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## **ATTACHMENT J SECURITY PROCEDURES**

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### **I. SECURITY REQUIREMENTS**

As a condition of project approval, permittees may be required to post a security with TRPA to ensure compliance with conditions of project approval. The amount of the required security will be specified in the special conditions of your permit but in most cases the amount will be equal to 110% of the estimated costs of installation of required water quality Best Management Practices (revegetation, slope stabilization, drainage improvements). An additional or alternate security may be required to ensure compliance with other specific conditions of approval. All securities must be for the amount specified in the permit and be valid for an indefinite amount of time. When conditions of approval are complied with (including completion of revegetation), the owner may request a final inspection with the TRPA Compliance Team (online inspection request form available at [www.trpa.gov](http://www.trpa.gov)).

### **II. SECURITY ADMINISTRATION FEES**

All securities posted require a non-refundable administration fee. The administration fee will be charged based on the current fee listed in the [TRPA Filing Fee Schedule](#) (#109) at the time the fee is paid.

### **III. ACCEPTABLE TYPES OF SECURITIES**

TRPA is unable to accept credit card payments for securities. If a security is paid by credit card, the amount will be refunded and returned with a check in the mail, and another appropriate security shall be posted.

#### **A. CHECK**

If paying with a physical check it must have an identifying name and address. Please send by mail or drop off at the TRPA office with the required amount (including security administration fee) and application file number.

#### **B. ELECTRONIC CHECK**

Electronic checks can be used to pay fees online with your checking account. If choosing this payment method, please coordinate with your Planner to have the fees available to pay through the online Citizen Access portal.

#### **C. CERTIFICATE OF DEPOSIT (CD)**

The CD should read: "Purchased by owner/permittee and then made payable to TRPA." "Made payable to owner/permittee and TRPA" is only acceptable if endorsed by the owner/permittee. CDs made out to "Owner/permittee or TRPA" cannot be accepted. The CD must have an open maturity date or be automatically renewable. The following information must be included on the CD: Owner's name, mailing address, Assessor parcel Number. Interest earned on the account may be payable to the holder. (see example, page 4)

**D. LETTER OF CREDIT**

The security must be in the owner’s name, irrevocable for an indefinite period of time, and documented by a letter or statement from a bank showing the following information: Owner’s name and mailing address, assessor parcel number of the project, the amount of the letter of credit, and documentation required by the bank. The letter or statement must clearly state that TRPA is a beneficiary of the credit amount. (see example, page 6)

**E. ASSIGNMENT OF A PERSONAL SAVINGS ACCOUNT**

Must consist of the actual savings passbook and a separate notice of assignment. The notice of assignment must include the owner’s name and mailing address, account number, assessor’s parcel number of the project, ad the amount of assignment. (see example, page 5)

**F. FAITHFUL PERFORMANCE BOND**

This option is only allowed for securities greater than \$10,000 and must be in TRPA’s name. The bond must have the insurance company, bond number, owner of security or principle’s name and mailing address, the assessor’s parcel number of the project, and the amount. The oblige, TRPA, must be clearly identified. The bond must be valid for an indefinite amount of time. Please contact TRPA for an example of how to set up a bond.

**IV. PAYING FEES ONLINE WITH MULTIPLE PAYMENT TYPES**

When multiple fees are due at acknowledgement (i.e., security, mitigation fees, administrative fees, inspection fees) the applicant has the option to pay fees other than the security with a credit card. To split your payment method, you must pay in two separate transactions. The security shall be paid first with an electronic check. The reminder of the fees will then be totaled and available for payment by credit card. Coordinate with your Planner to get each set of fees active at the appropriate time.

**V. PAYING SECURITY THROUGH ONLINE CITIZEN ACCESS PORTAL**

For a tutorial on how to create an Accela Citizen Access account visit: [www.trpa.gov/apply-online/](http://www.trpa.gov/apply-online/) and start with step 5.

Once logged into the Accela Citizen Access database follow this process:

- 1. Search for application (if having difficulty, try entering parcel number only and hit search)



**General Search**

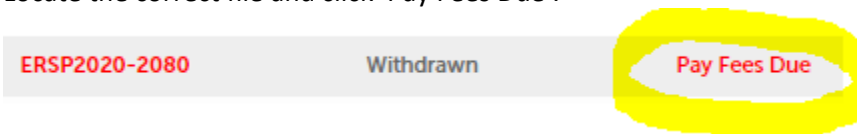
El Dorado xxx-xxx-xx; Placer xxx-xxx-xxx; Washoe xxx-xxx-xx; Douglas xxxx-xx-xxx-xxx

Parcel Number:  please include dashes ? File Number:

Street No.:  From - To Street Name:  ? Direction:  ? Street Type:

City:  State:  Zip:

2. Locate the correct file and click 'Pay Fees Due'.



3. When under payment options, select "Pay with Bank Account." Reminder: securities cannot be paid by credit card.

**Payment Options**

Amount to be charged: \$944.00

Pay with Credit Card

Pay with Bank Account

## VI. EXAMPLES OF NON-CASH SECURITIES

See following pages

**SAMPLE CERTIFICATE OF DEPOSIT**

**TIME DEPOSIT**

BRANCH \_\_\_\_\_ No. \_\_\_\_\_

DATE \_\_\_\_\_

PURCHASED BY Owner/Permittee \_\_\_\_\_

RATE \_\_\_\_\_ YIELD \_\_\_\_\_

PAYABLE TO TAHOE REGIONAL PLANNING AGENCY \_\_\_\_\_

\$ AMOUNT \_\_\_\_\_

TERM \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

**AUTHORIZED SIGNATURE**

The publication(s) you receive contains the terms and condition of this account. This time deposit will be reinvested automatically for the same term upon maturity or on the effect date of a deposit or withdrawal made during the grace period. (The grace period is two business days for terms of 89 days or less; ten calendar days for terms of 90 days or more beginning on the maturity date.) The new interest rate will be the interest rate in effect on the date your funds are reinvested.

\*Interest compounded daily. Yield assumes deposit and interest remain in the account for a year at the same interest rate.

**IMPORTANT INFORMATION**

If you withdraw all or part of your deposit before it matures a substantial interest penalty will be imposed. A personal time deposit evidenced by this receipt is **NOT TRANSFERABLE EXCEPT IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE FEDERAL RESERVE BOARD.**

FD-162 5-89

NOT NEGOTIABLE

Bank of America NT& SA • Member FDIC

**SAMPLE ASSIGNMENT OF PERSONAL SAVINGS ACCOUNT**

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MUST BE ON BANK LETTERHEAD WHICH INCLUDES BANK ADDRESS & PHONE NUMBER

NOTICE OF ASSIGNMENT TO ACCOMMODATE SAVINGS ACCOUNT PASSBOOK

NOTICE OF ASSIGNMENT

[Name of Owner(s)] hereinafter called Assignor, does (do) hereby assign and set over to the Tahoe Regional Planning Agency (TRPA), all right, title, and interest of whatever nature, of Assignor, in and to the insured account of the Assignor in the name [Name of Bank/Savings & Loan] evidenced by an account in the amount of \$ \_\_\_\_\_ numbered \_\_\_\_\_ which is delivered to the TRPA herewithin. Assignor agrees that this assignment carried with it the right in the insurance of the account by the Federal Savings and Loan Insurance Corporation/Federal Deposit Insurance Corporation, and includes the right of the TRPA to redeem, collect, and withdraw the full amount of such account at any time WITHOUT NOTICE TO THE ASSIGNOR. This assignment is given as security liability for:

Assurance that the owner will comply with the TRPA permit conditions as required by the TRPA Code of Ordinances, Section 8.8. the amount is set aside solely for that purpose and is available on demand to the TRPA if the conditions are not satisfied. Please advise the office when the assignment can be released.

Assignor hereby notified the above-named institution of this agreement. Assignor hereby certifies that he/she/they agree that the above-referenced account will be renewed in its full amount if performance of the above-referenced conditions have not been certified by the Agency prior to the maturity date of the subject account.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Assignor \_\_\_\_\_ Assignor \_\_\_\_\_

Owner's Name \_\_\_\_\_

Account Number \_\_\_\_\_

APN \_\_\_\_\_

Amount of Assignment \_\_\_\_\_

Bank Acknowledgement \_\_\_\_\_

**SAMPLE LETTER OF CREDIT**

MUST BE ON BANK LETTERHEAD WHICH INCLUDES BANK ADDRESS & PHONE NUMBER

Date \_\_\_\_\_

Tahoe Regional Planning Agency (TRPA)  
P.O. Box 5310  
Stateline, BV 89449

Assessor's Parcel Number \_\_\_\_\_

At the request for the account of (owner/permit name and mailing address), we hereby open in your favor our irrevocable Letter of Credit No. \_\_\_\_\_ in the aggregate amount of \$ \_\_\_\_\_ available by your draft drawn on us at sight when accompanied by the following documents:

1. Your signed certification executed by a TRPA official stating that (owner/Permitee) has not completed revegetation, slope stabilization, and/or drainage improvements as per file \_\_\_\_\_ entered into with TRPA.
2. This original Letter of Credit

The irrevocable Standby Letter of Credit expires on \_\_\_\_\_. However, it is a condition of this Letter of Credit that it shall be deemed automatically extended without amendment for successive one-year periods from the present and all future expiration dates hereof unless 60 days prior to any such date (Name of Bank) shall notify the TRPA *in writing by certified mail, return receipt requested*, at the above address that (Name of Bank) elects not to consider this Letter of Credit renewed for any such additional period. Upon receipt of such notice, you may draw on us hereunder by means of your draft on us a sight for the full amount of this Letter of Credit, accompanied by your name above noted signed certification.

Sincerely,

Name of Bank

By: \_\_\_\_\_

By: \_\_\_\_\_

**SAMPLE LETTER OF HOLD ON PERSONAL SAVINGS**

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MUST BE ON BANK LETTERHEAD WHICH INCLUDES BANK ADDRESS & PHONE NUMBER

Date\_\_\_\_\_

Tahoe Regional Planning Agency (TRPA)  
P.O. Box 5310  
Stateline, BV 89449

Assessor's Parcel Number \_\_\_\_\_

This letter is to advise you that (Owner's name and mailing address) has authorized (Name of Bank/Savings & Loan) to place a hold on account \_\_\_\_\_ in the amount of \$\_\_\_\_\_ for an indefinite period of time.

The hold on the account is assurance that the owner will comply with TRPA permit conditions as required by the TRPA Code of Ordinances, Section 8.8. This amount is set aside solely for that purpose and is available on demand to the TRPA if conditions are not satisfied. Please advise this office when the hold on account can be released.

Sincerely,

Name of Bank/Savings & loan

By:\_\_\_\_\_