



## GRADING PROJECT APPLICATION

### I. PROCESS FOR SUBMITTAL OF GRADING PROJECTS

- Step 1:** Determine if your project needs a TRPA permit. Some activities may be considered “Exempt” or “Qualified Exempt” from TRPA review. Grading projects with less than 3 cubic yards of soils disturbance is considered [Exempt](#) with TRPA. Grading projects with 3 to 7 cubic yards of grading is considered [Qualified Exempt](#) with TRPA. Grading projects in excess of 7 cubic yards require a grading permit.
- 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 addition 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.
- Step 5:** 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 6:** Request a Final Inspection [online](#). 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.

### II. APPLICATION CHECKLIST

1. Completed and signed application form
2. Application [filing fee](#)
3. Result of Soils Hydro Report, if grading below 5 feet
4. One (1) copy of the 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 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.: \_\_\_\_\_