



GRADING INFORMATION PACKET

I. OVERVIEW

Grading is the cutting through or otherwise disturbing soil so as to change the existing landform, including but not limited to disturbing the soil for construction of a driveway, parking area, utility line, building, or other structure. Grading includes filling, excavation, or clearing. ([TRPA Code of Ordinances Chapter 90: Definitions.](#))

Some grading activities may be considered “[exempt](#)” from TRPA review. Exempt activities do not require a TRPA application or approval.

Excavation, filling, or backfilling activities meeting all of the following criteria are exempt from TRPA review:

- Volume does not exceed 10 cubic yards on non-sensitive land during the grading season (May 1 to October 15).
- Volume does not exceed three cubic yards on sensitive land at any time of year or on non-sensitive land outside of the grading season.
- Activity is completed within 48 hours.
- Site must be stabilized to prevent erosion.
- Changes to existing grade shall not exceed two vertical feet in any location and shall not alter existing drainage patterns except as needed to implement water quality BMPs.
- Not a series of excavations that would collectively constitute a project.

If your project or activity meets the criteria above for exempt excavation, filling, or backfilling, you do not need to submit a TRPA application. If your project or activity does not meet the above criteria, a TRPA application is required.

II. PROCESS FOR GRADING

Step 1: **Complete and submit your online application to TRPA via the [Accela Citizen Access Database](#) available at www.trpa.gov.** Application filing fees and all checklist items applicable for your project will be required at the time of application submittal.

Step 2: **Work with a Planner.** Once your application is received it will be assigned to a planner for review. Visit the [Parcel Tracker](#) and use the location address to check the application status or to see which planner is assigned to your project.

Step 3: **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.

Step 4: **Request a Pre-grade Inspection.** 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. Inspections can be requested [online](#).

Step 5: **Request a Final Inspection.** Once you have completed construction (including revegetation, BMPS, etc.), 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 final inspection. Inspections can be requested [online](#).

III. GRADING CHECKLIST ITEMS

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

- ☐ **Completed and signed application form.**
- ☐ **Application [filing fee](#).**
- ☐ **Result of Soils Hydro Report, if grading below five feet.**
- ☐ **Site drawing (preferred size 24" x 36") showing the following:**
 - a. Property lines, easements, building setbacks, map scale, north arrow.
 - b. Assessor's Parcel Number (APN), property address and property owner(s) name(s).
 - c. Location and dimensions of proposed earth movement, grading, excavation or filling.
 - d. Landscape/revegetation plan. *(if applicable)*
 - e. Trees greater than 14" dbh and rock outcrops, including any to be removed as part of the project.
 - f. Total amount of grading. (in cubic yards)
 - g. Location and type of temporary construction BMPs and construction staging area.



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

GRADING 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:** _____

Property Access/Restriction Information (gates, etc.)

☐ YES

☐ NO

If yes, describe: _____

Project Description/Proposal:

Request EXPEDITED REVIEW as a minor application:

☐ YES

☐ NO

TRPA offers an expedited review process for *some grading projects* 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: _____