TAHOE REGIONAL PLANNING AGENCY

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PARCEL CONSOLIDATION INFORMATION PACKET

I. OVERVIEW

This packet is for parcel consolidations, or mergers, only. For information on lot line adjustments, right-of-way abandonments, or subdivisions, see applicable information packet available online.

Pursuant to TRPA Code of Ordinances section 2.3.2.M, parcel consolidations, or mergers, are considered an exempt activity provided that deed restrictions permanently consolidating the parcels are recorded by the affected owners. Exempt activities do not require a TRPA permit; however, you will need to submit an application to TRPA. This application will result in TRPA staff preparing a deed restriction for the consolidation. During review of the application, staff will also ensure that the merger will not result in a non-conforming use (e.g. more residential units that would be allowed otherwise) or an increase in development potential.

Important to keep in mind:

- A parcel consolidation application does not verify land capability, coverage, or development rights for the parcels affected. Verifications may be required at a later date prior to a future project.
- All easements that exist on the parcels prior to the consolidation (e.g. utility, public access, etc.) will remain in effect.
- Parcel consolidations, or mergers, require an application with BOTH the applicable county and TRPA.

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. PROCESS FOR PARCEL CONSOLIDATIONS

Step 1: **Determine what has been verified for each affected parcel.** Prior to the consolidation, check to see if there are any unused development rights associated with the affected parcels, such as a potential residential unit of use. Visit the Parcel Tracker and use the location address to determine what records are available.

In some cases, your local building department may have additional development rights data in their records.

If the parcel is a residential lot with no development, it will likely have a potential residential unit of use. You will need to bank any unused development rights through a TRPA Verification & Banking Application.

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. You will also need to submit an application to the applicable county.

Step 3: **Work with a Planner.** Once your application is received it will be assigned to a planner for review. Visit the Parcel Tracker and use the location address to check the application status or to see which planner is assigned to your project.

Step 4*:* **Receive your deed restriction and record with the county recorder's office.** Upon completion of review, a deed restriction will be issued by TRPA. It is your responsibility to sign, notarize, and record the deed restriction with the county's recorder's office.

Step 5: **Submit the recorded deed restrictions to TRPA.**

III. PARCEL CONSOLIDATIONS CHECKLIST ITEMS

To submit an online Parcel Consolidation Application, click here. The following checklist items must be submitted with your application.

- ☐ **Completed online application form.**
- ☐ **Application filing fee. (submitted with online form)**
- ☐ **Copy of the latest grant deed for all affected parcels, including legal description, owner name, book page, document number, and date recorded with county.**
- ☐ **Map or exhibit provided to the county that shows the parcel merger.**
- ☐ **Signature authorization page. (attached)**

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: _____