



## ATTACHMENT J SECURITY PROCEDURES

For any questions regarding information within this packet, please call 775-589-5333 or email [TRPA@trpa.gov](mailto:TRPA@trpa.gov) to speak with a permitting technician.

### 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 (i.e. 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, and 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 obligee, 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 remainder 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**

**Step 1:** Log onto the [Accela Citizen Access](#) database.

**Step 2:** Search for application by the assigned TRPA File Number or parcel number.



**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.:  Street Name:  Direction:  Street Type:

City:  State:  Zip:

**Step 3:** Click 'Pay Fees Due'.

ERSP2020-2080 Withdrawn **Pay Fees Due**

**Step 4:** 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

### 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.

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