



## DRIVEWAY PAVING PROJECT APPLICATION

### I. PROCESS FOR SUBMITTAL OF DRIVEWAY PAVING PROJECTS

- Step 2:** Complete the application, determine your [application fees](#), gather all required checklist items, and submit to TRPA.
- Step 3:** **Work with a Planner.** Once your application is received it will be assigned to a Planner for review. The Planner will complete the initial review within 30 days and will let you know if additional information is needed.
- Step 4:** **Receive your conditional permit.** Upon completion of review, a conditional permit 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 plans are stamped. Such conditions may include revisions to plans, payment of fees and a security deposit, or submittal of additional information. Once you have met all the conditions, contact your Planner to set up an appointment to acknowledge the permit.

### II. APPLICATION CHECKLIST

1. Completed and signed application form.
2. Application [filing fees](#)
3. Photographs of the area to be paved
4. **One (1) copy of the site plan (minimum size 18” x 24”) showing the following:**
  - a. Property lines, easements, building setbacks, map scale and north arrow
  - b. Parcel size in square feet
  - c. Assessor’s Parcel Number (APN), property address and property owner(s) name(s)
  - d. Edge of pavement at street
  - e. Dimensions of the driveway/parking area to be paved
  - f. Driveway in relation to residence/garage or other development
  - g. Verified Land Capability Districts (if paving more than 400 square feet)
  - h. Construction BMPs and designated staging area
  - i. Permanent Best Management Practices (BMPs)
5. Completed [BMP calculation spreadsheet](#) 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 PAVING PROJECT APPLICATION

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

**Local Plan:** \_\_\_\_\_

**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

**Detailed Project Description** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICATION 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. 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 Application* *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: \_\_\_\_\_

### FOR OFFICE USE ONLY

File Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
Filing Fee: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_