



OFFICE
128 Market St.
Stateline, NV

Phone: (775) 588-4547
Fax: (775) 588-4527

MAIL
PO Box 5310
Stateline, NV 89449-5310

trpa@trpa.org
www.trpa.org

HOURS
Mon. Wed. Thurs. Fri
9 am-12 pm/1 pm-4 pm
Closed Tuesday

New Applications Until 3:00 pm

VERIFICATION AND BANKING OF SCENIC CREDIT APPLICATION

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

Introduction

This packet explains the Tahoe Regional Planning Agency (TRPA) process to verify and bank scenic credit in the shorezone of Lake Tahoe. 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. The 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. New 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.

Definitions and Getting Started

The TRPA Code of Ordinances provides for the verification and banking of scenic credit for use onsite at a later date or for transfer to another parcel within the same scenic shoreline unit. TRPA uses the term "banking of scenic credit" to describe the recording of a particular amount of legally-established visible mass that is now available for use.

"Visible mass" is the total square footage of all surfaces of a structure visible from Lake Tahoe, including siding, roof, windows, railings, etc. Visible mass must be measured using a scaled elevation drawing of the structure. Existing visible mass on littoral parcels may be removed and banked onsite using the visual assessment tool described in [Appendix H of the TRPA Design Review Guidelines](#) upon completion of a scenic assessment pursuant to section 30.15.B. Banked visible mass may be used to offset additional visible mass proposed for a project within the same scenic unit. Only visible mass legally established prior to and existing on July 1, 1987 or permitted by TRPA after July 1, 1987 is eligible to be banked as scenic credit.

Verification of visible mass is generally a two-step process and banking of the visible mass for scenic credit a third step.

- Step 1 Submittal of this application, including a site plan and appropriate documents verifying legally-established use and/or land coverage (i.e. handwritten assessor's records, building records, dated photographs, utility bills, rental agreements, tax bills, previous permits, etc.). This is necessary to ensure that only legally established structures and modifications are used as scenic credit.
- Step 2 TRPA staff site visit to view/inspect the legally existing development. Please note that field verification of the existing development does not, by itself, bank any existing development. Only uses and land coverage legally established with required permits or proven to be existing prior to 1987 can be verified. Once the site visit is complete and staff report prepared, verification of the visible mass is complete. Visible mass not verified as legally existing may not be eligible for the banking of scenic credit.
- Step 3 In order to bank visible mass to be used as scenic credit at a later date on site or for transfer to another parcel, the existing development must be removed in accordance with a restoration plan approved by the TRPA. TRPA staff will make a second field inspection of the subject site to verify the restoration. If the restoration is complete, a letter from TRPA will be sent identifying that the visible mass has been removed and scenic credit is banked in TRPA records. The scenic credit is then eligible for transfer to another parcel within the same scenic shoreline unit or to be used onsite.

Please note that removal of existing development should not occur until TRPA has verified in writing that the development and visible mass has been recognized for scenic credit.

Prior to Application Submittal

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

Prepare a Site Plan. To verify and bank scenic credit, you must have an accurate site plan drawn to scale including all of the site information required on the application checklist at the end of this packet.

Document Existing Conditions. Prior to submitting this application, TRPA needs documentation of existing conditions onsite and information about the visible mass to be verified or banked. Scenic conditions include representation of structures showing material type and color as well as accurate measurements of surfaces. Vegetation type, location and size is also important. Photographs from specific perspectives are required and explained in the application checklist at the end of this packet. Gather county tax assessor's information related to when the development was first established or constructed. Include any handwritten or hand-drawn diagrams or sketches from the Assessor's records. Internet documents are usually not acceptable.

Review the Application Checklist. All items included on the final pages of this packet need to be prepared and submitted by each applicant in order for TRPA to complete review of the application and issue a determination.

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 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 Security

In most cases, the TRPA project security will be based on 110% of the cost of all restoration 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. If a cash security is posted, a nominal, non-refundable security administrative fee will be required. More information about Project Security procedures can be found in Attachment J in the TRPA *Master Checklist/Design Criteria and Guidelines Reference* document.

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.



OFFICE
128 Market St.
Stateline, NV

Phone: (775) 588-4547
Fax: (775) 588-4527

MAIL
PO Box 5310
Stateline, NV 89449-5310

www.trpa.org

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

trpa@trpa.org

VERIFICATION AND BANKING OF SCENIC CREDIT APPLICATION FORM

VERIFICATION OF SCENIC CREDIT

BANKING OF SCENIC CREDIT

Applicant _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____

Representative or Agent None _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____

Owner Same as Applicant _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____

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](#))

Shorezone Tolerance District: _____

Shoreline Character Type: _____

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 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: _____
_____ Date: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ By: _____

Fee: \$ _____ Receipt No: _____

Comments: _____

BANKING/VERIFICATION SCENIC CREDIT APPLICATION CHECKLIST

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

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

PROJECT NAME: _____

ASSESSOR'S PARCEL NUMBER (APN): _____

Applicant: Please Check All That Apply		
	Verification	Banking
Scenic Credit	<input type="checkbox"/>	<input type="checkbox"/>

Verification

- | Applicant | TRPA | |
|-----------|-------|---|
| _____ | _____ | 1. TRPA application form with original signatures, authorization and checklist. |
| _____ | _____ | 2. Application Fee: Please refer to the TRPA Filing Fee Schedule available at TRPA offices or online at www.trpa.org
Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____ |
| _____ | _____ | 3. Elevation drawings, drawn to scale, of structures with visible mass to be verified. Represent the structures as described in the Visual Assessment Tool in Appendix H of the TRPA Design Review Guidelines. |
| _____ | _____ | 4. Results and details from a TRPA Baseline Scenic Conditions Assessment for the parcel or project area. If a TRPA-approved assessment has not been previously completed, concurrent submittal of a Baseline Scenic Assessment Application is required with this application. |
| _____ | _____ | 5. Include the number of building units or structures and square footages of all lake facing facades. |
| _____ | _____ | 6. Description of existing scenic conditions in the project area including, but not limited to, structure color (in Munsell color chart values) and height, existing visible mass from the Lake, types and areas of materials of existing structures. |
| _____ | _____ | 7. Identify existing vegetation types, location, size, and height. This information can be shown on elevation drawings used. |
| _____ | _____ | 8. Photographic inventory of the project area from 300' and one quarter mile offshore. At least one photo must be taken from center and perpendicular to the parcel or project area. Additional photos of onsite existing conditions are also required. Please indicate on a site plan the location from which the photograph was taken. If available, please provide GPS coordinates of photograph perspectives. |
| _____ | _____ | 9. Write the date the photograph was taken and the location. |

Banking

Applicant TRPA

- _____ 1. TRPA application form with **original** signatures, authorization and checklist.
- _____ 2. Application Fee: Please refer to the [TRPA Filing Fee Schedule](http://www.trpa.org) available at TRPA offices or online at www.trpa.org
Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____
- _____ 3. Elevation drawings, drawn to scale, of structures with visible mass to be verified. Represent the structures as described in the [Visual Assessment Tool in Appendix H](#) of the TRPA Design Review Guidelines.
- _____ 4. Results and details from a TRPA Baseline Scenic Conditions Assessment for the parcel or project area. If a TRPA-approved assessment has not been previously completed, concurrent submittal of a Baseline Scenic Assessment Application is required with this application.
- _____ 5. Include the number of building units or structures and square footages of all lake facing facades.
- _____ 6. Description of existing scenic conditions in the project area including, but not limited to, structure color (in Munsell color chart values) and height, existing visible mass from the Lake, types and areas of materials of existing structures.
- _____ 7. Identify existing vegetation types, location, size, and height. This information can be shown on elevation drawings used.
- _____ 8. Photographic inventory of the project area from 300' and one quarter mile offshore. At least one photo must be taken from center and perpendicular to the parcel or project area. Additional photos of onsite existing conditions are also required. Please indicate on a site plan the location from which the photograph was taken. If available, please provide GPS coordinates of photograph perspectives.
- _____ 9. Write the date the photograph was taken and the location.
- _____ 10. Restoration plan for removal of visible mass if applying to bank for scenic credit.