



DRIVEWAY & PARKING PAVING INFORMATION PACKET

For any questions regarding information within this packet, please call 775-589-5333 to speak with a permitting technician.

I. PROCESS FOR DRIVEWAY OR PARKING PAVING

- Step 1:** **Determine if your project requires TRPA review and approval.** Some activities may be considered “Exempt” or “Qualified Exempt” from TRPA review and will not require a TRPA permit. Reference the [Exempt Activity Information Packet](#) and the [Qualified Exempt Activity Information Packet](#). Activities that are “Exempt” or “Qualified Exempt” from TRPA environmental review and approval are listed in Code section 2.3 (and chapter 82 for the shorezone). Activities not listed as an exempt or qualified exempt activity will require a TRPA permit.
- Step 2:** **Look up existing property information.** Visit the [Parcel Tracker](#) and use the location address to determine what records are available relating to your property, such as: general permit records, Best Management Practices (BMP) compliance status, land capability and coverage verifications, and more.
- Step 3:** **Complete any necessary verifications or determinations (IF PAVING 400 SQUARE FEET OR MORE).** If a property has never received a TRPA permit, a [Land Capability Verification or Site Assessment](#) will likely be required. These provide information on development potential and verify what is legally existing on the property today. The [Parcel Tracker](#) is the best resource to determine if the necessary verifications have already been made.
- Step 4:** **Understand which fees to expect and how much.** All applicable project and activity fees are listed in the [fee schedule](#), which is updated annually. Fee categories include service fees, project review fees (i.e. application fees), mitigation fees, monitoring fees, administrative fees, and shorezone fees. To learn more about which fees to expect with a project, see the [TRPA Permitting Procedure Manual](#).
- Step 5:** **Prepare existing and proposed site plan and a Best Management Practices (BMP) plan.** The application checklist included in this packet lists all elements that must be included on these plans. There are sample plans available [online](#).
- Step 6:** **Complete and submit your online application to TRPA via the [Accela Citizen Access Database](#) available at www.trpa.gov.** Each project category has a [TRPA Application and Form](#) listing specific items that are required at the time of submittal. TRPA created [sample plans](#) to help applicants determine what site plans and BMP calculation sheets should look like. Application [filing fees](#) are also due at the time of submittal.

Step 7: Completeness review. Once an application is received, TRPA will complete an initial review of materials within 30 days, or 15 days for minor applications. The initial review ensures all checklist items, correct fees, and the correct application was provided, as well as ensuring the application was submitted to the correct agency. If the application is missing any checklist items, TRPA will send an incomplete letter to the applicant listed on the application.

Step 8: Application assignment and review. Once your application is complete it will be assigned to a planner for review. This planner will be the lead on the project, meaning the primary point of contact and the person completing project review and issuing the permit. You can view who is assigned to your project by visiting the [Parcel Tracker](#) and typing in the TRPA file number received when the application was submitted.

TRPA holds itself up to the standard of issuing a permit in 120 days or less (or 40 days for minor applications), determined from the time that all information needed to review the project is provided (i.e. once the completeness review is final).

Review times vary based on application volumes and staffing. The planner will review the project to ensure it meets the requirements of the TRPA code of ordinances and local plan.

If additional information is required to ensure the project meets code requirements, the planner will send an email requesting the additional information. When additional information is requested, the time for review is paused until the applicant is able to provide all required information.

Step 9: Conditional permit or determination issued. Once the review is completed, a conditional permit or determination will be issued. Conditional permits will be issued with conditions that must be satisfied before the permit can be “acknowledged” (i.e. finalized). Construction may not begin until these conditions are met, the permit is signed, and the final plans are stamped. Such conditions may include revisions to plans, payment of fees, a security deposit, or submittal of additional information. Conditional permits typically need to be acknowledged within three years of approval.

At this step in the process, the permittee should submit a building permit application and any other required applications to the applicable County or City. Designs should be consistent with the TRPA permit and conditions.

Step 10: Permit acknowledgement. This is the final phase of the permit approval process. At this phase, the property owner or permittee is “acknowledging” that they understand and will abide by all conditions of the permit during their project. Applicants need to address all the requirements of the conditional permit with the planner. Once the conditions have been met, the planner will stamp the plans and sign the permit. Mitigation and monitoring fees may be required with permit acknowledgement.

Step 11: Request a pre-grade inspection. Prior to any site grading or construction, an applicant or their representative will need to request a pre-grade inspection [online](#). This is an on-site meeting between the TRPA Compliance Inspector and homeowner/contractor to review the installation of construction BMPs, go over permit conditions, and discuss general

construction practices. All construction projects, except for work that is exempt or qualified exempt, require a pre-grade inspection.

Step 12: **Request a final inspection.** At the completion of a project (including revegetation and installation of stormwater systems), an applicant or their representative will need to request a final inspection [online](#). The Compliance Inspector will inspect the project to ensure all permit conditions have been met. The security deposit will be released once the project passes the final inspection. Some permits will have additional security that is held for several years after project completion. This often occurs for scenic mitigation on lakefront properties.

II. DRIVEWAY & PARKING PAVING CHECKLIST ITEMS

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

- ☐ **Completed and signed application form.**
- ☐ **Application [filing fee](#).**
- ☐ **Photographs of the area to be paved.**
- ☐ **Site plan (minimum size 18" x 24") 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. Driveway or parking area, driveway or parking area slope, and edge of pavement at street.
 - e. Verified land capability districts or IPES score summary. (if paving more than 400 square feet)
 - f. Existing and proposed permanent Best Management Practices (BMPs).
 - g. Temporary construction BMPs.
 - h. Engineered stamp for any retaining wall exceeding three feet.
- ☐ **BMP calculation spreadsheet (in color and in excel format) to match the permanent BMPs shown on the site plan.**



Mail

PO Box 5310
Stateline, NV 89449-5310

Location

128 Market Street
Stateline, NV 89449

Contact

Phone: 775-588-4547
Fax: 775-588-4527
www.trpa.gov

DRIVEWAY & PARKING PAVING 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) _____

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:** _____

Project Description/Proposal:

Request EXPEDITED REVIEW as a minor application:

☐ **YES**

☐ **NO**

TRPA offers an expedited review process for *some site improvements* under a “minor application”. (TRPA Rules of Procedure 5.4.) Minor applications will have shorter review times. For more information and to see which activities are eligible as a minor application, see the “[Minor Applications Information Packet](#)”.

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: _____