit the most recent grant deed for both the sending and receiving parcel. The Grant Deed must contain the legal description, book, page, document number and date recorded with the County Recorder’s office.
- Acquire a Lot Book Guarantee or a Preliminary Title Report for Sending Parcel.** Submit a Lot Book Guarantee or a Preliminary Title Report that was issued within thirty days of the date that you submit the application.
- Notify Any Lienholders with Interest in the Sending Parcel of Pending Transfer.** Transferring a development right away from a parcel can reduce the value of the parcel. By applying for and accepting a permit for the transfer of bankable rights, you are representing that you are the owner of the property. If there are any lienholders with an interest in the property, you are responsible for obtaining their concurrence for a transfer of bankable rights from the property.
- Verify Existing Coverage or Units of Use for Sending Parcel if Applicable (Not Required for Transfer of Shorezone Development).** Only verified coverage or units of use are eligible for transfer. Banked coverage and units are also eligible for transfer. The TRPA [Banking and Verification of Land Coverage and Units of Use](#) application packet contains additional information. You may also contact TRPA or your local county planning department for information on how to verify existing coverage or units of use.
- Scenic Requirements on Both Sending and Receiving Parcels for Transfer of Shorezone Development.** The transfer of piers, private slips, and four or more buoys are subject to the scenic protection requirements of [Section 54.6](#) of The TRPA Code of Ordinances for both the **sending and receiving** parcels (Section 54.9.B.3). The transfer

of three or fewer buoys is not subject to scenic protection requirements (Section 54.6.A). These scenic requirements include:

1. Separate submittal for both parcels of an application for [Baseline Scenic Assessment](#) (1.5 mb download) unless a TRPA-approved contrast rating score is available;
2. A minimum contrast rating score of 25 or conformance with the Visual Magnitude/Contrast Rating Table in Appendix H of the [Design Review Guidelines](#) (5 mb download) as modified for additional linear lake frontage and including visual breaks;
3. Scenic mitigation on the **receiving** parcel for visible mass created by the transferred shorezone development.

In order for the **sending** parcel to conform to the scenic protection requirements listed above, a separate project application or Qualified Exempt Declaration may be necessary (for construction, demolition, remodeling, etc.). TRPA will review scenic protection requirements for the **sending** parcel through the review of that project application. If the sending parcel does not require a separate project application to conform, then TRPA will review the above scenic protection requirements through this Transfer of Bankable Rights application.

TRPA will review the above scenic protection requirements on the **receiving** parcel through the project application utilizing the transferred development.

Complete the appropriate forms. The Project Review application form must be completed along with the forms in this packet, and all checklist items provided. For additional information about checklist items, refer to the TRPA [Master Checklist Reference](#) document (784 kb download).

Obtain the required signatures. The property owners for both the sending and receiving parcels must sign the application and, if applicable, complete and sign the Authorization For Representation. Forms without an original signature from the property owners will not be accepted. **Faxed signatures and xerox copies will not be accepted.**

Complete Application

TRPA 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. Please note if the application for the project on the receiving parcel is incomplete, the transfer application will also be considered incomplete. TRPA cannot and will not hold incomplete projects for an indefinite period of time.

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.

Application 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. 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.

Jurisdiction Review

If your permit is reviewed for TRPA standards by a local jurisdiction, such as a county or city, contact the appropriate building department for their permit process.

Conditional Permit

A conditional permit is an approval of your transfer subject to specific conditions. The conditional permit is based on the application and plans submitted to TRPA for review. 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, if required, and acknowledge 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 coverage or units of use being transferred.

Project Security

A project security will be collected by the reviewing jurisdiction. Securities are 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 non-refundable security administration fee is required for all securities. Review Attachment J in the TRPA [Master Checklist/Design Criteria and Guidelines](#) document for additional information.

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.

TRANSFER OF BANKABLE RIGHTS REQUIRED FINDINGS

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. Refer to the [Master Findings Document](#) to complete this portion of the application.

Applicability	Code Section
<i>Findings Necessary to Approve a Project</i>	6.3.A
<i>Special Uses</i>	18.1.B
<i>Driveways</i>	
Transfer for driveway for public health and safety	20.3.B(1)(d)
Single Family Dwelling	20.3.B(1)(d)(ii)
<i>Transfer of Coverage for:</i>	
Linear Public Facilities & Public Health & Safety Facilities	20.3.B(4)
Highways, Streets and Roads	20.3.B(5)
Other Public Service Facilities Outside Community Plans	20.3.B(6)
<i>Transfer of Existing Development</i>	34.4.B (1-9)
Please note: In El Dorado County, Placer County, and the City of South Lake Tahoe, existing residential development shall not be transferred to a parcel with an IPES score below 726.	34.4.B(10)
<i>Transfer of Shorezone Development</i>	
Transfer of existing shorezone structures	54.9.B
Scenic Protection Requirements for sending and receiving parcels (three or less buoys not applicable).	54.6
Prohibition of single use pier on Receiving Parcel	54.5.A(1)(f), 54.9.B(4)
Existing Pier Functionality Requirement on Sending Parcel	Chapter 2 Pier Definition
Buoy Transfer Eligibility Requirements for Sending and Receiving Parcels	52.4.A, 52.4.D, 52.4.E
<i>Mitigation Within Adopted Community Plans</i>	
Limited Exception for Transferred Development for Water Quality Mit.	82.4.C
Limited Exception for Transferred Development for Air Quality Mit.	93.3.E

SHOREZONE TRANSFER SCENIC IMPACT ASSESSMENT FORM

Provide the following Scenic Resource Inventory information for both the sending and receiving parcels. This information is **not required for transfer of three or fewer buoys**. Information and maps for these items are available on the [Scenic Resources page](#) of the TRPA website and at the TRPA main office.

Sending Parcel

Shoreline Travel Route Unit No. _____

Status: Attainment Non-attainment

Shoreline Scenic Resource No. _____

Is this a Shorezone Project? Yes No

Shoreline Character Type _____ **Pier Density Eligibility Status** _____
(for transfer of a pier)

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.

Receiving Parcel

Shoreline Travel Route Unit No. _____

Status: Attainment Non-attainment

Shoreline Scenic Resource No. _____

Shoreline Character Type _____ **Pier Density Eligibility Status** _____
(for transfer of a pier)

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.

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.



OFFICE
128 Market St.
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PO Box 5310
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www.trpa.org

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

TRANSFER OF BANKABLE RIGHTS APPLICATION

- | | | |
|--|--|---|
| <input type="checkbox"/> Land Coverage Transfer | <input type="checkbox"/> Residential Allocation Transfer | <input type="checkbox"/> Residential Unit Transfer (improved parcel) |
| <input type="checkbox"/> Tourist Accommodation Units | <input type="checkbox"/> Commercial Floor Area | <input type="checkbox"/> Development Right Transfer (unimproved parcel) |
| <input type="checkbox"/> Shorezone Development | | |

Description of Transfer by Assessor's Parcel Number (APN)

From (Sending APN) _____ To (Receiving APN) _____
If more than one parcel is receiving, please list in comment section.

Amount of coverage to be transferred _____

Sending Parcel Owner _____

Mailing Address _____ City _____ State _____
Zip Code _____ Email _____ Phone _____ FAX _____

Receiving Parcel Owner _____

Mailing Address _____ City _____ State _____
Zip Code _____ Email _____ Phone _____ FAX _____

Representative or Agent _____

Mailing Address _____ City _____ State _____
Zip Code _____ Email _____ Phone _____ FAX _____

Sending Parcel Location/Assessor's Parcel Number (APN) _____

Street Address _____ Subdivision _____ Lot # _____
County _____ Previous APN _____
(if changed by county assessor since 1987)

Existing Use _____ Proposed Use _____

Is the sending parcel free of nuisance and hazard (i.e., foundations, excavations, spoil piles)? Yes No
(If no, please describe in comment section.)

Existing land coverage (land coverage transfers only):

Sending Parcel: _____ Square Feet of Hard Coverage.

Sending Parcel: _____ Square Feet of Soft Coverage (dirt roads, paths, and parking)

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

Sending Parcel: _____

Receiving Parcel: _____

Receiving Parcel Location/Assessor's Parcel Number (APN) _____

Street Address _____ Subdivision _____ Lot # _____

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

Existing Use _____ Proposed Use _____

Does the receiving parcel meet the basic service requirements of [Chapter 27](#) of the TRPA Code of Ordinances, including but not limited to: 1) served by paved roadway; 2) adequate water rights and water supply system; 3) sewer service; and 4) electrical service?

Yes No (If no, please describe in comment section.)

Existing land coverage (land coverage transfers only):

Receiving Parcel: _____ Square Feet of Hard Coverage.

Receiving Parcel: _____ Square Feet of Soft Coverage (dirt roads, paths, and parking)

Project Application

Has the **receiving** parcel applied for a project application which will utilize the transferred legally existing development/units of use proposed in this application?

Yes, Where submitted: _____ Date submitted: _____

Note: A photocopy of a dated stamped application or other form of written evidence must be submitted with a land coverage transfer application.

No

Note: TRPA will not accept transfer applications until an application to utilize the transfer is made on the receiving parcel.

For the transfer of shorezone development, has the **sending** parcel applied for a project application for conformance with scenic protection requirements on the sending parcel?

Yes, Where submitted: _____ Date submitted: _____

Note: A photocopy of a dated stamped application or other form of written evidence must be submitted with a land coverage transfer application.

No

Note: TRPA will not accept shorezone transfer applications until an application to utilize the transfer is made on the receiving parcel and on the sending parcel as applicable.



OFFICE
128 Market St.
Stateline, NV

Phone: (775) 588-4547
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PO Box 5310
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www.trpa.org

HOURS
Monday-Friday
9:00 am-5:00 pm
New Applications Until 4:00 pm

trpa@trpa.org

PROJECT REVIEW APPLICATION FORM

NEW APPLICATION PLAN REVISION NEW DEVELOPMENT REBUILD, ADDITION, REMODEL

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

Applicant _____

Mailing Address _____ City _____ State _____
Zip Code _____ Email _____ Phone _____ FAX _____

Representative or Agent

Mailing Address _____ City _____ State _____
Zip Code _____ Email _____ Phone _____ FAX _____

Owner _____ Same as Applicant

Mailing Address _____ City _____ State _____
Zip Code _____ Email _____ Phone _____ FAX _____

Project Location/Assessor's Parcel Number (APN) _____

Street Address _____ Subdivision _____ Lot # _____
County _____ Previous APN _____
(if changed by county assessor since 1987)

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

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

Prior Approvals (List any prior CTRPA/TRPA approvals/permits for the subject property): None

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.

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

_____ At _____ Date: _____
Person Preparing Application County

AUTHORIZATION FOR REPRESENTATION (Original signatures required; for transfer of shorezone development, include signatures for sending and receiving property owners):

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: _____

TRANSFER 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: Check each box that applies and complete the checklist for the transfer type(s).

<input type="checkbox"/> Land Coverage Transfer	<input type="checkbox"/> Residential Allocation Transfer	<input type="checkbox"/> Residential Unit Transfer (improved parcel)
<input type="checkbox"/> Tourist Accommodation Units	<input type="checkbox"/> Commercial Floor Area	<input type="checkbox"/> Development Right Transfer (unimproved parcel)
	<input type="checkbox"/> Shorezone Development	

Land Coverage Transfer:

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.
Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____ |
| _____ | _____ | 4. Verified land capability or IPES score for the sending and the receiving parcel(s). |
| _____ | _____ | 27d. Copy of the <u>latest</u> recorded grant deed for both the sending parcel and receiving parcel, including legal description, owner name, book page, document number and date recorded with county. |
| _____ | _____ | 38e. Evidence that a project for development on the <u>receiving</u> parcel which requires the transfer of land coverage has been submitted to TRPA. (If the project on the <u>receiving</u> parcel will be reviewed by a local jurisdiction under a TRPA Delegation MOU, this evidence is <u>not</u> needed to make application to TRPA for the transfer). |
| _____ | _____ | 43. Lot Book Guarantee or Title Report for the <u>sending</u> parcel, issued within 30 days of the date of transfer application submittal to TRPA. |

Development Right Transfer:

Applicant TRPA

- | | | |
|-------|-------|--|
| _____ | _____ | 2. Complete Application with original signed authorization and checklist. |
| _____ | _____ | 3. Application Fee: Please refer to the TRPA Filing Fee Schedule available at TRPA offices or online.
Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____ |
| _____ | _____ | 4. Verified land capability or IPES score for the sending and the receiving parcel(s). |

- _____ 27d. Copy of the latest recorded grant deed for both the sending parcel and receiving parcel, including legal description, owner name, book page, document number and date recorded with county.
- _____ 43. Lot Book Guarantee or Title Report for the sending parcel, issued within 30 days of the date of transfer application submittal to TRPA.

Residential Unit Transfer:

PLEASE NOTE: In El Dorado County, Placer County, and the City of South Lake Tahoe, Residential Units of Use and Residential Allocations cannot be transferred to vacant lots with an IPES score below 726.

Applicant TRPA

- _____ 2. Complete Application with original signed authorization and checklist.
- _____ 3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) available at TRPA offices or online.
Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____
- _____ 4. Verified land capability or IPES score for the sending and the receiving parcel(s).
- _____ 16. Initial Environmental Checklist.
- _____ 27d. Copy of the latest recorded grant deed for both the sending parcel and receiving parcel, including legal description, owner name, book page, document number and date recorded with county.
- _____ 38e. Evidence that a project for development on the receiving parcel which requires the transfer of land coverage has been submitted to TRPA. (If the project on the receiving parcel will be reviewed by a local jurisdiction under a TRPA Delegation MOU, this evidence is not needed to make application to TRPA for the transfer).
- _____ 42. TRPA verification of residential units.
- _____ 43. Lot Book Guarantee or Title Report for the sending parcel, issued within 30 days of the date of transfer application submittal to TRPA.

Commercial Floor Area Transfer:

Applicant TRPA

- _____ 2. Complete Application with original signed authorization and checklist.
- _____ 3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) available at TRPA offices or online.
Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____
- _____ 4. Verified land capability or IPES score for the sending and the receiving parcel(s).
- _____ 16. Initial Environmental Checklist.
- _____ 27d. Copy of the latest recorded grant deed for both the sending parcel and receiving parcel, including legal description, owner name, book page, document number and date recorded with county.
- _____ 38e. Evidence that a project for development on the receiving parcel which requires the transfer of land coverage has been submitted to TRPA. (If the project on the receiving parcel will be reviewed by a local jurisdiction under a TRPA Delegation MOU, this evidence is not needed to make application to TRPA for the transfer).
- _____ 42. TRPA verification of commercial floor area.
- _____ 43. Lot Book Guarantee or Title Report for the sending parcel, issued within 30 days of the date of transfer application submittal to TRPA.

Tourist Accommodation Units:

Applicant TRPA

- _____ 2. Complete Application with original signed authorization and checklist.
- _____ 3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) available at TRPA offices or online.
Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____
- _____ 4. Verified land capability or IPES score for the sending and the receiving parcel(s).
- _____ 16. Initial Environmental Checklist.
- _____ 27d. Copy of the latest recorded grant deed for both the sending parcel and receiving parcel, including legal description, owner name, book page, document number and date recorded with county.
- _____ 38e. Evidence that a project for development on the receiving parcel which requires the transfer of land coverage has been submitted to TRPA. (If the project on the receiving parcel will be reviewed by a local jurisdiction under a TRPA Delegation MOU, this evidence is not needed to make application to TRPA for the transfer).
- _____ 42. TRPA verification tourist accommodation units.
- _____ 43. Lot Book Guarantee or Title Report for the sending parcel, issued within 30 days of the date of transfer application submittal to TRPA.

Residential Allocation Transfer:

PLEASE NOTE: In El Dorado County, Placer County, and the City of South Lake Tahoe, Residential Units of Use and Residential Allocations cannot be transferred to vacant lots with an IPES score below 726.

Applicant TRPA

- _____ 2. Complete Application with original signed authorization and checklist.
- _____ 3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) available at TRPA offices or online.
Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____
- _____ 4. Verified land capability or IPES score for the sending and the receiving parcel(s).
- _____ 27d. Copy of the latest recorded grant deed for both the sending parcel and receiving parcel, including legal description, owner name, book page, document number and date recorded with county.
- _____ 43. Title Report for the sending parcel, issued within 30 days of the date of transfer application submittal to TRPA.

Transfer of Shorezone Development

Applicant TRPA

- _____ 2. Complete Application with original signed authorization and checklist. Include property owner signatures for sending and receiving parcels.
- _____ 3. Application Fee: Please refer to the [TRPA Filing Fee Schedule](#) available at TRPA offices or online.
Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____
- _____ 10. Current color photographs of existing shorezone development on the sending parcel.
- _____ 27d. Copy of the latest recorded grant deed for both the sending parcel and receiving parcel, including legal description, owner name, book page, document number and date recorded with county.

- _____ 30. Proof of legal existence. Demonstration that piers and private slips are legally permitted or constructed prior to February 10, 1972. Demonstration that buoys are legally permitted by TRPA on the sending parcel.
- _____ 32h. Submittal of a separate baseline scenic assessment application for both the sending and receiving parcels (not required for transfer of three or fewer buoys).
- _____ 37. Applicable findings explanation and rationale.
- _____ 38e. Evidence that a shorezone application for development on the receiving parcel utilizing the transfer of shorezone development has been submitted to TRPA.
- _____ 38f. Evidence of a project application on the sending parcel for conformance with scenic protection requirements on sending parcel.
- _____ 38g. Scenic Impact Assessment Form for transfers of Shorezone Development (not required for transfer of three or fewer buoys).
- _____ 38h. Restoration Plan on sending parcel for demolition of existing shorezone structure proposed for transfer.
- _____ 43. Title Report for the sending parcel, issued within 30 days of the date of transfer application submittal to TRPA.
- _____ 45. Initial Environmental Checklist. The [IEC form](#) (1.1 mb download) is available at TRPA or online
- _____ 48. Project Description. Description of existing development proposed for transfer, including existing number of moorings (buoys, boat lifts, boat houses, swimming platforms) on both the sending and receiving parcels.