



BEST MANAGEMENT PRACTICES (BMP) RETROFIT INFORMATION PACKET

I. OVERVIEW

Pursuant to TRPA Code of Ordinance section 60.4.2, all property owners in the Tahoe Basin are required to install stormwater systems, or Best Management Practices (BMPs) to offset the impacts of development on water quality. These BMPs capture stormwater runoff and provide for erosion control. BMPs must be designed to accommodate the volume of runoff from the 20-year/one-hour storm, which is approximately one inch of precipitation per hour. Once BMPs are installed by the applicant and pass a TRPA inspection, TRPA will issue a BMP certificate. To determine the current BMP status of a property or to receive a copy of the certificate, visit the [Parcel Tracker](#) and enter the property address.

A BMP Retrofit Application may be required when there is no prior BMP certificate and BMP installation will be completed not in conjunction with a TRPA-approved project (e.g. residential addition). For BMP installation in conjunction with a project, see the applicable application for that project type online. For single-family residential BMP projects, a Small BMP Retrofit Plan may be appropriate rather than a BMP Retrofit Permit. Review the [TRPA Small BMP Retrofit Plan](#) to determine eligibility or call the BMP Helpline.

Please note that BMP Retrofit permits are not a verification of land coverage, land capability, or use, nor are they a conceptual approval of any future project. Land coverage cannot be verified, transferred, or banked through a BMP Retrofit permit. These verifications require the submittal of a separate application to TRPA for review and approval.

For any questions regarding information within this packet, please call the BMP Helpline at 775-589-5202.

II. BMP RETROFIT CHECKLIST ITEMS

To submit an online BMP Retrofit Application, click [here](#). The following section contains a checklist of items to be submitted with your application.

- ☐ 1. **Completed and signed application form. Digital signatures are acceptable.**
- ☐ 2. **Verified land capability or IPES score, if applicable, and land coverage.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property.
- ☐ 3. **Copy of current assessor's parcel map or site vicinity map.**
- ☐ 4. **[BMP Calculation Spreadsheet](#) (submit in color and in the provided [Excel format](#))**

Required checklist continued on next page.

- ☐ 5. **Site plan (minimum size 11" x 17") showing the following:** (Sample plans are available [online](#).)
- ☐ a. Property lines, easements, building setbacks, parcel area in square feet.
- ☐ b. Map scale and north arrow.
- ☐ c. Assessor's Parcel Number (APN), property address, and property owner(s) name(s).
- ____ d. Verified land capability districts or IPES score summary.
- ____ e. Verified backshore and Stream Environment Zones (SEZ) boundaries and setback(s) boundary and high/low water lines. (for lakefront only)
- ☐ f. Rock outcrops and location of all trees greater than 6" diameter at breast height (dbh), including which, if any, trees are proposed to be removed.
- ☐ g. All existing and proposed development and BMPs.
- ☐ h. Driveway, driveway slope, and edge of pavement at street.
- ☐ i. Coverage calculations (existing, proposed, allowable) broken down by land capability district and type (i.e. buildings, decks, walks, etc.) **DISCLAIMER:** Installation of BMPs is not a verification of land coverage. Coverage is not verified as part of a BMP Retrofit project.
- ☐ j. Existing and proposed topographic contour lines at two-foot intervals.
- ☐ k. All major utilities. (sewer, water, gas, electricity, etc.)
- ☐ l. Location and description of existing and proposed BMPs.
- ____ m. Engineer-stamped plans and calculations for the following (if applicable). Please note that this is not a comprehensive list. Other complex BMP designs may require engineered plans:
- i. Retaining walls more than three feet in height
- ii. Stormwater treatment systems (i.e. sand/oil separator)
- iii. Infiltration basins
- iv. Infiltration systems capturing runoff from areas greater than 2,500 square feet
- v. Subsurface conveyance systems (piping) and drop inlets
- vi. Extensive grade alterations
- ☐ 6. **Extent and location of grading and excavation.**
- ____ 7. **For excavations greater than five feet in depth, a [soils/hydrologic scoping report](#).** A scoping report may also be required when evaluations of depth to groundwater or an impermeable layer such as bedrock, a hardpan, or fragipan are needed to properly design and implement BMPs.
- ____ 8. **Letter of permission or permit, if necessary, from the local jurisdiction in which the work is proposed to be done.**
- ____ 9. **Location of stream environment zone (SEZ) within ¼-mile of the project area.**
- ____ 10. **Copy of [BMP Maintenance & Inspection Log](#) for commercial, large multi-family residential, and public service properties ONLY.**
- ____ 11. **Project approval from the local utility district, if applicable.**



BEST MANAGEMENT PRACTICES (BMP) RETROFIT PERMIT APPLICATION

Applications to TRPA can be submitted online through [Accela Citizen Access](#). For assistance submitting this application online, please call the BMP Hotline at 775-589-5202 or email BMP@trpa.gov.

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(s) (APNs): _____

Street Address _____

County _____ Previous APN(s) _____

Existing Use of the Property: _____

Priority Watershed: (check one)

☐ 1

☐ 2

☐ 3

To find your watershed, visit <http://www.trpa.org/bmpinfo>.

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:** _____

Property Access & Restriction Information: (gates, dogs, etc.)

☐ **YES**

☐ **NO**

If yes, describe: _____

Project Description/Proposal:

Application 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: _____