

OUTSOURCE REVIEW REQUEST INFORMATION PACKET

I. OVERVIEW

Applicants can request an outsource review for Tahoe Regional Planning Agency (TRPA) applications. Outsource review allows applicants to have their project reviewed by a third party consultant for an additional fee and potentially an shorter review time. If outsource review is requested, TRPA will forward your application to a TRPA-approved consultant that is familiar with the TRPA Code of Ordinances, permitting processes, programs, procedures, and environmental thresholds.

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

II. GUIDELINES FOR OUTSOURCE REVIEW REQUEST

- Step 1:** **Complete and submit BOTH your project and outsource review request 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. Application [filing fees](#) are also due at the time of submittal.
- Step 2:** **Completeness review.** Once an application is received, TRPA will complete an initial review of materials within 30 days. The initial review ensures all checklist items, correct fees, and the correct application was provided, as well as ensuring the application was submitted to the correct agency. If the application is missing any checklist items, TRPA will send an incomplete letter to the applicant listed on the application. During this step TRPA Intake staff will flag your application as an outsource review request.
- Step 3:** **Consultant review and acceptance.** TRPA staff will forward your project application and all materials to a TRPA-approved consultant. The outsource review consultant will review the project and determine whether or not they will accept the work. If accepted, the consultant will prepare a proposal with the cost estimate and timeline for reviewing the project. This cost estimate is in addition to TRPA fees.
- Step 4:** **Applicant acceptance.** TRPA will send a copy of the proposal to the applicant or their representative to accept or deny the consultant's proposal. If the applicant accepts the proposal, TRPA will notify the consultant and collect additional consultant fees. No fees are paid by the applicant directly to the consultant. If the applicant decides to decline the proposal, the project application is then assigned to a TRPA staff planner for review.

Step 5: **Conditional permit or determination issued.** The consultant will complete all TRPA review, draft a conditional permit or determination, and send the draft permit or letter to TRPA. TRPA staff will then cross-check the consultant’s work and issue a permit or letter. Conditional permits 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 final plans are stamped. Such conditions may include revisions to plans, payment of fees, a security deposit, or submittal of additional information. Conditional permits typically need to be acknowledged within three years of approval.

At this step in the process, the permittee should submit a building permit application and any other required applications to the applicable County or City. Designs should be consistent with the TRPA permit and conditions.

Step 6: **Permit acknowledgement.** This is the final phase of the permit approval process. At this phase, the property owner or permittee is “acknowledging” that they understand and will abide by all conditions of the permit during their project. Applicants need to address all the requirements of the conditional permit with the planner. Once the conditions have been met, the planner will stamp the plans and sign the permit. Mitigation and monitoring fees may be required with permit acknowledgement.

Step 7: **Request a pre-grade inspection.** Prior to any site grading or construction, an applicant or their representative will need to 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 8: **Request a final inspection.** At the completion of a project (including revegetation and installation of stormwater systems), an applicant or their representative will need to request a final inspection [online](#). 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 the final inspection. Some permits will have additional security that is held for several years after project completion. This often occurs for scenic mitigation on lakefront properties.



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

OUTSOURCE REVIEW REQUEST 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.

TRPA File # for the Project: _____

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) _____

Brief Project Description: