

MINOR APPLICATION INFORMATION PACKET

I. OVERVIEW

TRPA has an expedited permitting process for projects that require TRPA review and approval and are relatively simple in scope and present a lower potential risk to environmental impacts. These are considered “minor” projects per the [TRPA Rules of Procedure Section 5.4](#). Applications that require complex reviews or special findings (e.g. scenic analysis or additional height findings) do not qualify.

To request expedited processing of project applications as a minor application, review this information packet and check the box labeled “Request for expedited review as a minor application” on the application form. Projects must meet the criteria outlined in this packet to qualify. TRPA reserves the right to deny a request for expedited review of a minor application for complex projects or those that are not routine in nature.

Advantages of requesting a Minor Application review:

- **Shorter review times.**
 - Minor applications will be reviewed for completeness within 15 days to ensure they meet minor application requirements and include all required checklist items.
 - Once an application is determined complete TRPA will make a determination or issue a permit within 40 days, so long as additional information is not needed.
 - TRPA has a dedicated project review team for minor applications to ensure projects that are relatively routine are not held up in the queue with more complex projects.
- **Less complex application requirements and simplified reviews.**
 - Some project applications submitted to TRPA require a “findings” document and an initial environmental checklist (IEC). These are written statements and a form describing how the proposed project meets certain environmental protections and regulations. TRPA will provide standardized, written findings and IEC (if applicable) for the following minor applications: single-family dwelling modifications or improvements; grading, excavation, filling, or backfilling; and lot line adjustments. These items are NOT required by the applicant for minor applications for the project types listed. Projects involving commercial, tourist, etc. uses will be required to submit the applicable findings as called for on the application.

Minor application procedures summarized within this packet and the TRPA Rules of Procedure Section 5.4 do not apply to permitting submitted and completed by agencies other than TRPA. Minor applications shall not be construed to meet the project scope as a series of approvals. Properties should only have one application or permit active at a time that would change land coverage.

II. MINOR APPLICATION ELIGIBILITY AND CRITERIA

The following project types are eligible for expedited review as a minor application:

1. DEVELOPMENT RIGHT BANKING

- See the [development right verification and banking application](#) for more information.

2. COVERAGE BANKING ON NON-SENSITIVE LAND

- See [development right verification and banking application](#) for more information.
- Visit the [Parcel Tracker](#) and use the location address to determine if a property has sensitive land.

3. CONVERSIONS OF BANKED DEVELOPMENT RIGHTS

- See the [conversions application](#) for more information.
- Visit the [Parcel Tracker](#) and use the location address to determine if a property has banked development rights.

4. TRANSFERS OF BANKED DEVELOPMENT RIGHTS

- See the [transfer application](#) for more information.
- Visit the [Parcel Tracker](#) and use the location address to determine if a property has banked development rights.

5. TRANSFERS OF BANKED COVERAGE FROM NON-SENSITIVE LAND

- See the [transfer application](#) for more information.
- Visit the [Parcel Tracker](#) and use the location address to determine if a property has banked land coverage and non-sensitive land.

6. INITIAL HISTORIC RESOURCE DETERMINATIONS

- See the [historic determination application](#) for more information.
- If a property or resource is potentially eligible, a full project application without expedited review may be warranted.

7. UNDERGROUND TANK REMOVAL

- See the [underground tank application](#) for more information.

8. LOT LINE ADJUSTMENTS MEETING ALL OF THE FOLLOWING CRITERIA:

- The adjustment is between two parcels;
- The adjustment is an equal area exchange, with existing parcel areas maintained to the nearest square foot;
- The exchanged areas do not include any change to land coverage;
- The exchanged areas have the same Land Capability Classification (Visit the [Parcel Tracker](#) and use the location address to determine a property's land capability.); and,
- The project area is located entirely outside of the shorezone/shoreland.
- See the [lot line adjustment application](#) for more information.

9. MINOR SITE OR BUILDING IMPROVEMENTS MEETING ALL OF THE FOLLOWING CRITERIA:

- The project is a single-parcel application;
- The project area is classified as Residential, Mixed-Use, or Tourist Land Use (Visit the [Parcel Tracker](#) and use the location address to determine permissible use.);
- The project area is located entirely outside of the shorezone/shoreland;
- The project is not visible from the waters of Lake Tahoe or a [scenic roadway, recreation area, or bikeway](#);
- The project does not propose any new or relocated coverage on sensitive land (Visit the [Parcel Tracker](#) and use the location address to determine if a property has sensitive land.);
- The project does not propose an intensification or change in use;
- The parcel has an existing BMP certificate (Visit the [Parcel Tracker](#) and use the location address to determine if a property has a BMP certificate.);
- The project will not add additional building height above 26 feet;
- The project does not involve a non-conforming use or structure;
- The project does not require a Hearings Officer or Governing Board approval per [TRPA Code of Ordinances](#) Section 2.2.2; and,
- The project does not require a transfer of land coverage or development right(s).
- See the applicable residential, commercial, tourist, public service, or recreation application [online](#).

10. ACCESSORY DWELLING UNITS

- See the [single family dwelling application](#) for more information.
- Up to two accessory dwellings units.
- The project does not exceed other limitations for Minor Applications outlined in this packet.

11. GRADING

- See the [grading application](#) for more information.
- Activity or project does not exceed 10 cubic yards on sensitive land and 50 cubic yards in total. Visit the [Parcel Tracker](#) and use the location address to determine if a property has sensitive land.

12. SIGNS

- See the [sign application](#) for more information.
- Involves no more than two signs with sizes not exceeding 40 square feet each.

13. LINEAR PUBLIC SERVICE REPAIR OR RECONSTRUCTION

- See the [public service application](#) for more information.
- Projects resulting in no new coverage and no significant changes to finished grades.

14. PUBLIC HEALTH AND SAFETY FACILITIES

- See the [public service application](#) for more information.
- Due to project scale or complexity, staff may determine that a project warrants regular project review.

15. FIRE MITIGATION FOR PIPELINES AND POWER TRANSMISSION FACILITIES

- See the [applicable application online](#) for more information.
- The project is not visible from the waters of Lake Tahoe or a [scenic roadway, recreation area, or bikeway](#);
- Due to project scale or complexity, staff may determine that a project warrants regular project review.

III. PROCESS FOR MINOR APPLICATIONS

Step 1: Determine if the proposed project meets the eligibility criteria for a minor application as listed above. If you are unsure if your project qualifies, you may call 775-589-5333 to speak with a permit technician.

Step 2: Determine whether your application can be submitted to your local building department or TRPA. [Use this guide](#) to know where to apply.

Step 3: Check [online](#) to determine if your property is located within the FEMA 100-year floodplain. Additional development, grading, and filling of lands within the floodplain are prohibited.

Step 4: Gather information to submit with your online application. Required items vary depending on the type of projects. Use the application that corresponds to your proposed project. All applications can be found [online](#) at TRPA.gov.

Some application requirements are waived for minor projects:

- Findings and the initial environmental checklist (IEC), if applicable, can be excluded for the following minor applications: single-family dwelling modifications or improvements; grading, excavation, filling, or backfilling; and lot line adjustments. These are standardized for minor applications and will be completed by TRPA.

Step 5: Submit your online application to TRPA via the [Accela Citizen Access Database available at www.trpa.gov](#). Mark the minor application check box during step 3 in the online application process. You will receive an email acknowledging receipt of your application. Once your application is received, TRPA will review all submitted items within 15 days to ensure all materials necessary for review were received and no additional information is needed. When an application is deemed complete by TRPA, it will be assigned to a planner.

Step 6: Receive your permit. Upon completion of review, TRPA will issue a conditional permit for the project. It is the responsibility of the applicant to apply for and receive any other necessary agency approvals (e.g. building permits, approval from public utility district, etc.) prior to beginning work.