



# BEST MANAGEMENT PRACTICES (BMP) RETROFIT INFORMATION PACKET

## I. OVERVIEW

Pursuant to TRPA Code of Ordinance section 60.4.6.A, all property owners in the Tahoe Basin are required to install stormwater systems, or Best Management Practices (BMPs). These BMPs capture storm runoff and provide for erosion control. Once BMPs are installed, 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 is 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.

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 775-589-5333 to speak with a permitting technician.

## 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.

- ☐ **Completed and signed application form.**
- ☐ **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.
- ☐ **Results of a soils-hydrologic determination if excavating deeper than five feet.**
- ☐ **Copy of current assessor's parcel map or site vicinity map.**
- ☐ **Engineered-stamped site plan (minimum size 24" x 36") 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. Trees greater than 14" dbh and rock outcrops.
  - g. All existing and proposed development.
  - 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.)
  - j. Existing and proposed topographic contour lines at 2-foot intervals.
  - k. All major utilities (sewer, water, gas, electricity, etc).
  - l. Location and description of existing and proposed BMPs. Including, but not limited to:
    - i. Infiltration basins.
    - ii. Infiltration systems capturing runoff from areas greater than 2,500 square feet.
    - iii. Subsurface conveyance systems (piping) and drop inlets.
  - m. Retaining walls more than three feet in height.
  - n. Extent and location of grading and excavation.
- ☐ **BMP calculation spreadsheet. (in color and in excel format)**
  - ☐ **Letter of permission or permit, if necessary, from the local jurisdiction in which the work is proposed to be done.**
  - ☐ **Location of stream environment zone (SEZ) within ¼-mile of the project area.**
  - ☐ **Copy of BMP Maintenance and Monitoring Plan for commercial and public service properties ONLY.**
  - ☐ **Project approval from the local utility district.**



## BEST MANAGEMENT PRACTICES (BMP) RETROFIT APPLICATION

**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) \_\_\_\_\_

**Existing Use of the Property:** \_\_\_\_\_

**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: \_\_\_\_\_