



NEW PIER INFORMATION PACKET

For any questions regarding information within this packet, please call 775-589-5333 or email TRPA@trpa.gov to speak with a permitting technician.

I. PROCESS FOR SUBMITTING A PRELIMINARY PIER PROPOSAL

- Step 1:** **Look up existing property information.** Visit the [Parcel Tracker](#) and use the location address to determine what records are available relating to your property, such as: general permit records, compliance status, and more.
- Step 2:** **Review the TRPA Shorezone development standards for piers.** Shorezone and pier standards can be found in the TRPA [Code of Ordinances](#) section 84.4.
- Step 3:** **Review the [shoreline map](#) for important site considerations.** The shoreline map provides a visual analysis of important site considerations for your property and potential pier location. Pay close attention to the following: scenic character type, shoreline unit, attainment status, and stream mouth protection zones or shorezone protection zones. Additional piers are prohibited within the stream mouth protection zones and shorezone protection zones.
- Step 4:** **Understand which fees to expect and how much.** All applicable project and activity fees are listed in the [fee schedule](#), which is updated annually. Fee categories include service fees, project review fees (i.e. application fees), mitigation fees, monitoring fees, administrative fees, and shorezone fees. To learn more about which fees to expect with a project, see the [TRPA Permitting Procedure Manual](#).
- Step 5:** **Determine whether assistance may be needed.** Many improvements require technical plans prepared by surveyors or engineers. For complex applications, property owners and applicants often hire planning and permitting consultants to coordinate with technical specialists and manage the permitting process. TRPA hosts a service provider list found [here](#). Application requirements are listed on [TRPA Applications and Forms](#) webpage and discussed in more detail in this manual.
- Step 6:** **Prepare existing and proposed site plans and schematics.** The application checklist included in this packet lists all elements that must be included on these plans. There are sample plans available [online](#).
- Step 7:** **Complete and submit your online application to TRPA via the [Accela Citizen Access Database](#) available at www.trpa.gov.** Each project category has a [TRPA Application and Form](#) listing specific items that are required at the time of submittal. TRPA created [sample plans](#) to help applicants determine what site plans and scenic assessments should look like. Application [filing fees](#) are also due at the time of submittal.

II. SINGLE PARCEL PIER LOTTERY SYSTEM

TRPA may authorize up to three single-parcel piers, through issuance of permits, during the current phase of the Shoreline Plan implementation. The subsequent two-year period will see the allotment for single-parcel piers diminish by one potential pier every two years. TRPA will accept for review single-parcel pier applications based on a lottery system pursuant to TRPA Code of Ordinances Section 84.4.C.1 and the distribution limits set forth in Section 84.4.4.D.

PROJECT REVIEW AND ALLOTMENT SCHEDULE

June 1- June 30, 2023	TRPA will accept preliminary project proposals for new single-parcel piers for a 30-day period based on the criteria listed in Code Section 84.4.2 (See Section III).
July 1- July 18, 2023	TRPA will review the preliminary project proposals for new single-parcel piers based on the criteria listed in Section III.
July 19, 2023	If TRPA receives more proposals for single-parcel piers than the 2-year allotment number, TRPA will conduct a random drawing selecting the appropriate amount of single-parcel pier projects to move forward with full review. Chosen proposals will have 6 months from the date of the drawing to submit a complete Shorezone Project application.
January 19, 2024	Deadline for selected proposals to submit a complete Shorezone Project application to TRPA. Standard project review times will apply.

III. SINGLE PARCEL PIER APPLICATION CRITERIA

A private littoral parcel shall be eligible and may enter the lottery for an additional single-parcel pier provided the following criteria are met:

1. The subject parcel must be littoral. (i.e., adjoin or abut the high-water elevation of Lake Tahoe)
2. No pier exists on the parcel at time of application.
3. Pier development potential on the parcel is not restricted via a deed restriction or other restrictive policy or covenant.
4. The parcel is not located in a [Shorezone Preservation Area](#).
5. The littoral parcel does not have access to an existing homeowner's association pier.
6. The parcel is not located in a [Stream Mouth Protection Zone](#).
7. The parcel is not located within a [Visually Sensitive Area](#).

IV. MULTIPLE PARCEL PIER PRIORITIZATION SYSTEM

TRPA may authorize up to nine multiple-parcel piers, through issuance of permits, during the current phase of the Shoreline Plan implementation. Subsequent two-year period will see the allotment for multiple-parcel piers increase every year, until years 15-16 of the Shoreline Plan, when there will be a slight decrease. TRPA will accept for review and prioritization multiple-parcel pier applications based on the application and prioritization criteria listed in Code Section 84.4.4.C.2 (See Section V).

PROJECT REVIEW AND ALLOTMENT SCHEDULE

June 1- June 30, 2023	TRPA will accept preliminary project proposals for new multiple-parcel piers for a 30-day period based on the criteria listed in Section V.
July 1- July 18, 2023	TRPA will review the preliminary project proposals for new multiple-parcel piers based on the criteria listed in Section V.
July 19, 2023	TRPA will prioritize the project proposals received based on the criteria in Section V. The top project applications based on the prioritization criteria will be chosen by TRPA staff for project review (allotment numbers will change depending on the program implementation year). Chosen proposals will have 6 months from the date of selection to submit a complete Shorezone Project Application. If the prioritization process ends in a tie, a lottery for the last allotment among the remaining, qualifying applications will be used to move forward.
January 20, 2024	Deadline for selected projects to submit a complete Shorezone project application to TRPA. Standard project review times will apply.

PRIORITIZATION CRITERIA

Applications for additional multiple-parcel piers shall be reviewed and prioritized based on the following criteria, in order of decreasing priority:

1. Number of littoral parcels for which the project retires pier development potential within the same Scenic Character Type and the same Scenic Unit as the subject parcel.
2. Number of littoral parcels for which the project retires pier development potential.
3. Piers located in less sensitive scenic character types. Visually Dominated is less sensitive than Visually Modified, which is less sensitive than a Visually Sensitive scenic character type.
4. A littoral parcel that has access to an existing homeowner's association (or similar entity) multiple use pier will be assigned the lowest priority.

If fewer than 12 additional piers are permitted in a given two-year period, remaining piers from that two-year allotment shall be available during the subsequent two-year period within their respective multiple-parcel or single-parcel categories.

V. MULTIPLE PARCEL PIER APPLICATION CRITERIA

Private littoral parcels shall be eligible and may submit a preliminary project proposal for an additional multiple parcel pier provided the following criteria are met:

1. The subject parcel must be littoral. (i.e., adjoin or abut the high-water elevation of Lake Tahoe)
2. No pier exists on the parcel at time of application.
3. Pier development potential on the parcels are not restricted via a deed restriction or other restrictive policy or covenant.
4. The parcel is not located in a [Shorezone Preservation Area](#).
5. The parcel is not located in a [Stream Mouth Protection Zone](#).

VI. NEW PIER CHECKLIST ITEMS

To submit an online New Pier (i.e. Preliminary Pier) Application, click [here](#). The following section contains a checklist of items to be submitted with your application. Submit your application using the Assessor's Parcel Number (APN) for the property on which the pier will be located.

An applicant may submit proposals for both single-parcel and multiple-parcel piers, if eligible for each. The ranking and selection process for multiple-parcel piers will be done first, and if selected for a multiple-parcel pier, the property will be removed from the single-parcel pier lottery.

To submit a pier proposal application, some general information about the property will be collected to determine eligibility and to determine priority (for multiple-use piers). Specific design details and site plans will not be required for the initial pier proposal submittal. Documentation to demonstrate littoral status is required (grant deed with legal description, etc.). The list of questions on the next page will be asked as part of the online submittal. It is recommended that you look up all your information before logging into the online system. Please note, if submitting on behalf of the property owner, the owner's authorization form must be signed and uploaded to the online system.

SUPPLEMENTAL APPLICATION QUESTIONS

1. **General Scope:** ☐ Single Parcel Pier ☐ Multiple Parcel Pier
2. **Is the property littoral (i.e., adjoin or abut the high-water line)?** ☐ YES ☐ NO
You will need to upload documentation demonstrating littoral status in a recorded legal description with your online application.
3. **Is there an existing pier on the property?** ☐ YES ☐ NO
4. **Does the property have any deed restrictions, easements, or other restrictions that would disqualify the parcel from having a pier?** ☐ YES ☐ NO
If yes, you will need to upload documentation.

5. Does the property have access to an existing Homeowners Association Pier? ☐ YES ☐ NO

6. Is the parcel in a [Shorezone Preservation Area](#)? ☐ YES ☐ NO

7. Is the parcel located in a [Stream Mouth Protection Zone](#)? ☐ YES ☐ NO

8. [Scenic Character Type](#):

☐ Visually Dominated

☐ Visually Modified

☐ Visually Sensitive

9. Where will the pier be located? APN(s) _____

10. SINGLE PARCEL PIERS ONLY

a. Is the parcel located in a [Visually Sensitive Area](#)? ☐ YES ☐ NO

11. MULTIPLE PARCEL PIERS ONLY

a. [Scenic Shoreline Unit](#): (Name/Number) _____

b. How many littoral parcels will be retired for pier development as part of this project?
Parcels must be located within the same scenic character type and same scenic unit.

Number: _____ APNs: _____