

# BUNDLED APPLICATIONS INFORMATION PACKET

## I. OVERVIEW

Applicants may request coordinated and concurrent processing of associated applications for the same project area. For example, if a multi-family development project requires a subdivision or transfer of development rights. When applications are bundled together, these will be assigned to the same staff planner for review.

### Qualifying Applications:

- Development right transfers and conversions
- Coverage transfers
- Lot Line Adjustments
- Historic Resource determinations

Bundled application procedures summarized within this packet and the TRPA Rules of Procedure Section 5.5 do not apply to permitting submitted and completed by agencies other than TRPA. Review timelines for the longest of the bundled applications shall apply to all bundled applications.

## II. PROCESS FOR BUNDLED APPLICATIONS

- Step 1:** Determine if the proposed project meets the eligibility criteria for a bundled application as listed above. If you are unsure if your project qualifies, you may call 775-589-5333 to speak with a permit technician.
- Step 2:** Determine whether your application can be submitted to your local building department or TRPA. [Use this guide](#) to know where to apply. Project applications submitted to local jurisdictions are not eligible for concurrent, bundled review.
- Step 3:** Check [online](#) to determine if your property is located within the FEMA 100-year floodplain. Additional development, grading, and filling of lands within the floodplain are prohibited.
- Step 4:** Gather information to submit with your online applications. Required items vary depending on the type of projects. You must submit [all applicable applications](#) at the same time. (i.e. If your project requires a single-family dwelling application and transfer application, you must complete [both](#) applications and submit those at the same time.) Use the applications that correspond to your proposed project. All applications can be found [online](#) at TRPA.gov.

**Step 5:** Submit your online applications to TRPA via the [Accela Citizen Access Database](https://www.accela.com/citizen-access) available at [www.trpa.gov](http://www.trpa.gov). Mark the bundled application check box during step 3 in the online application process. You will receive an email acknowledging receipt of your applications. Once your applications are received, TRPA will review all submitted items within 30 days to ensure all materials necessary for review were received and no additional information is needed. When the applications are deemed complete by TRPA, it will be assigned to a planner.

**Step 6:** **Receive your permits.** Upon completion of review, TRPA will issue a conditional permit for the project. It is the responsibility of the applicant to apply for and receive any other necessary agency approvals (e.g. building permits, approval from public utility district, etc.) prior to beginning work.