



HISTORIC DETERMINATION INFORMATION PACKET

I. OVERVIEW

TRPA requires a historic determination for structures or buildings greater than 50 years in age prior to obtaining approval for a project that would potentially impact or alter the resource (addition, demolition, etc.). To qualify as a historic resource, specific criteria must be met. Historic resources may be associated with historically significant people, events, and sites, or may embody distinctive architectural characteristics.

A determination does not restrict what can be proposed for a property; however, a determination that a property contains a historic resource will change the process for future approvals.

If your property is determined not to be a historic resource, you may proceed with a modification or demolition project in accordance with TRPA and/or local jurisdiction review. Your project will not require any additional historic review or mitigation.

If your property is determined to be historically significant, you may still proceed with a project proposal to alter and/or demolish the structures. Such projects will require Hearings Officer review and public hearing. Any required mitigation, such as submittal of a resource recovery plan, will be determined by staff during project review.

II. PROCESS FOR HISTORIC DETERMINATION

- Step 1:** Determine if a historic determination is needed for your property. Visit the [Parcel Tracker](#) and use the location address to determine what records are available and if a determination has been previously completed.
- Step 2:** 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. Properties located in Placer County will need to submit to Placer County Museums Division prior to submitting to TRPA.
- Step 3:** TRPA staff will review the application and determine the level of review.
Initial Determination: Most properties can be reviewed with a fast turn-around and do not require an application fee. You will receive a letter stating the results of the determination.

Full Historic Review: If, through the initial determination, the property is potentially eligible and warrants further review to make a determination, a full historic review will take place. In this case, TRPA staff will contact you to request additional information and an application fee. TRPA staff may also complete a site visit to the property.

III. HISTORIC CHECKLIST ITEMS

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

- ☐ **Completed and signed application form.**
- ☐ **Exterior photographs that clearly show the condition of all four sides of the building.** If part of cluster of buildings, please include a photograph that shows the structure in context with nearby buildings.
- ☐ **Proof of the age of the building, including County Assessor's Original Building Record and personal records.** Please note that records retrieved from the Internet are not acceptable.
- ☐ **Written description of proposed demolition or alteration to the buildings on the property.**



HISTORIC DETERMINATION 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 a *historic determination* 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](#)”.

Request CONCURRENT REVIEW as a bundled application: ☐ YES ☐ NO

TRPA offers a concurrent review process for a *historic determination* if the determination is necessary for a proposed project and if the proposed project application will be submitted at the same time as the historic determination. (TRPA Rules of Procedure 5.4.) Project applications submitted to local jurisdictions are not eligible for concurrent review. For more information and to see which activities are eligible, see the “[Bundled 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: _____