



VERIFICATION & BANKING INFORMATION PACKET

I. OVERVIEW

Development rights and land coverage are assets associated with properties in the Lake Tahoe Basin. These need to be available or acquired before a property is developed or redeveloped. Development rights include tourist accommodation units (TAUs), single and multi-family residential units of use (RUUs), and commercial floor area (CFA). Residential units of use (RUUs) are formed by combining a potential residential unit of use (PRU) and a residential allocation. Other property assets that can be verified include mobile home dwelling units and shorezone structures (with the exception of buoys).

Development rights and land coverage can be verified and banked for future use on-site or transferred to another parcel. This packet explains application requirements for both the verification and banking processes.

To learn more about land coverage, development rights, or transfers, visit TRPA.gov.

The following important definitions related to development rights and land coverage can be found within the [TRPA Code of Ordinances Chapter 90: Definitions](#):

- Land Coverage
- Excess Land Coverage
- Potential Land Coverage
- Land Capability
- Commercial Floor Area
- Tourist Accommodation Units
- Residential Units of Use
- Potential Residential Unit of Use
- Verified/Legally Existing
- Banked
- Derelict
- Mobile Home Dwelling Units

II. PROCESS FOR VERIFICATION & BANKING

Step 1: **Look up existing parcel information.** Visit the [Parcel Tracker](#) and use the location address to determine what records are available relating to land coverage, land capability, or development rights.

Step 2: **Land capability must be verified prior to or concurrent with a verification and/or banking activity.** Submit a [Land Capability Verification application](#) for concurrent review, if land capability has not been previously verified. See Step 1 for determining if land capability has been verified.

- Step 3:** Check the property's title report to see if there are any bonds, assessments, back taxes, fees, or liens associated with the property. The applicant must receive authorization to convert development rights from all interested parties (e.g. parties or entities to whom the bond, assessment, back taxes, fees, or liens are owed).
- Step 4:** Determine whether your application can be submitted to your local building department or TRPA. [Use this guide](#) to know where to apply.
- Step 5:** Prepare a site plan and floor plans (if applicable). This information packet contains a checklist with all elements that must be included on the site plan and floor plans.
- Step 6:** Gather all evidence that the land coverage and/or development rights are legally existing. Such evidence may include: original appraisal/assessor records from the County Assessor's Office, County/City permit records, utility records, tax records, dated photos or aerial photography. Provide ALL available evidence.
- Step 7:** Complete and submit your online application to TRPA via the [Accela Citizen Access Database](#) available at www.trpa.gov. Application filing fees and all checklist items applicable for your project will be required at the time of application submittal.
- Step 8:** Submit a [Land Capability Verification application](#) for concurrent review, if land capability has not been previously verified.
- Step 9:** Work with a Planner. Once your application is received it will be assigned to a planner for field verification and further review. Visit the [Parcel Tracker](#) and use the location address to check the application status or to see which planner is assigned to your project.
- Step 10:** Receive your results or permit. Upon completion of review, verification results will be provided by mail or email. For banking applications, a conditional permit will be issued with a requirement for removal and/or restoration of the land coverage or development rights. A final inspection will be required prior to the land coverage or development rights being officially banked. Any development rights (TAU's, RUU's, or CFA) banked on low land capability lands may not be redeveloped onsite and will be deed restricted pursuant to chapter 51.3 of the TRPA Code of Ordinances.

III. VERIFICATION & BANKING CHECKLIST ITEMS

To submit an online Verification and Banking Application, click [here](#). The following section contains checklists of items to be submitted with your application.

Multiple activities may be proposed under a single verification and banking application (e.g. verification and banking of land coverage and commercial floor area). For these projects, all applicable checklists apply and the higher of the application filing fees (only one fee) will be applied.

1. LAND COVERAGE VERIFICATION

- ☐ **Completed and signed application form.**
- ☐ **Application [filing fee](#).**
- ☐ **Verified land capability or IPES score.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property. Land capability must be verified prior to or concurrent with a verification and/or banking activity. Submit a [Land Capability Verification](#) application for concurrent review, if land capability has not been previously verified.
- ☐ **Existing site plan (preferred size 24" x 36") showing the following:**
 - a. Property lines, easements, building setbacks, and edge of pavement at street
 - b. Map scale, north arrow
 - c. Assessor's Parcel Number (APN), property address, property owner(s) name(s)
 - d. Parcel area in square feet
 - e. Verified land capability districts (if available)
 - f. High and low water line, if adjacent to lake
 - g. Location of all existing land coverage (decks, driveways, garage, paths, sheds, building, etc.)
 - h. Existing land coverage calculations, including overhang reductions and off-site coverage
 - i. Trees greater than 14" dbh and rock outcrops
 - j. Topographic contour lines at two-foot intervals
- ☐ **Evidence that the existing development was legally established.** Including the County Assessor's Original Building Records with the drawn sketch by the Assessor that indicates the square footage of the structure. **Please note that records retrieved from the Internet are not acceptable.** Other records include building records, utility records; tax records, TRPA approved plans/permits and, in some cases, aerial photography. Provide ALL available evidence.

2. LAND COVERAGE BANKING

- ☐ **All items listed above for "Land Coverage Verification".**
- ☐ **Site restoration/ landscape plan including revegetation and schedule for the restoration.**

3. COMMERCIAL FLOOR AREA (CFA) VERIFICATION

- ☐ **Completed and signed application form.**
- ☐ **Application [filing fee](#).**
- ☐ **Verified land capability or IPES score.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property. Land capability must be verified prior to or concurrent with a verification and/or banking activity. Submit a [Land Capability Verification](#) application for concurrent review, if land capability has not been previously verified.
- ☐ **Existing site plan (preferred size 24" x 36") showing the following:**
 - a. Property lines, easements, building setbacks, and edge of pavement at street
 - b. Map scale, north arrow
 - c. Assessor's Parcel Number (APN), property address, property owner(s) name(s)
 - d. Verified land capability districts (if available)
 - e. Location and dimension of all existing structures
- ☐ **Existing floor plans with scaled dimensions and calculation of total floor area.**
- ☐ **Photographs of existing development showing interior commercial areas.**
- ☐ **Evidence that the existing development was legally established.** Including the County Assessor's Original Building Records with the drawn sketch by the Assessor that indicates the square footage of the structure. **Please note that records retrieved from the Internet are not acceptable.** Other records include building records, utility records; tax records, TRPA approved plans/permits and, in some cases, aerial photography. Provide ALL available evidence.

4. TOURIST ACCOMMODATION UNITS (TAU) VERIFICATION

- ☐ **Completed and signed application form.**
- ☐ **Application [filing fee](#).**
- ☐ **Verified land capability or IPES score.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property. Land capability must be verified prior to or concurrent with a verification and/or banking activity. Submit a [Land Capability Verification](#) application for concurrent review, if land capability has not been previously verified.
- ☐ **Existing site plan (preferred size 24" x 36") showing the following:**
 - a. Property lines, easements, building setbacks, and edge of pavement at street
 - b. Map scale, north arrow
 - c. Assessor's Parcel Number (APN), property address, property owner(s) name(s)
 - d. Verified land capability districts (if available)
 - e. Location and dimension of all existing structures
- ☐ **Existing floor plans with scaled dimensions and calculation of total number of units.**
- ☐ **Photographs of existing development showing interior units.**
- ☐ **Evidence that the existing development was legally established.** Including the County Assessor's Original Building Records with the drawn sketch by the Assessor that indicates the square footage of the structure. **Please note that records retrieved from the Internet are not**

acceptable. Other records include building records, utility records; tax records, TRPA approved plans/permits and, in some cases, aerial photography. Provide ALL available evidence.

5. RESIDENTIAL UNITS OF USE (RUU) VERIFICATION

Includes mobile home dwelling units.

- ☐ **Completed and signed application form.**
- ☐ **Application [filing fee](#).**
- ☐ **Verified land capability or IPES score.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property. Land capability must be verified prior to or concurrent with a verification and/or banking activity. Submit a [Land Capability Verification](#) application for concurrent review, if land capability has not been previously verified.
- ☐ **Existing site plan preferred size 24" x 36") showing the following:**
 - a. Property lines, easements, building setbacks, and edge of pavement at street
 - b. Map scale, north arrow
 - c. Assessor's Parcel Number (APN), property address, property owner(s) name(s)
 - d. Verified land capability districts (if available)
 - e. Location and dimension of all existing structures
 - f. For Single Family properties, delineation of units (separate floor plans may be necessary)
- ☐ **If more than one unit, existing floor plans with scaled dimensions and calculation of total number of units.**
- ☐ **Photographs of the interior of the residence(s) (kitchens, bathrooms, etc.).**
- ☐ **Evidence that the existing development was legally established.** Including the County Assessor's Original Building Records with the drawn sketch by the Assessor that indicates the square footage of the structure. **Please note that records retrieved from the Internet are not acceptable.** Other records include building records, utility records; tax records, TRPA approved plans/permits and, in some cases, aerial photography. Provide ALL available evidence.

6. POTENTIAL RESIDENTIAL UNITS OF USE VERIFICATION

- ☐ **Completed and signed application form.**
- ☐ **Application [filing fee](#).**
- ☐ **Verified land capability or IPES score.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property. Land capability must be verified prior to or concurrent with a verification and/or banking activity. Submit a [Land Capability Verification](#) application for concurrent review, if land capability has not been previously verified.
- ☐ **Existing site plan (preferred size 24" x 36") showing the following:**
 - a. Property lines, easements, building setbacks, and edge of pavement at street
 - b. Map scale, north arrow
 - c. Assessor's Parcel Number (APN), property address, property owner(s) name(s)
 - d. Verified land capability districts (if available)
 - e. Location and dimension of all existing structures

7. COMMERICAL FLOOR AREA, TOURIST ACCOMMODATION UNIT, RESIDENTIAL UNIT OF USE, AND POTENTIAL RESIDENTIAL UNIT BANKING

Includes mobile home dwelling units.

- ☐ **All items on the applicable verification checklist above.**
- ☐ **Plan and schedule for removal of use.** If the structure is being removed, a site restoration plan is required. (Not applicable for PRU banking.)
- ☐ **Copy of the latest grant deed, including legal description, owner name, book page, document number, and date recorded with county.**
- ☐ **Title report issued within 30 days of the date of the banking application.**

8. SHOREZONE STRUCTURES VERIFICATION & BANKING

Does not include the verification or banking of buoys. Please contact a shorezone permitting technician for project checklist, requirements, and process by phone 775-589-5333 or email at TRPA@trpa.gov.



VERIFICATION & BANKING APPLICATION

Some applications can be submitted to your local building department. To streamline the permit process, TRPA has entered into agreements with other agencies to carry out environmental review on our behalf. [Use this guide](#) to know where to apply.

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) _____

Property Restrictions/Easements (List any deed restrictions, easements or other restrictions below in the space provided.)

☐ None _____

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

Check each box that applies to the proposed project and submit ALL required items on the applicable checklist for the verification and/or banking type.

| | Verification | Banking |
|-----------------------------------|--------------------------|--------------------------|
| Existing Land Coverage | <input type="checkbox"/> | <input type="checkbox"/> |
| Commercial Floor Area | <input type="checkbox"/> | <input type="checkbox"/> |
| Tourist Accommodation Units | <input type="checkbox"/> | <input type="checkbox"/> |
| Residential Units of Use | <input type="checkbox"/> | <input type="checkbox"/> |
| Potential Residential Unit of Use | <input type="checkbox"/> | <input type="checkbox"/> |
| Mobile Home Dwelling Unit | <input type="checkbox"/> | <input type="checkbox"/> |
| Shorezone Structure (Type: _____) | <input type="checkbox"/> | <input type="checkbox"/> |

FOR BANKING ONLY, complete the information below applicable to your proposed project:

| | | |
|---|---|--|
| Land Coverage Amount: _____ Land Capability: _____ | Tourist Accommodation Units Amount: _____ Land Capability: _____ | Commercial Floor Area Amount: _____ Land Capability: _____ |
| Residential Unit of Use Amount: _____ Land Capability: _____ | Potential Residential Unit of Use Amount: _____ Land Capability: _____ | Residential Allocation Amount: _____ Land Capability: _____ |
| Mobile Home Dwelling Unit Amount: _____ Land Capability: _____ | Shorezone Structure Type(s): _____ Amount: _____ | |

Request EXPEDITED REVIEW as a minor application:

☐ YES

☐ NO

TRPA offers an expedited review process for *development right banking* and *land coverage banking on non-sensitive land* under a “minor application”. (TRPA Rules of Procedure 5.4.) Minor applications will have shorter review times. For more information and to see which banking activities are eligible, see the [“Minor Applications Information Packet”](#).

Land coverage banking on sensitive land is not eligible for a minor application expedited review.

Minor application expedited review only applies to applications submitted to TRPA.

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: _____