

PRE-APPLICATION CONSULTATION INFORMATION PACKET

I. OVERVIEW

The Tahoe Regional Planning Agency (TRPA) works to provide outstanding customer service. Getting help in the initial planning phase often saves applicants time and sets the foundation for a streamlined project. The agency offers free 15 or 30 minute permitting service appointments to answer basic questions and help applicants prepare for a successful project. The agency also has dedicated customer service specialists available to answer general questions by phone, 775-589-5333, or email, TRPA@trpa.gov.

For more complex projects or consultations longer than 30 minutes, the agency offers pre-application consultations for a fee. These appointments are ideal for discussing project concepts, permit processes, needed information, and possible issues in advance. Planners and sometimes other TRPA experts (i.e. scenic, BMPs, tree removal) will be able to provide preliminary input and advice.

For any questions regarding information within this packet, please call 775-589-5333 to speak with a permitting technician or review the TRPA [Permitting Appointments webpage](#).

II. PROCESS FOR PRE-APPLICATION CONSULTATION

Step 1: **Look up existing property information.** Visit the [Parcel Tracker](#) and use the location address to determine what records are available relating to your property, such as: general permit records, compliance status, applicable fire district and local plan, and more.

Step 2: **Understand site considerations and what is allowable.** Visit the [Parcel Tracker](#) and use the location address to look up basic planning information on a property including land capability and coverage, development rights, stormwater compliance status, known TRPA deed restrictions, and the TRPA permit history.

The Parcel Tracker also includes a link to the applicable [Local Plan](#). Local plans describe planning considerations at the neighborhood scale, including allowed land uses, uses requiring a special use permit, and other design standards for the area.

Generally-applicable development standards, such as land coverage, height, Best Management Practices (BMPs), and design guidelines are outlined in the [TRPA Code of Ordinances](#).

The [Local Plan](#), [Parcel Tracker](#), [TRPA.gov Permitting Tab](#), [Permit Review Map](#), [design review guidelines](#), and [Procedure Manual](#) are frequently-used resources.

Step 3: Complete and submit your online Pre-Application Consultation Request to TRPA via the [Accela Citizen Access Database](#) available at www.trpa.gov. Application [filing fees](#) are also due at the time of submittal.

Step 4: **Planner assignment and scheduling.** Once your application is complete it will be assigned to a planner. This planner will be the primary point of contact. Once they have reviewed your request, they will contact you to schedule an appointment. You can request this appointment to be in-person or virtual.



PRE-APPLICATION CONSULTATION REQUEST

Applications to TRPA can be submitted online through [Accela Citizen Access](#). For assistance submitting a form or application online, please call 775-589-5333 or visit the TRPA front lobby.

Applicant _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____

Representative or Agent _____

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 _____

County _____ Previous APN(s) _____

Does the applicant have full legal control of the subject property? ☐ YES ☐ NO

There are three methods available to document the consultation. Choose one of the following:

- ☐ Minutes taken and prepared by the applicant. (must be submitted for TRPA review and approval)
- ☐ Recorded minutes provide via USB or web sharing platform.
- ☐ Letter from TRPA summarizing the consultation.

Project Description/Proposal:

Which of the following topics would you like to discuss in the consultation? (check all that apply)

- ☐ Development Rights (Allocations, Transfers, Conversions, etc.)
- ☐ Permissible Land Uses
- ☐ Land Capability, Soils, or Land Coverage
- ☐ Transportation, Traffic Analysis, or Mobility Programs
- ☐ Shorezone or Scenic
- ☐ Mitigation or Fees
- ☐ Other Environmental Protections (Vegetation, Tree Removal, Habitat, Natural Hazards, Stormwater- BMPs, etc.)
- ☐ Property Interests
- ☐ Other: _____

What specific questions need to be resolved or asked during the consultation?

What will you be bringing to the consultation?

- ☐ Building or Site Plans ☐ Legal documents
☐ Minute Recorder ☐ Presentation (screen needed)
☐ Other: _____

How many people (in total) will you be bringing to the consultation? _____

Will you bring legal counsel? ☐ YES ☐ NO

Have you contacted or worked with other agencies regarding this project? ☐ YES ☐ NO

If yes, which agencies? And, under what circumstances or requirements?

Please note, TRPA comments arising from the consultation do not apply to any modifications to the proposal or its components that occur after the meeting. At any point, TRPA may determine that this pre-application is not the appropriate venue to investigate issues and may direct the applicant to another course.

Request Continues on Next Page

SIGNATURES

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. By submitting this application, I agree to all TRPA regulations regarding Project Review as stated in Article 5 of the TRPA Rules of Procedure and other TRPA regulatory documents, including the TRPA application fee refund policy. I acknowledge that once the application is submitted, if I withdraw it for any reason, I will not be entitled to a full refund, and the amount of any refund will be determined by TRPA.

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:

_____ At _____ Date: _____
Owner or Person Preparing Declaration Form **County**

AUTHORIZATION FOR REPRESENTATION

Complete this section only if an agent or consultant is submitting this application on behalf of the property owner.

The following person(s) own the subject property (**Assessor's Parcel Number(s)** _____)
or have sufficient interest therein (such as a power of attorney) 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):

_____ Date: _____

_____ Date: _____