



TRPA Permitting Procedure Manual

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INTRODUCTION

The Tahoe Regional Planning Agency (TRPA) works to provide outstanding customer service throughout the permitting process. When environmentally beneficial redevelopment at Lake Tahoe occurs, our communities, businesses, and the natural environment all benefit.

This procedure manual outlines standard TRPA practices for project reviews, inspections, and monitoring. Clear written procedures help TRPA maintain high quality permitting operations with efficient processes and consistent outcomes. Permitting requirements are described, and convenient links are provided to view additional information.

The manual is intended to be a consolidated resource for staff, project applicants, and other interested individuals. Local staff at TRPA partner agencies may use the manual as a resource, but the specified procedures are not required for permitting actions delegated to local agencies.

This document is organized into four main sections plus appendices:

I. TRPA PERMITTING OVERVIEW

The TRPA Permitting Overview provides a high-level summary of TRPA, permitting in Tahoe, and requirements for projects in the Lake Tahoe Region. It is drafted for individuals wanting to understand the basic considerations for development at Lake Tahoe and where to start with property verifications and project applications.

II. APPLICATION REVIEW PROCEDURES

The Application Review Procedures section provides detailed procedures for staff during the application submittal, project review, inspection, and monitoring phases of a project. The section describes the levels of review, general review procedures, and the different application types and special review considerations. Appendix A describes the standard considerations and guidance details for code conformance reviews.

III. COMPLIANCE & ENFORCEMENT PROCEDURES

Inspections, monitoring, securities, and enforcement are used to maintain compliance TRPA Regional Plan, Code, and associated requirements. Procedures are described in this section.

IV. ADMINISTRATIVE PROCEDURES

Administrative Procedures describe the Permitting Department staff teams and the standard procedures for management, office protocols, customer service, and data entry.

TRPA Permitting Procedure Manual

I. TRPA PERMITTING OVERVIEW

AGENCY OVERVIEW

We all have a role to play. It takes the stewardship of locals, visitors, and 100+ partner agencies alike to preserve, restore, and enhance the unique natural and human environment of the Lake Tahoe Basin.

Today, 89% of the land area in the Lake Tahoe Region is publicly owned and managed. Of the 11% that is privately owned, roughly 95% of that has been previously developed. Therefore, much of the construction that occurs is infill and redevelopment. And, that's a good thing!

With redevelopment, we see improvements that benefit our environment and communities:

- Water quality and stormwater improvements;
- Sensitive land restoration;
- Scenic upgrades;
- Traffic, streetscape, and bike and pedestrian improvements; and,
- Energy efficient buildings

The impact of "legacy" development. Much of Tahoe's urban development was constructed in the 1950s, '60s, and '70s. Approximately 75 percent of Tahoe's marshes and 50 percent of its meadows were developed before the need to protect these areas was well understood.

The lake's sensitive lands serve as natural sponges and filters for fine sediments and other pollutants. Without protection and restoration of these areas, pollution can feed directly into the lake. Today, stormwater runoff from urban areas and roads accounts for over 70% of fine sediment particles that enter the lake.

Additionally, disbursed development patterns of the past have created an over-dependence on automobiles leading to traffic congestion and air pollution. The Lake Tahoe Regional Plan and implementing ordinances support walkable, bikeable communities that can thrive economically.

A blueprint for environmental protection at Lake Tahoe. The Tahoe Regional Planning Agency (TRPA) leads the cooperative effort to preserve, restore, and enhance the unique natural and human environment of the Lake Tahoe Region, while improving local communities, and people's interactions with our irreplaceable environment.



Redevelopment at Heavenly Village created a walkable commercial core. Environmental benefits included improved recreation access, stormwater treatment, and the scenic roadway character.

TRPA was created in 1969 and expanded in 1980 in response to rapid growth and environmental degradation that was happening in the Lake Tahoe Region. The agency operates under an act of congress and [Bi-State Compact](#) between California and Nevada.

The Bi-State Compact aims to create a balance between the natural and human-made environment by establishing specific [environmental thresholds](#) for Lake Tahoe. These thresholds are measurable requirements for environmental quality in the Lake Tahoe Region.

Each project can make a difference. The [Lake Tahoe Regional Plan](#) provides the regulatory framework to achieve and maintain the environmental thresholds. Each regulation included in the [TRPA Code of Ordinances](#) links back to Regional Plan Policies and one or more of the environmental thresholds.

All activities in the Lake Tahoe Region must comply with the Code. This includes activities on private and public lands. The Code defines which activities are considered projects under the TRPA Code and require a TRPA permit.

Today, private investment is occurring in a way that reduces the environmental impact of Tahoe's built environment.

Typical permit requirements include compliance with modern design requirements (including development right and land coverage standards), installation of water quality best management practices (BMPs), and a variety of environmental mitigation requirements.

Private investment at Lake Tahoe is coupled with over [\\$2.8 billion in public investments \(as of August 2023\)](#) that have been invested to realize regional environmental goals.

To learn more about TRPA, how we operate, and the agency's programs, visit [TRPA.gov](https://trpa.gov).



The three key mechanisms for implementing the Regional Plan are: (1) permitting and compliance, (2) restoration programs, and (3) partner collaboration.

PERMITTING IN TAHOE – AN OVERVIEW

Many activities and projects within the Lake Tahoe Region require both a TRPA environmental review permit and separate building permits from the applicable County or City. Typically, for projects requiring TRPA environmental review, a TRPA application will need to be submitted and approved *before* final approval of a local agency building permit.

Some local jurisdictions within Tahoe can review and issue a TRPA determination or permit on behalf of TRPA. See the section below on “Where to Apply” to learn more.

EXEMPT AND QUALIFIED EXEMPT ACTIVITIES

The [TRPA Code of Ordinances](#) Section 2.3 identifies activities that are “Exempt” or “Qualified Exempt (QE)” from TRPA environmental review and approval. Exempt and qualified exempt activities in the shorezone are listed in Chapter 82.

For exempt activities, a property owner can proceed with the activity without any TRPA application, provided they comply with any other applicable rules and processes from other regulatory agencies, including the local building department.

Qualified exempt activities require a declaration filing with TRPA to verify certain safeguards for environmental protection are in place prior to an activity. Some qualified exempt activities require a Best Management Practices (BMP) certification and/or mitigation fees.

For more information, review the [Exempt Activity Information Packet](#) and the [Qualified Exempt Activity Information Packet](#).

WHERE TO APPLY

If an activity is defined as a project requiring TRPA environmental review, a property owner or their representative will need to submit an application to TRPA, or to the applicable County or City, which can vary by the project’s locations. Use the resource links below to learn more and where to apply:

[Where to Apply \(Based on Location and Project/Activity Type\)](#)

[Permitting MOUs](#)

TRPA employs Memorandums of Understanding (MOUs) with the local jurisdictions and agencies to carry out certain environmental reviews on behalf of TRPA. Each MOU is signed by TRPA and

the other organization and outlines the responsibilities of each partner.

There are a variety of MOU types.

A **Delegation MOU** allows a local government to review TRPA applications submitted by private citizens together with the local government applications. This helps to create “one-stop-shop” permitting, which can save time and resources for customers. For example, TRPA permitting for many new single family dwelling projects and projects involving additions to single family dwellings has been delegated to the applicable County or City. Each MOU has limitations for delegated permits. Larger projects, shoreland/shorezone projects, and other project categories require review by TRPA.

Under **Exempt MOUs**, certain utility companies and land management agencies are given authority to review certain maintenance or replacement projects for conformance with TRPA standards. New facilities are typically reviewed by TRPA.

Other MOUs primarily address interagency coordination for shoreline permitting, land banking, fire protection, public works installations, and other matters.

It is important to understand that there is accountability under all MOUs.

Under each MOU agreement, it is the role of our partner agencies and staff to ensure projects comply with the TRPA Code. TRPA’s role is to interpret the code, provide support (such as this training), and oversee compliance under the MOUs. TRPA annually audits a sample of permits and inspections completed under MOUs to verify that TRPA environmental standards are being met and environmental quality continues to be protected.

PERMIT PROCESS

Below are general steps that should be followed by an applicant to establish a new land use or complete a property improvement in the Lake Tahoe Region:

PRE-APPLICATION

Step 1: **Determine if your project requires TRPA review and approval.** Some activities may be considered “Exempt” or “Qualified Exempt” from TRPA review and will not require a TRPA permit. Reference the [Exempt Activity Information Packet](#) and the [Qualified Exempt Activity Information Packet](#). Activities that are “Exempt” or “Qualified Exempt” from TRPA environmental review and approval are listed in Code section 2.3 (and chapter 82 for the shorezone). Activities not listed as an exempt or qualified exempt activity will require a TRPA permit.

Step 2: **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, applicable fire district and local plan, and more.

Step 3: **Understand site considerations and what is allowable.** Visit the [Parcel Tracker](#) and use the location address to look up basic planning information on a property including land capability and coverage, development rights, stormwater compliance status, known TRPA deed restrictions, and the TRPA permit history.

The Parcel Tracker also includes a link to the applicable [Local Plan](#). Local plans describe planning considerations at the neighborhood scale, including allowed land uses, uses requiring a special use permit, and other design standards for the area.

Generally-applicable development standards, such as land coverage, height, Best Management Practices (BMPs), and design guidelines are outlined in the [TRPA Code of Ordinances](#).

The [Local Plan](#), [Parcel Tracker](#), [TRPA.gov Permitting Tab](#), [Permit Review Map](#), [design review guidelines](#), and [Procedure Manual](#) are frequently-used resources.

Step 4: **Understand scenic considerations.** Properties that are visible from Lake Tahoe or a scenic roadway corridor (e.g. State Routes, US Highway 50, Pioneer Trail, etc.), recreation areas, or bikeways must comply with additional site and design standards. To learn more, review [Scenic Considerations](#) online.

Step 5: **Complete any necessary verifications or determinations.** These may be necessary before submitting a project application. If a property has never received a TRPA permit, a [Land Capability Verification or Site Assessment](#) will likely be required. These provide information on development potential and verify what is legally existing on the property today.

Depending on the parcel and project specifics, additional verification or determination may include: existing coverage verifications, development rights verifications or allocations, soils hydrology determinations, or historic resource determinations. If the project includes alteration of structures greater than 50 years in age, you will first need to apply for a [historic determination](#) to assess if the property is an eligible historic resource.

The [Parcel Tracker](#) is the best resource to determine if the necessary verifications have already been made.

Step 6: **Determine if your property is located within the FEMA 100-year floodplain.** Additional development, grading, and filling of lands within the floodplain are prohibited. Areas within the FEMA 100-year floodplain can be viewed [online](#). Floodplain boundaries may need to be determined in a project area.

Step 7: **Check the title report.** Prior to submitting a project application, it is important to review a current title report. Any easements on the property will need to be shown on submitted

plans. An applicant must receive authorization from all interested parties (e.g. parties or entities to whom the bond, assessment, back taxes, fees or liens are owed) for *certain* activities such as development right transfers.

Step 8: **Obtain the necessary development rights for your project. (New construction or new units ONLY.)** [Development rights](#) are land use units someone must acquire before a unit is constructed. Development rights include single and multi-family residential units of use (RUUs), residential bonus units, tourist accommodation units (TAUs), and commercial floor area (CFA). Residential units of use (RUUs) are formed by combining a potential residential unit of use (PRU) and a residential allocation.

Development rights may be acquired through an allocation assignment by the local building department, through a transfer or conversion, or assignment of a residential bonus unit for deed-restricted properties. If the property is already developed or was developed in the past, then there may be existing or banked rights available. The [Parcel Tracker](#) is the best resource to determine what development rights are already associated with a property. Visit [TRPA.gov](#) to learn more about development rights.

Step 9: **Determine level of review.** Levels of review describe if public noticing or a public hearing will be required, and if the application is a [minor](#) or general application.

Some projects will require a public notice and hearing before the Governing Board or Hearings Officer. These are specified in the [TRPA Code of Ordinances](#) Section 2.2.2. Other projects require public notice with a staff level approval. Many shorezone applications use this process. Projects requiring notice are listed in the [Rules of Procedure](#) Article 12.

For standard staff reviews, expedited reviews are available for certain [minor applications](#). These are projects that are relatively simple in scope and present a lower environmental risk. A determination or permit for minor applications is typically issued within 40 days. Projects must meet certain criteria to qualify.

Step 10: **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 11: **Determine level of review.** Levels of review describe if public noticing or a public hearing will be required, and if the application is a [minor](#) or general application.

Some projects will require a public notice and hearing before the Governing Board or Hearings Officer. These are specified in the [TRPA Code of Ordinances](#) Section 2.2.2. Other projects require public notice with a staff level approval. Many shorezone applications use this process. Projects requiring notice are listed in the [Rules of Procedure](#) Article 12.

For standard staff reviews, expedited reviews are available for certain [minor applications](#). These are projects that are relatively simple in scope and present a lower environmental risk. A determination or permit for minor applications is typically issued within 40 days. Projects must meet certain criteria to qualify.

Step 12: **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.

APPLICATION SUBMITTAL & REVIEW

Step 13: **Determine where to apply for a permit.** TRPA has memorandums of understanding (MOUs) with Placer County, El Dorado County, the City of South Lake Tahoe, and agencies such as public utility companies and land managers. That means those entities can permit some projects on behalf of TRPA. Each MOU is slightly different so it is important to check and see if another agency is able to process a specific application. [Use this guide](#) to know where to apply.

Step 14: **Prepare existing and proposed site plans, floor plans, and elevation drawings.** The application checklist included in this packet lists all elements that must be included on these plans. There are sample plans available [online](#).

Step 15: **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, elevations, floor plans, coverage tables, BMP calculation sheets, and scenic assessments should look like. Application [filing fees](#) are also due at the time of submittal.

Step 16: **Completeness review.** Once an application is received, TRPA will complete an initial review of materials within 30 days, or 15 days for minor applications. 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.

Step 17: **Application assignment and review.** Once your application is complete it will be assigned to a planner for review. This planner will be the lead on the project, meaning the primary point of contact and the person completing project review and issuing the permit. You can view who is assigned to your project by visiting the [Parcel Tracker](#) and typing in the TRPA file number received when the application was submitted.

TRPA holds itself up to the standard of issuing a permit in 120 days or less (or 40 days for minor applications), determined from the time that all information needed to review the project is provided (i.e. once the completeness review is final).

Review times vary based on application volumes and staffing. The planner will review the project to ensure it meets the requirements of the TRPA code of ordinances and local plan.

If additional information is required to ensure the project meets code requirements, the planner will send an email requesting the additional information. When additional information is requested, the time for review is paused until the applicant is able to provide all required information.

PERMIT & CONSTRUCTION

Step 18: Conditional permit or determination issued. Once the review is completed, a conditional permit or determination will be issued. 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 19: 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 20: 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 21: 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.

OTHER PERMITTING PROCESS STEPS

- **Appeals.**

Pursuant to Section 11.2 of the [TRPA Rules of Procedure](#), permits may be appealed to the TRPA Governing Board within twenty-one (21) days of the date of action on the permit.

- **Plan Revisions.**

Substantive modifications to approved plans, once a conditional permit or acknowledged permit is issued, requires a plan revision application. A plan revision application is submitted online as if it were a new application. Minor technical adjustments that do not impact land coverage or other basic regulations may be approved by the planner through a repeat permit acknowledgement process. This is sometimes needed if a local building department requires plan adjustments.

- **Noticing and Public Hearings.**

The [TRPA Rules of Procedure](#) Section 12.14 provides a list of classes of projects and matters requiring notice to affected property owners. If notice is required, the applicant will submit a list of the names and addresses of the persons who own property, or a portion thereof, within 300 feet of the project area boundaries to TRPA. The project notice is prepared and mailed by TRPA staff.

[TRPA Code of Ordinances](#) Section 2.2.2 provides a list of applications that require a public hearing before the Hearings Officer or Governing Board. These are public meetings scheduled by the TRPA staff planner assigned to a project once review is completed and a draft permit is prepared.

- **Outsourced Review.**

Applicants can request an [outsource review](#) for TRPA applications. Outsource review allows applicants to have their project reviewed by a third party for an additional fee and potentially expedited review time. TRPA has outsource review consultants that are familiar with the TRPA Code of Ordinances, permitting processes, programs, procedures, and Environmental Thresholds.

- **Expedited Review.**

Certain emergency or public health and safety related projects may be eligible for [expedited review](#). These are fairly rare and prioritized based on set criteria located on the request form.

TOPICS EVALUATED AS PART OF A TRPA APPLICATION

This section provides a general overview of topics assessed and reviewed as part of a TRPA application and provides the corresponding Code chapters. For a more detailed summary of the Code chapters and the standards for permit approval, please reference [Appendix A: TRPA Code of Ordinances Detailed Overview](#).

APPLICABILITY

Code Chapter 2 lists projects requiring public hearings, exempt and qualified exempt activities, and related matters.

TRPA Code Chapter 2: Applicability of the Code of Ordinances

ENVIRONMENTAL ANALYSIS AND DOCUMENTATION

Code Chapter 3 sets forth the environmental analysis and documentation required for projects. Some projects will be required to submit an “Initial Environmental Checklist” with their project application to determine if the project could result in any significant environmental impacts. Construction of single-family homes and additions, minor changes in use, and transfers or conversion of development rights are exempt from this requirement.

Large-scale development projects or planning matters may warrant additional environmental analysis as part of an environmental assessment or environmental impact statement (EIS).

TRPA Code Chapter 3: Environmental Documentation

LAND USE

Land use standards are primarily addressed in the [Local Plans](#). The applicable local plan needs to be reviewed with each project. Code chapters are referenced when determining the appropriate category of primary, accessory, or temporary use; for special use findings; non-conforming use provisions; and standards for temporary and accessory uses including Accessory Dwelling Units (ADUs).

TRPA Code Chapter 21: Permissible Uses

Chapter 22: Temporary Uses, Structures, and Activities

SITE DEVELOPMENT - LAND COVERAGE STANDARDS

Land Coverage is a fundamental development limitation in the Lake Tahoe region. Each parcel in the region is allowed a certain amount of land coverage based on the environmental sensitivity of land, as measured using “Bailey” land capability classifications. The alternative IPES system (Chapter 53) applies to residential parcels that were vacant when the regional plan was established. Legally-existing coverage in excess of the allowed amount may be maintained, but mitigation is required. In certain circumstances, land coverage can be transferred, banked, or retired, or exempted from calculations.

Chapter 30 outlines standards for the Bailey land classifications; and the limitations, exemptions,

and mitigation requirements for Land Coverage.

More information on land coverage is available within this manual, [online](#), or by viewing this [video](#) on residential coverage exemptions.

TRPA Code Chapter 30: Land Coverage

SITE DEVELOPMENT – OTHER STANDARDS

Applications are reviewed in detail for compliance with applicable site development standards. These are the baseline standards for buildings and site improvements. Some of the [local plans](#) have replacement standards for certain site development standards. Additional design guidelines are outlined in the Code and [Design Review Guidelines](#).

TRPA Code Chapter 31: Density

Chapter 32: Basic Services

Chapter 33: Grading and Construction

Chapter 34: Driveway and Parking Standards

Chapter 35: Natural Hazard Standards

Chapter 36: Design Standards

Chapter 37: Height

Chapter 38: Signs

Chapter 39: Subdivisions

GROWTH MANAGEMENT

TRPA administers a system of transferrable development rights (TDR) for all parcels in the Lake Tahoe region. Development rights need to be obtained before new units of use are established.

Development rights include Single and Multi-Family Residential Units (RUUs), Tourist Accommodation Units (TAUs), and Commercial Floor Area (CFA). Recreational uses are managed using “people at one time (PAOT)” standards.

Development rights are tied to a property and generally include the legally existing land uses. Unused development rights can be banked on a property; sold and transferred to another property; and/or converted to other land uses (e.g. from commercial to residential).

RUUs and TAUs are managed on a “per-unit” basis, meaning home expansions do not require additional development rights. CFA is managed on a “per square foot basis” and must be obtained for commercial expansions.

To establish a new residential unit of use (RUU), a project must have a potential residential unit

of use (PRU) and a residential allocation. PRUs were assigned to each vacant residential parcel with the 1989 Regional Plan. Allocations serve as a phasing tool for new development and are distributed through local agencies annually. New CFA and TAUs are also released periodically.

Residential “Bonus Units” are available for prioritized housing projects including affordable, moderate, and achievable-level housing; transfers of development to Centers; and environmental mitigation measures such as sensitive land restoration or participation in an environmental improvement project.

More information on development rights is available within this manual, [online](#), or by viewing this [video](#).

TRPA Code Chapter 50: Allocation of Development
Chapter 51: Banking, Conversion, and Transfer of Development
Chapter 52: Bonus Unit Incentive Program
Chapter 53: Individual Parcel Evaluation System

WATER QUALITY, VEGETATION, AND FOREST MANAGEMENT

The TRPA Code Chapters 60 and 61 outline water quality, vegetation, and forest health standards. These standards are directly related to the [Environmental Thresholds](#).

All properties are required to install and maintain stormwater management best management practices (BMPs).

Source Control BMPs protect against soil erosion. Infiltration BMPs capture and treat stormwater on site. Together, the source control and infiltration improvements reduce the pollutant load flowing into Lake Tahoe. Code Section 60.4 and the BMP Manual [TahoeBMP.org](#) outlines BMP requirements and design options.

Environmentally friendly landscaping and fire defensible space standards are included in Chapter 61 and the BMP Manual. For additional information, please see the Lake Tahoe [Home Landscaping Guide](#). A tree permit may be required prior to removing or pruning trees. More information on tree removal is available within this manual, [online](#), or by viewing this [video](#).

TRPA Code Chapter 60: Water Quality
Chapter 61: Vegetation and Forest Health

WILDLIFE AND FISH PROTECTION; LIVESTOCK GRAZING

Resource protection standards for wildlife, fish and livestock identify protected habitat and resource protection standards.

TRPA Code Chapter 62: Wildlife Resources
Chapter 63: Fish Resources
Chapter 64: Livestock Grazing

AIR QUALITY AND TRANSPORTATION

Air quality control standards are listed for a variety of potential pollution sources, including vehicles, combustion appliances, wood heaters, open burning and stationary sources.

The *Mobility Mitigation Program* requires mitigation fees with new development allocations proportional to the expected generation of vehicle miles travelled (VMT) for that location and use type. The online [Project Impact Analysis Tool and Guidelines](#) provide more in-depth information about which projects may require a mobility mitigation fee.

Standards for bicycle and pedestrian facilities, rental car mitigation, and employer-based trip reduction programs support efforts to expand mobility options and reduce air pollution.

TRPA Code Chapter 65: Air Quality/Transportation

SCENIC QUALITY

Standards to maintain scenic quality in the Lake Tahoe Region including generally-applicable standards, scenic highway corridor standards, and scenic quality reviews in the shoreland. Shoreland (lakefront) projects are more complex and require a detailed scenic assessment. Lakefront development is limited by unscreened visible mass and contrast rating scores for color, texture and reflectivity when viewed from Lake Tahoe. Scenic mitigation is often required for lakefront projects. Shorezone standards build upon the scenic quality standards for the shoreland with additional mitigation requirements.

More information on the scenic protection program is available [online](#).

TRPA Code Chapter 66: Scenic Quality

HISTORIC RESOURCE PROTECTION

Buildings and structures over 50 years of age require an evaluation of potential historic significance prior to approval of modifications. Projects that would modify potentially eligible historic resources are subject to special standards and processes. Additional standards apply to designated historic resources.

TRPA Code Chapter 67: Historic Resource Protection

NOISE LIMITATIONS

Chapter 68 includes noise standards for single events, community noise equivalent levels (CNEL), and related matters.

TRPA Code Chapter 68: Noise Limitations

SHOREZONE

Projects seeking improvements within Lake Tahoe or another lake are subject to the Shorezone standards. The shorezone/backshore extends landward to the “highwater line of the lake and the upland area of instability or the wave run-up area”. Backshore delineations are completed with applicable land capability verifications.

Shorezone ordinances were significantly revised in 2018 following a period of litigation and limited shorezone permitting. TRPA now administers a system with limited allocations for new moorings (buoys, boatlifts, and slips), very few new allocations for single use piers, allowances for shared use piers, and detailed design standards for piers, buoys and other shorezone improvements. Scenic standards for shorezone projects supplement scenic standards in the shoreland to limit the combined visual impact of development.

More information on the shoreline program is available [online](#).

- [TRPA Code Chapter 80: Review of Projects in the Shorezone and Lakezone](#)
- [Chapter 81: Permissible Uses and Structures in the Shorezone and Lakezone](#)
- [Chapter 82: Existing Structures and Exempt Activities](#)
- [Chapter 83: Shorezone Tolerance Districts and Development Standards](#)
- [Chapter 84: Development Standards lakeward of the High Water Line](#)
- [Chapter 85: Development Standards in the Backshore](#)

DEFINITIONS

The definitions for regulatory terms describe the qualifying criteria for basic standards including as land coverage.

TRPA Code Chapter 90: Definitions

MORE INFORMATION

For more detailed information on what is evaluated as part of a TRPA application see the following:

- Section II of this manual “Application Review Procedures” and the [TRPA Applications and Forms](#) provide information on special review considerations, and links to applicable checklists, datasets, and guides available to prepare and review a project proposal.
- [Appendix A](#) of this manual includes a detailed overview of the TRPA Code of Ordinances and evaluation considerations for TRPA application.
- [Appendix B](#) of this manual provides links to documents and information that are referenced in the Code.
- [Appendix C](#) of this manual provides links to interpretations and clarifications of existing code standards.

INCENTIVES FOR REDEVELOPMENT

TO BE DEVELOPED – REDEVELOPMENT INCENTIVE SUMMARY

Provide an overview of available incentives to redevelop in Tahoe that project proponents and staff should be aware of. See <https://gis.trpa.org/PlanningTools/> for a rough start. Include coverage, height, transfers, bonus units.

APPLICATION TYPES

TRPA has over 40 different types of applications with a variety of review considerations and approval requirements. The most common applications are site assessments to determine development potential, tree removal permits (required for trees over 14”), and single-family dwelling additions and modifications. [Section II: Application Review Procedures](#) provides an overview of each type of application, outlines staff review considerations, and includes links to helpful resources and tools.

FEES

All applicable project and activity fees are listed in the [fee schedule](#), which is updated annually. Fee programs are described in Article 16 of the [Rules of Procedure](#). Fee categories include service fees, project review fees (i.e. application fees), mitigation fees, monitoring fees, administrative fees, and shorezone fees.

APPLICATION FEES

Application filing fees are required for all applications and qualified exempt declarations at the time of submittal, unless the application is submitted by a partner agency with an active TRPA [Memorandum of Understanding](#). Application fees are also waived for affordable housing projects. (See fee schedule for more information.) Application filing fees are based on the scope and type (i.e. residential, commercial, etc.) of project.

MITIGATION AND MONITORING FEES

TRPA requires mitigation fees to offset environmental impacts from development projects. Mitigation fees go directly back towards environmental improvement projects. For example, excess coverage fees are awarded to the local land banks to buy and restore sensitive lands. Air quality fees may go towards transportation projects like new bike paths.

Monitoring Fees are required for certain shorezone activities and when activities such as restoration or vegetation growth is required as a permit condition.

Payment of mitigation and monitoring fees, if required, are collected at the time of Final Permit Acknowledgment or as part of a Qualified Exempt Declaration process.

- **Air Quality, Greenhouse Gas Reduction, and Mobility Mitigation**

All projects involving new or modified development allocations must pay a mobility mitigation fee based on the project's unmitigated Vehicle Miles Traveled (VMT). This money is passed on to the local jurisdiction in which the fee was collected to be used for projects that reduce VMT. The online [Project Impact Analysis Tool and Guidelines](#) provide more in-depth information about which projects may require a mobility mitigation fee.

- **Rental Vehicle Mitigation**

Mitigation fees are required for projects providing rental vehicles.

- **Excess Land Coverage Mitigation**

Excess land coverage is the amount of legally existing land coverage within your project area that exceeds the base allowable land coverage. Not all parcels will have excess land coverage. Excess land coverage can be mitigated several ways: by reducing land coverage on or off site, by expanding the project area, or by paying a fee. The mitigation fee is based on the amount of excess land coverage on your parcel and the estimated construction cost of your project. The online [Excess Coverage Mitigation Fee Worksheet](#) contains more information. The [Parcel Tracker](#) provides parcel specific verifications of land coverage, including calculations for base allowable and excess coverage.

Useful Tip: Excess coverage is required to be fully mitigated with projects that propose to use coverage exemptions. This can be an expensive fee for projects with a lot of excess coverage.

- **Off-Site Land Coverage Mitigation**

Off-site coverage mitigation fees are based on the amount of land coverage created in the public right-of-way as a result of a project. This fee is calculated by a formula that considers the cost per square foot of land coverage in the applicable [hydrologic area](#). This money is passed on to the local jurisdiction in which it was collected for erosion control, stormwater infiltration and water quality improvement projects.

- **Water Quality Mitigation**

Water quality mitigation fees are based on the amount of new land coverage being created on the project site. Water quality mitigation fees are passed on to the local jurisdiction in which they were collected to be used for restoration projects that improve water quality.

- **Shorezone Monitoring and Mitigation Fees**

Shorezone fees include mooring fees, buoy scenic mitigation fees, motorized boat rental concession fees, and mitigation fees for construction or expansion of piers, boat ramps, and marinas.

TRPA CUSTOMER ASSISTANCE OPTIONS

TRPA's goal is to offer customers outstanding service throughout the permit process. Our planners work to serve every applicant quickly and fairly.

LAKETAHOEINFO.ORG PARCEL TRACKER

The [Parcel Tracker](#) provides information on specific parcels including general planning information, applicable local plans, verification and determinations, and permit history. The general public or partner agencies can request that files be scanned in that are not already available electronically. They can request updated information through the parcel tracker directly or by emailing filerequest@trpa.gov.

PLANNER ON CALL

A permitting staff member is available daily to return calls and answer questions. TRPA's direct customer service line is 775-589-5333.

APPOINTMENTS

TO BE DEVELOPED – PLANNER APPOINTMENTS

TRPA is developing procedures to offer 15 and 30 minute appointments that can be conducted virtually or in-person.

PRE-APPLICATION CONSULTATION

If the project requires a conversation that will take longer than 30 minutes a pre-application consultation should be scheduled. There is a fee for this service, and it allows the applicant to sit down with a planner and possibly other subject matter experts (i.e. scenic, BMP, trees for example) to discuss project-specific questions and issues. These application consultations are assigned to Senior/Principal Planners based on their experience and expertise. Planners will provide preliminary input and advise at pre-application meetings, but cannot approve or endorse any specific project design or approach without reviewing complete project applications. You can apply for a [pre-application consultation](#) online.

EMAIL

The general email to TRPA is trpa@trpa.gov. Permitting emails will be routed to the customer service team or the appropriate planner.

CHECK ON AN APPLICATION STATUS AND PLANNER

Project proponents or the public can check the filing date, status and assigned planner of a project by going to the [Parcel Tracker](#) and entering the TRPA file number into the search in the top right corner of the screen. From there you can view the planner assignment, download application files, and access additional information through the “View in Accela” link. You can also search by parcel number to see all parcel records and applications.

CONTACT YOUR PROJECT PLANNER

Staff contacts are available at www.trpa.gov/contact/. To see which planner is assigned to a particular project, visit the [Parcel Tracker](#) and enter the TRPA file number into the search in the top right corner of the screen.

TRPA Permitting Procedure Manual

II. APPLICATION REVIEW PROCEDURES

This section provides step-by-step guidance for staff planners to use during the application submittal, project review, permit issuance, inspection, and monitoring phases of a project or activity.

The section is organized as follows: (1) Levels of Review, (2) General Application Review Procedures, and (3) Application Types and Considerations.

LEVELS OF REVIEW

TRPA has different levels of review depending on the project scope and requirements of the Code, Rules of Procedure, and plans. The level of review is generally indicative of the complexity of the project or activity and may impact fees, process timelines, and project considerations or requirements.

- Exempt and Qualified Exempt (QE) Activities
- Minor Projects
- General Applications (Review and Approved at Staff Level)
- Bundled Applications
- Enhanced Staff Level Review Projects
- Hearings Officer Review & Approval
- Governing Board Review & Approval

Projects that fall under “Enhanced Staff Level”, “Hearings Officer”, or “Governing Board” require a fee multiplier to be included with the application filing fee. See the [Fee Schedule](#) and sections below for more information.

EXEMPT AND QUALIFIED EXEMPT ACTIVITIES

TRPA Code Section 2.3 identifies activities that are Exempt from TRPA review. Some of the Exempt activities are further classified as “Qualified Exempt (QE)” in subsection 2.3.6. Additional Exempt and QE activities in the shorezone are identified in sections 82.4 and 82.5.

Fully exempt activities may proceed without any application or submittal to TRPA.

QE Activities are only exempt from TRPA review following submittal of a property owner declaration at least three days prior to construction (or five days prior to construction in the shorezone). In the certification form, the property owner must properly declare that the activity fits within the listed QE categories and limitations. Coverage may not be created or relocated. Mitigation fees and BMP retrofit plans are required for structural remodeling and additions. Mobility mitigation fees are required for changes of use.

No verifications or TRPA approvals are included as part of a declaration submittal. QE activities may be subject to compliance inspections and are not exempt from violations. Please see the [Qualified Exempt Activity Packet](#).

Qualified Exempt Considerations:

- QE declarations are still subject to TRPA inspections and compliance enforcement.
- TRPA staff will complete a quarterly audit of QE declarations. Staff will randomly select 5% of the total number of declarations submitted during the period to review for completeness, accuracy, and compliance.

Qualified Exempt Acceptance Process:

- A QE declaration is submitted online via the [Accela Citizen Access](#) website and marked received.
 - As part of the declaration process, applicants should pay mitigation fees (excess coverage & mobility mitigation) if applicable.
- Non-shorezone: Accela will automatically produce an acceptance letter with legal language about the submittal and allowed work.
- The Shorezone QE process is different and is described in the shorezone section below.

MINOR APPLICATIONS

Minor applications are for those projects that are relatively simple in scope, routine, and low risk to potential environmental impacts. Applications that require complex reviews or special findings do not qualify. These minor applications will have shorter review times, less complex application requirements, simplified reviews, and a dedicated review team. Qualifying Minor Applications are listed in Section 5.4 of the [Rules of Procedure](#) and in the [Minor Application Information Packet](#).

Criteria for Minor Applications generally exclude projects for which special findings need to be made. Standard findings for these types of applications are pre-drafted. Planners will need to verify the standard findings apply or identify supplemental findings before approving permits.

Typical Review Times

- 15 day or less completeness review
 - Applications will be reviewed within 15 days to ensure they meet minor application requirements and include all required checklist items.
- 40 day or less project review and permit issuance
 - Once an application is determined complete TRPA will take action within 40 days.
 - Process improvements are being developed to reduce the need for additional information requests and expedite processing when feasible. Planned

improvements should be implemented in March 2024.

Process

- Apply online via the Accela Citizen Access Database, which can be found at www.trpa.gov.
- Use the corresponding PDF application for the project, dependent on the use.
- Mark the minor application check box during step 3 in the online application process.
- Ensure all required checklist items are included in the application.
- Minor application permit revisions that exceed the minor application criteria will be processed as regular applications.
- Reference the Minor Application [Planner Tasks](#).

GENERAL APPLICATIONS (STAFF LEVEL)

All applications that are not minor applications are considered regular applications. Some regular applications require an enhanced staff-level review or public hearing before the Hearings Officer or Governing Board.

Timeline

- 30 day or less completeness review
- 120 day or less project review and permit issuance.

TO BE DEVELOPED – PROCEDURES TO ACCELERATE PROJECT REVIEW TIMELINES

Process improvements are being developed to reduce the need for additional information requests and expedite processing when feasible. Planned improvements to be implemented in March 2024 include:

- *Enhanced application packets,*
- *More thorough completeness reviews,*
- *Standard procedures and timelines for preliminary planner reviews and information requests (60 days or 30 days for minor apps), and*
- *Expedited processing for projects not requiring public hearings or notifications (80 days).*

BUNDLED APPLICATIONS

TRPA is now processing bundled, or concurrent, applications to reduce the combined processing time for projects requiring sequential applications. An applicant may request that certain secondary actions or applications be processed together with a project application. See Section 5.5 of the [Rules of Procedure](#).

All fees and case assignments in the Accela permitting software remain applicable. Application

bundling is optional for applicants.

Application bundling will be flagged in Accela by a check box. PDF applications will add a checkbox for bundling. Intake will flag applications for potential bundling.

Bundled applications will most often be reviewed by the same planner. However, if you have a project or related application that is marked for bundling, please be sure to coordinate with the reviewing planner.

Qualifying Applications

- Development right transfers and conversions associated with project applications.
- Coverage transfers to enable project applications.
- Lot Line Adjustments to enable project applications.
- Historic Resource determinations with project applications.

Applications Requiring Noticing

Projects that require noticing but not a public hearing are listed in Article 12 of the [Rules of Procedure](#).

Processing Timeline

Once the initial completeness review is completed and the project is determined complete, project review should take no more than 120 days of TRPA review time, excluding appeals.

Fee Multiplier

- Application filing fee applicable for project type.
- Fee multiplier of 1.25 applied to the filing fee.
- Other fees as applicable for the project type.

Public Noticing

- Noticing should occur after the preliminary planner review. See [Rules of Procedure](#) Article 12. Parties will have 14 calendar days after the date of the notice to provide comments.
- Planners should consider comments received in relation to code requirements.
- An application may be approved after the 14 day comment period.

Review Considerations

- If the need for public noticing is discovered during an application review, the planner needs to inform the applicant and verify that the additional application material and fees have been submitted.

HEARINGS OFFICER OR GOVERNING BOARD REVIEW

A list of projects that require Hearings Officer or Governing Board review can be found in Section 2.2 of the [TRPA Code of Ordinances](#).

When Hearings Officer or Governing Board review is required, additional steps must be taken. This is a higher-level review that requires additional documentation, noticing and a public hearing. Through this process, staff will provide a recommendation and the Hearings Officer or Governing Board will make the decision.

This level of review requires:

- Public Noticing
- Special use findings
- A staff summary
- Presentation to the HO or GB

Processing Timeline

Once the initial completeness review is completed and the project is determined complete, project review should take no more than 120 days of TRPA review time, excluding appeals.

Fee Multiplier

- Application filing fee applicable for project type.
- Fee multiplier of 1.4 or 1.8 applied to the filing fee.
- Other fees as applicable for the project type.

Public Noticing

- Noticing should occur after the preliminary planner review. See [Rules of Procedure](#) Article 12.
- Public noticing is required no later than 14 calendar days before the hearing.
- The notice needs to include a reasonable notice of what's being proposed and a site plan if one is easily available (this could be a snip of the project area). Do what you can to keep it to one page, front and back.
- Find the most recent noticing template here: F:\Current Planning\6_TEMPLATES & EXAMPLES\notices
- Agency Public Comment Policy is viewable on the website [here](#),
- A dedicated inbox for receiving public comment 'publiccomment@trpa.gov',
 - if staff receives any public comment to their direct email, they will respond and copy publiccomment@trpa.gov with the following message:
"Thank you for your email. Please send or copy all future public comments to publiccomment@trpa.gov."
- Updated templates for public meeting agendas, public notices, and staff reports, and

- An updated process for posting written public comments to the respective meeting pages and distributing them to decision-makers.
- *Note, if there are specific questions that you should respond to, please do so and copy 'publiccomment' in your response. You can set up the above as a Template response in your Outlook by following the directions [here](#).
These templates will be saved in the Share drive (S:\Communications\AGENCY BRANDING).

Special Use Findings

- See Section 21.2 of the [TRPA Code of Ordinances](#).
- Special use findings are made to determine to ensure the project meets the rules and regulations of the TRPA code of ordinances and determine the level of environmental review required for the project.

Staff Summary

- The staff summary is the report prepared for the public hearing.
- 2 weeks prior to the hearing send it to legal staff.
- 1 week prior, it goes to the Hearings Officer or GB members and gets posted online. The executive assistants take care of this step.

Presentation to the Hearings Officer or Governing Board

- For Hearings Officer – The planner will be required to present the project and answer any questions the Hearings Officer or public might have.
- For Governing Board – Determine if the project will be on consent calendar or require a public hearing.
 - Consent calendar – A few slides representing the project should be prepared in case the project gets pulled from consent
 - Public Hearing – Prepare a presentation for the meeting. Coordinate with applicant.

Review Considerations

- Work with the applicant through the process. Review and staff summary and draft permit with the applicant and resolve concerns in advance if possible.
- For projects where the special use findings have already been made, and the use on the property is not changing, the project does not need to meet special use findings again.
 - For example: Hearings Officer and hold harmless requirement in avalanche area. If the existing SFD has already been to the Hearings Officer for the special use, a hold harmless deed restriction has been recorded, and the new project is for an addition/modification to the existing SFD (not a new, different use there), then our practice has always been one Hearings Officer meeting will suffice for this use.

No need to take it to the Hearings Officer again.

- In the staff report required actions – only request the approval of a finding of no significant effect (FONSE) if one is required.
- If the need for a public hearing is discovered during an application review, the planner needs to inform the applicant and verify that the additional application material and fees have been submitted.
- Please use [Templates](#) (restricted access) for permits, conditions, staff reports, and other permit documents.

GENERAL APPLICATION REVIEW PROCEDURES

APPLICATION SUBMITTALS

Applicants are encouraged to submit applications online through the citizen access database. When applicants apply online, they must attach all required documents and pay fees to submit the application. Physical applications are accepted if the public is unable to apply online. TRPA staff will manually submit the application in Accela.

TRPA maintains a public computer in the front lobby that can be used for online application submittals.

Once the application is submitted in Accela, that is the start date with TRPA for the application.

TO BE DEVELOPED – IMPROVE APPLICATION TECHNOLOGY, CONTENT, AND FORMS

- *Increase use of technology to automate and standardize the mechanical steps necessary for permit issuance.*
- *Establish more detailed application packets with refined submittal requirements and formats to facilitate efficient project reviews. Work will start with single family dwelling applications.*
 - *Clarify coverage table format requirements and provide standard tables.*
 - *Clarify allowed BMP designs for project applications and provide standard BMP Plan elements and design details. If feasible, permit standard BMP installations as an alternative to custom calculations.*
- *Strengthen applicant responsibilities by requiring signed applicant affidavits and professionally-stamped plans for land coverage calculations.*

FEES AND REFUNDS

Procedures for fees and refunds can be found in Article 16 of the [Rules of Procedure](#).

Application Fees

Application filing fees are required for all applications and qualified exempt declarations at the time of submittal, unless the application is submitted by a partner agency with an active TRPA [Memorandum of Understanding](#). Application fees are also waived for affordable housing projects. (See fee schedule for more information.) Application filing fees are based on the scope and type (i.e. residential, commercial, etc.) of project.

Proper fee payment is verified with during the completeness review process.

- Tear-down rebuilds should use the fee codes for additions/modifications.
- The “other” fee item can be used when the project scope does align with the provided fee items. Any project proponent wishing to use this “other” fee category should receive written authorization by Permitting Staff.
- When a verification of uses and coverage is being completed, the higher of the filing fees is used (i.e. Verification and Banking of Uses, VBOU).
- When an applicant is bundling related activities for a project per the Rules of Procedure, filing fees and separate applications for each activity is required.
- When an applicant proposes to transfer and convert development right as one project, both activities can be proposed as part of a transfer application and the higher of the filing fees is used (i.e. transfer).

Mitigation and Monitoring Fees

TRPA requires mitigation fees to offset environmental impacts from development projects. Mitigation fees help fund environmental improvement projects.

Payment of mitigation fees, if required, are collected at the time of Final Permit Acknowledgment or as part of a Qualified Exempt Declaration process. The following mitigation and monitoring fees may apply, as further described in [Appendix A](#)

- Air Quality, Greenhouse Gas Reduction, and Mobility Mitigation
- Rental Vehicle Mitigation
- Excess Land Coverage Mitigation
- Off-Site Land Coverage Mitigation
- Water Quality Mitigation
- Shorezone Mitigation and Monitoring Fees
- Project Monitoring and Security Fees

Fee Refunds

- If fees are being refunded because a different application type is needed, the initial filing fees should be transferred to the new application when possible. If the transfer of fees

can not be transferred, then a 100% refund would be issued and the applicant will need to submit payment for the new application.

- When an application is withdrawn because it needs to be submitted with an MOU partner a 100% refund should be issued.
- If an applicant elects to be awarded a TRPA residential, deed-restricted bonus unit and has previously paid the application fees (i.e. filing fee, stormwater BMP fee, and IT fee) for the same project, they may request a refund. If requested, a 100% refund should be issued.

Refund Process:

1. Applicants should provide a written request to the planner assigned to the project or Department Manager.
2. Planners will complete [the Refund checklist](#) and attached the written request to the Accela file as "Refund Correspondence". Note: "Send to" on the checklist is the person that paid the initial fee(s).
3. Planners will submit the checklist via email to EA (Jessica) with attached pdf of the paid receipt.
4. EA will route and process the request to obtain the supervisor's signature and work with Finance staff, as well as update Accela.
5. For applications that have been withdrawn, the planner is responsible for updating the Accela workflow.

COMPLETENESS REVIEW

TRPA shall complete the initial application review and notify the applicant of the results within the first 30-days of application submittal (14-days for minor applications). Intake staff confirms that the application submitted includes all the required checklist items and paid the correct application fee. Incomplete applications will not be routed for planner review until outstanding items are submitted.

Once an application is deemed complete by TRPA, the application will be assigned to a planner by the Department Manager. To view the planner assigned to a project, the applicant or public can visit the Parcel Tracker and provide the TRPA file number or address.

See [TRPA Planner Tasks for Intake](#) (staff access) for intake and completeness review procedures.

TO BE DEVELOPED – ENHANCED COMPLETENESS REVIEW PROCEDURES

- *Expand the application intake process to verify that all required application material is properly completed (using an enhanced checklist) before assigning cases to planners. The*

intake checklist should be a more complete reflection of the information that planners will require for reviews. This should reduce the need for additional information requests.

APPLICATION REVIEW

Once the application is complete, it will be marked as such and assigned to a planner for review and permitting. This planner will be the lead on the project, meaning the primary point of contact and the person completing project review and issuing the permit.

These are generally-applicable application review procedures, but are drafted in relation to a project review. Adjustments may be needed based on the [Level of Review](#) or for different [Application Types and Considerations](#).

TIME MANAGEMENT AND REVIEW SCHEDULES

Staff should process applications in a consistent, efficient, and predictable manner.

Ideally, applications reviews can begin almost immediately after review assignments are made and conditional approvals for less complex applications can be approved well in advance of the review deadlines.

When high review volumes prevent immediate review of all assigned applications, staff should communicate with their supervisors. Management should work to adjust staffing levels and assignments to minimize delays.

TO BE DEVELOPED – ACCELERATED APPLICATION REVIEW TIMELINES

- *To accelerate the application review process, procedures and timelines for steps within the broader application review process will be implemented by March 2024.*
 - *Time tracking and monitoring will expand to also include a preliminary application review step. Preliminary reviews should be completed within 60 days of completeness determinations, or 30 days for minor applications. Requests for additional information, if required, should be issued within 60 days after the start of a planner review.*
- *A shorter overall processing target (80 days) will be established for applications not requiring public notice or a public hearing. This allows 20 days to finalize permits after the preliminary review and/or applicant response (10 days for minor apps). For projects requiring public hearings or notices, the 120 day timeline will remain.*
- *Permit acknowledgement requests should be acted upon within 7 days of submittal.*

COMMUNICATION WITH APPLICANTS

Application reviews can significantly impact the plans and construction schedule for projects in the Lake Tahoe Region. It is important for staff to stay in communication with project applicants and be available for questions.

TO BE DEVELOPED – PROTOCOLS TO IMPROVE COMMUNICATION WITH APPLICANTS

- By March 2024, protocols for staff/application communication will be enhanced to include:
 - *Updated application notifications to include planner assignments and contact information upon assignment of cases.*
 - *A staff/application communication step following preliminary planner review within 60 days of a completeness determination (30 days for minor apps).*

INITIAL REVIEW OF APPLICATION DOCUMENTS

- Start by opening the [Parcel Tracker](#) and scan through the basic parcel information.
- Read the project description.
- Read through the findings and IEC for more details on the project.
- Complete an initial scan of the plan sheets. Note if major plan components are missing or incomplete. Try to understand the basic project components. Look for:
 - Existing and proposed site plan drawings;
 - Land coverage drawings and table;
 - BMP drawings, calculation table, and details;
 - Building elevations with heights and excavation depths shown.
- Briefly review all other documents attached.
- As a double check, ensure the correct application was submitted, the level of review is general, and the correct fees were paid. If it's determined that the project needs additional review, enhanced, HO, or GB, see section below on how to process and require additional fees.

DOCUMENT SET-UP: CHECKLISTS, CONDITIONAL PERMIT, AND PLANNER NOTES

- Reviews typically require completion of 4 staff documents: Project Review Checklist, V(g) Findings Checklist, Planner Notes and Conditional Permit. Standard document formats are available in [Checklists](#) and [Templates](#).
- It is efficient to enter basic property information into each of the document templates at this step in the process. Then you can complete the applicable sections while you are

reviewing for conformance with the TRPA Code and Local Plan.

- There are separate residential and non-residential checklists.
- Master templates should be used by all staff planners for each project review.
- The [Permit Master Template](#) has standard language for conditional permits.
- Please use the [Permit Conditions List](#) for needed conditions.
 - Use condition language in templates if adequate to address the issue.
 - Conditions often need to be expanded, or new conditions drafted, to address project specific issues. As you review projects and create new or modified conditions. Planners should make it a habit to add the conditions to the master document to use as a working robust tool.

TO BE DEVELOPED – ENHANCED TEMPLATES AND CHECKLISTS

- *Develop separate Permit Templates, Standard Condition documents, and review checklists for each application category.*

TRPA FILE RESEARCH

- Research the latest TRPA files(s) associated with the property or project area and start filling in the project review checklist.
- Start with the LTInfo [Parcel Tracker](#). Review the online property records. Confirm that property records on the permit match the online property records. If any discrepancies are noted, be sure to address mistaken information on the plans or initiate a correction to the parcel records.
- Review the last permit issued.
- Review the Site Assessment or other verification.
- For littoral parcels, review the last shorezone permit issued.
- This should generally be the extent of file research.
- Files may be only in physical form and should be reviewed if necessary.
- Typically, the last stamped approved plans should be used to determine what's legally existing on the property.
- Some parcels may have approvals previously issued under a Delegation MOU. If necessary, contact local agency planners for permit documents.
- Any additional property research should be limited to the minimum necessary to make a determination on the proposed application. Staff should refrain from extensive reviews of previously-issued permits.

SITE VISITS

The need to complete a site visit varies by project. Photos should be included with applications. Use your best judgement to determine if a site visit is necessary. When reviewing property information online or during a site visit, consider and focus on areas of the project that could impact water quality, scenic conditions, or other threshold standards.

Visual Aides

- Near Map
- Street View – Google and Bing. If a visual on google isn't available try Bing.
- Google earth
- Earth views
- <https://tahoeregionalplanning.sharepoint.com/sites/MooringProgram>

Projects Warranting a Site Visit

- If a project requires Governing Board or Hearings Officer approval, a site visit is required.
- Shorezone projects (but not buoys, repairs, etc).
- Significant projects on littoral (lakefront) parcels and along streams.
- Significant projects in stream environment zones and on steep slopes.
- Significant commercial, mixed-use, tourist, and multi-family projects.
- Many projects in recreation and conservation areas (planner discretion).
- Projects adjoining scenic corridors and scenic recreation areas may warrant a visit if online viewing resources are insufficient.
- Most projects other than single family homes, small multi-family, and minor improvements will warrant a site visit.

Coordinate your work to complete nearby site visits on a single trip.

Coordinate schedules with applicants and offer for them to join you. On-site meetings are helpful for more complex projects.

Site visits are most useful after you have reviewed the plans and identified major plan components and any potential issues. For more complex projects, you can complete a preliminary code and local plan review, visit the site, then update/finish permit conditions. Major projects may warrant more than one site visit/meeting.

REVIEW FOR CONFORMANCE WITH THE TRPA CODE AND LOCAL PLAN

Planners should complete their code conformance reviews in an organized, thorough, and efficient manner. Code Chapters are designed to be reviewed in order, as applicable, starting with the General Provisions.

Reference [Appendix A: TRPA Code of Ordinances Detailed Overview](#) for an overview of application review considerations in each code chapter.

During the code review process, planners should fill out the project review checklist based on the information provided in the plans. Be sure to confirm that the parcel records shown on the plans (area, land class, coverage, etc) are consistent with records in the LTInfo [Parcel Tracker](#).

The following additional resources are available to assist with project reviews:

- The LTInfo [Parcel Tracker](#) has basic property information, links to the applicable local plan, and permit records for each parcel. Make sure you're logged in and can view any internal notes for the parcel.
- Use the TRPA maps and apps at gis.trpa.org. The Permit Review Map has the basic information needed for typical project reviews. Data referenced in the Resource Protection standards can be found on this platform. The SEZ viewer, shoreline map, and transportation map can also be helpful for applicable project reviews.
- [Appendix B: References Listed in the TRPA Code of Ordinances](#) provides links to other documents referenced in code.
- Code interpretations found in [Appendix C: Code Interpretation List](#).

If a project is located in the Shoreland (generally lakefront properties), detailed scenic review may be required in accordance with Chapter 66 (See [Appendix A: TRPA Code of Ordinances Detailed Overview](#)). Additional resources for scenic reviews include:

- [Scenic Information](#)
- [Design Review Guidelines](#) (use Appendix H for reviews)
- [Scenic Assessment for Shoreland and Shorezone Projects](#)
- [Scenic Assessments Contrast Rating Sheet](#)
- [Shoreline GIS Map](#)

Planner Notes

Record review actions and issues in the planner notes.

Finalize the Review Checklists and Findings

Review the project review and V(g) findings checklist. Complete any remaining sections. Add conditions to the conditional permit if needed. If you are unable to complete a checklist item, additional information may be needed from the applicant. In these cases, return to finalize the checklists after receipt of additional information. If there are any questions for a checklist item, the planner is to work with their supervisor.

Prepare TRPA Code Findings.

- Use the V(g) Checklist & Findings

- FONSE (finding of no significant effect) - Review chapter 3 of the TRPA code of ordinances to determine if a project may require one
 - Projects exempt from the preparation of an environmental Impact Statement (and therefore a FONSE):
 - Single-family dwelling projects
 - Changes in use, with less than 650 VMT change
 - Transfers or conversions of development rights

Complete Preliminary Review

At this point, the planner should contact the applicant and review any information needs, issues of concern, and/or conditions of approval that may be required. Staff should explain any code compliance concerns, address questions, and consider applicant suggestions for alternative solutions. Staff should take a helpful approach to identify code-compliant alternatives that the applicant could consider; and should draft conditions accordingly. Follow-up discussions may be appropriate.

If the planner is not able to address concerns with conditions of approval, one of the following actions should be taken after a discussion with the applicant.

Additional Information

If additional information is needed to complete the project review or approval will require a major design update, that should be requested in writing at this point. In most cases, additional information should not be needed, and the planner can proceed to the Permit Issuance step.

- Any request should cite the applicable code sections causing compliance concerns.
- Try to limit requests to additional information that you need to determine if the project is approvable. If there are changes or additional information that can be added with final plans and you don't need that information to make an approval determination, then those requirements should be addressed with conditions in the permit. Conditions should be used to address topics including a minor site plan revision; change to a coverage table, grading plan, or BMP plan; or identification of a lighting plan, or a staging area; or similar design features.
- It is good to have the basic project information finalized with the conditional permit, including land coverage statistics. The permit information is used to update parcel records. There may be cases where you can request updated coverage statistics to include in the conditional permit summary and conditions. This approach facilitates a single plan revision, which saves time for applicants and for staff.
- There may be cases when a call with the applicant can provide the additional information needed.
- Additional information letters need to include all required items and should not be done

piecemeal.

Update the application status at this time.

Unable to Approve

If after review it is determined that the project would not meet the requirements of the Code of Ordinances, the planner will issue an Unable to Approve letter/email explaining what items need to be corrected (if any) in order to approve the project. Update the application status at this time.

Denial

If after review of a project it is determined that the project can not be approved and the applicant can not make any of the required corrections, then the planner will issue a letter of Denial explaining that the application is denied and why.

TO BE DEVELOPED – TEMPLATES FOR ADDITIONAL INFORMATION, UNABLE TO APPROVE, AND DENIAL NOTIFICATIONS

- *Prepare new templates with standard language for permit notifications.*

PERMIT ISSUANCE

Conditional Permit

Upon completion of review, a conditional permit or determination will be issued. 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.

Before issuing a conditional permit, contact the applicant and provide an opportunity to review draft conditions. If an applicant has questions or concerns about condition language, address the questions and consider alternative condition language to address applicant concerns. Staff should not waive code requirements, but should help applicants understand and implement their preferred code-compliant design option.

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.

Upon issuance of a conditional permit, complete the following actions:

- **Send the applicant the conditional permit and required attachments.**
 - Attachment J – Required for all projects that include a security

- Attachment R – Used for all residential projects
- Attachment Q – Used for projects that aren't residential or shorezone
- Attachment S – Used for shorezone projects
- Attachment U – Used for underground tank removal
- **Update Accela**
 - Add all new documents
 - Naming documents
 - CONDITIONAL PERMIT
 - PROJECT REVIEW CHECKLIST
 - V (G) FINDINGS AND CHECKLIST
 - PLANNER NOTES (if separate from the project review checklist)
 - FONSE (if required)
 - Update the general cap information
 - Update the application status
- **Save all documents uploaded to Accela in the electronic backup folder**

Permit Acknowledgement

Applicants will provide all the requirements of the conditional permit to the planner. Once the conditions have been met and fees have been paid for mitigations and monitoring, the planner will stamp the plans and sign the permit. This is the finalizing phase of the permit.

Local agency permits can be finalized after TRPA permit acknowledgement.

- **Review the conditional permit and revised documents to ensure they meet the permit conditions, and all fees are paid.**
 - If all conditions are not met, work with the applicant to guide them to meet each condition.
- **Once all conditions are met:**
 - Permit: Acknowledge the permit by filling in the fee section, signing it, and dating the signed permit. Lock the document.
 - Plans: Stamp the revised plans.
 - Stamping – On the first page, all four stamps are required.

 <h1>APPROVED</h1> <p>THIS APPROVAL EXPIRES ON _____</p> <p>TRPA FILE # _____</p> <p>BY <u>Alex Borawski</u> DATE <u>07/07/2023</u></p> <p>Executive Director/Designee Tahoe Regional Planning Agency</p>	 <p>NOTE: Required BMPs (slope stabilization, infiltration facilities, revegetation, etc.) shown on the approved plans have been determined from representations submitted by the applicant and not confirmed by field inspection. Modification of the required BMPs necessary to correct inadequacies may be added at the time of pregrade inspection and shall be incorporated into the TRPA permit and site plan as additional conditions of approval.</p>
 <p>These plans have been reviewed and approved as required under TRPA Rules, Regulations, and Ordinances only. TRPA has not reviewed and shall not be responsible for any elements contained in these plans, i.e. structural, electrical, mechanical, etc. which are not required for review under said Rules, Regulations, and Ordinances.</p>	 <p>All existing disturbed areas and area disturbed by construction activity, shall be revegetated with vegetation species in accordance with the TRPA handbook of best management practices and <i>Living With Fire, Lake Tahoe Basin, Second Edition</i></p>

- The approved stamp needs to be filled out. The approval expiration date will come from the permit. For both line items, Calibri font should be used. Find a space on the plans that makes sense and doesn't cover font or important information on the plans.
- The other pages of the plans only need the review and approval stamp



These plans have been reviewed and approved as required under TRPA Rules, Regulations, and Ordinances only. TRPA has not reviewed and shall not be responsible for any elements contained in these plans, i.e. structural, electrical, mechanical, etc. which are not required for review under said Rules, Regulations, and Ordinances.

- Reduce the file size once the plans have been stamped.
- Lock the document.
- Send the applicant the acknowledged permit and approved plans
 - (see template *include next steps)
- Update Accela
 - Add all new documents
 - Named the documents as follows:
 - APPROVED PLANS
 - ACKNOWLEDGED PERMIT
 - ACKNOWLEDGEMENT CORRESPONDENCE

- All documents added to Accela, need to also be saved within the following folder: F:\Research and Analysis\ELECTRONIC BACKUP FILES. When putting electronic backup documents in the BACKUP FOLDER in R&A, please make sure you create the file number sub folder within the APN folder. When documents are just put in the APN folder and there are other folders under that APN folder, it is not always clear which file number those loose documents belong to. (e.g. APN - FILE NUMBER - then file documents.)
- Update the general cap information
- Workflow update - Permit Acknowledged
 - Save all documents uploaded to Accela in the electronic backup folder
 - Substantive modifications to approved plans, once a conditional permit or acknowledged permit is issued, require a plan revision application. A plan revision application is submitted online as if it were a new application. Minor technical adjustments that do not impact land coverage or other basic regulations may be approved by the planner through a repeat permit acknowledgement process. This is sometimes needed if local building departments require plan adjustments.

INSPECTIONS

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.

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.

TO BE DEVELOPED – EXPANDED INSPECTION PROCEDURES

- *Expand procedure section for project inspection.*

PERMIT OUTTAKE

Permit outtake procedures are addressed in a separate document:

- Planner Tasks - [Permit Outtake Procedures](#)

MONITORING AND SECURITY

Security procedures are outlined in [Attachment J](#)

TO BE DEVELOPED –MONITORING AND SECURITY PROCEDURES

- *Draft procedure section for monitoring and security.*

APPLICATION TYPES AND CONSIDERATIONS

TRPA has over 40 different types of applications with a variety of review considerations and approval requirements. Site Assessments to determine development potential, tree removals, and TRPA Project permits are the most common.

This section provides an overview of each type of application, a link to the application or information packet, and special review considerations that may apply. Typical review times are provided as general guidance and may be adjusted as more data is available. Standard application review procedures applicable to all application types are listed above in the [Levels of Review](#) and [General Application Review Procedures](#) sections.

There are five application categories:

- 1) Verifications and Determinations:** Prior to submittal of a project application, the project area must have an approved land capability verification, which determines allowable coverage. Additional verifications and determinations may be needed for coverage, development rights, soils, and/or historic resources. Site Assessments determine land capability and existing land coverage on single family lots.
- 2) Development Rights Banking, Conversion and Transfers:** When land uses are proposed to change or existing development removed, development rights may be banked, converted, or transferred. These applications may be submitted separately or may be bundled with a project application.
- 3) Lot Configurations:** Any change to a lot configuration requires TRPA approval.

This would be for both a lot line adjustment or subdivision. Some lot line adjustments may be bundled with project applications.

- 4) **Project Reviews:** All activities that are not exempted from TRPA review require a TRPA project permit. Project reviews vary in type and complexity.
- 5) **Shorezone Reviews:** Shorezone ordinances (Chapters 80-85) outline different standards for projects in the shorezone of Lake Tahoe.

VERIFICATION AND DETERMINATION APPLICATIONS

Prior to a project, applicants are required to obtain certain verifications and determinations to know how much development is permissible on a property or potential site constraints. The most common of these needed is a land capability or coverage verification, development rights verification, and a historic determination.

To determine if a property has already received the necessary verifications or determinations, visit the [Parcel Tracker](#).

Site Assessments, Land Capability, and Land Coverage Determinations

Suitability of a property is determined by what is called the land capability, or soil type and other aspects such as height of the ground water. Properties that are a lower land capability, such as a wetland area, are less suitable environmentally than other properties for development. Land capability must be verified before project applications are submitted.

There are two separate systems used to determine land capability and the amount of allowable coverage. The Bailey system is used in Town Centers and other commercial/visitor areas. Which one is used for a residential property is determined by the date of construction: Before 1987 (Bailey) or 1987 to present (IPES).

Each property in Tahoe has a defined amount of allowable land coverage based on its land capability. Land coverage is a central element of TRPA's plan to protect Lake Tahoe. It is essentially the footprint of development, or permanent land disturbance, on the ecosystem.

For single-family property, land capability and how much land coverage is allowed is determined by either a TRPA Site Assessment or an Individual Parcel Evaluation System score (IPES). Other properties utilize Land Capability Verifications and Verifications & Banking of Coverage.

To learn more about Land Coverage, click [here](#).

TO BE DEVELOPED – SITE ASSESSMENTS, LAND CAPABILITY AND LAND COVERAGE VERIFICATIONS

- *Complete this section detailing special procedures for site assessments and verification*

of land capability, coverage, etc.

Site Assessment

Site assessments are for single-family dwellings only. These are a single application that verifies both the land capability and coverage. This application was created to help homeowners with the verification process and to help reduce the verification application cost for single-family dwellings. Through this application, a property owner can also verify development rights on their property (typically a residential unit of use).

Typical Review Time

- Planner application review: *5-15 hours (including site visit)*

Tools & Resources

- Sample Site Assessment Plan - https://www.trpa.gov/wp-content/uploads/documents/archive/site_assessment_sample_site_plan.pdf

Review Considerations

- Insert as applicable

Land Capability Verification (LCV)

Land capability is determined by the mapped soil type based on the [Bailey map](#). This classification also considers the slope of the property to determine the most accurate land capability for the parcel. The verified Bailey score, a score from 1-7, will determine the percentage of base allowable coverage for the parcel. For example, a score of 4 allows for 20% coverage.

Typical Review Time

- Planner application review: *5-15 hours (including site visit)*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Land Capability Challenge (LCC)

A land capability challenge is a voluntary application that will do a more in-depth review to determine the project area's soil type and Bailey score(s). A soil scientist will do soil testing and determine the differentiation between the mapped land capability and what exists on site.

Typical Review Time

- Planner application review: *6-18 hours (excluding team of experts)*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Verification & Banking of Coverage Application (VBOC)

This verification and banking application is typically used on properties with multi-family, commercial, tourist, or other types of land uses. It can verify existing coverage and/or bank verified coverage for future use or to be transferred off of a property. Properties, other than single-family dwellings will be required to submit this application and a land capability verification to satisfy the verification requirements.

Typical Review Time

- Planner application review: *5-15 hours (including site visit)*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Individual Parcel Evaluation System (IPES) Application.

IPES applications are for single family dwellings only. The IPES system was implemented with adoption of the regional plan. Starting in 1987, TRPA assigned an IPES scores to vacant parcels that were likely to be developed with single family dwellings. Not all vacant parcels received an IPES score due to different circumstances, which is why some parcels may still require an IPES assignment today. Other reasons for an IPES application are lot re-configuration, a different IPES building site, or change in access or utility location.

An IPES scores are based on a 1/3 acre building site. For parcels that are greater than 1/3 of an acre (14,520 square feet) a determination of allowable coverage is required (DOAC). The DOAC will determine the amount of allowable coverage outside of the building site. This can either be a determination of similar and contiguous across the entire parcel or evaluation under the Bailey system if terrain varies. The DOAC is applied for through the IPES application.

Typical Review Time

- Planner application review: *5-15 hours (including site visit)*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

IPES Limited Incentive Program Application

In Placer County the buildable IPES score is 726, meaning a property would need to have an IPES score of 726 or higher to be developed. In all other jurisdictions the score is 1 or greater. Properties are eligible to buy up to 10% points (72 points) to make the score buildable. For example, if the score is 700, 26 points can be purchased through the IPES limited incentive program to bump the score to 726 and make the parcel buildable. The applicant is required to apply online, include the application, and pay for both the application fee and per point.

Typical Review Time

- Planner application review: *1-3 hours*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Development Rights Verifications

TRPA maintains a system of transferrable development rights (TDR). Development rights are land use units someone must obtain in order to develop a vacant property, change uses, or increase uses. The development rights system was adopted in 1987 to cap the total amount of development potential and ensure the pace of development aligns with environmental capacity. Development that existed upon adoption of the regional plan is considered an existing development right that may be maintained, used elsewhere on a property, banked for future use, or transferred to another property.

To learn more about Development Rights, click [here](#) or [here](#).

TO BE DEVELOPED – DEVELOPMENT RIGHT VERIFICATION PROCEDURES

- *Complete this section detailing special procedures for development right verifications.*

Verification & Banking of Use Application (VBOU)

With this application someone can verify and/or bank commercial floor area, tourist accommodation units, residential units of use, and potential residential units of use. This application is required for all unit verifications that are not on parcels with a single-family dwelling. For example, a commercial property will require this application to verify CFA and coverage. When both units of use and coverage are being verified the application will use the higher application fee (VBOU). When only coverage is being verified the lower application fee is used (VBOC). Properties, other than single-family dwellings will be required to submit this application and a land capability verification to satisfy the verification requirements.

Typical Review Time

- Planner application review: 3-9 hours

Tools & Resources

- Insert links to any applicable reference docs, maps, or other tools typically used for these

Review Considerations

- Insert as applicable

Other Verifications & Determinations

Soils-Hydrology Application

This application is necessary to approve excavation depths in excess of five feet. Per TRPA code section 33.3.6, excavation in excess of five feet in depth or where there exists a reasonable possibility of interference or interception of a water table is prohibited unless special findings are made. One of the special findings is that a soils/hydrologic report is reviewed and approved by TRPA.

Typical Review Time

- Planner application review: 2-4 hours

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

TO BE DEVELOPED – SOILS HYDROLOGY VERIFICATION PROCEDURES

- *Complete this section detailing special procedures for soil hydrology verifications.*

Historic or Cultural Resource Determination

Per TRPA Code of Ordinance Chapter 67-Historic Resource Protection, properties greater than 50 years in age may be eligible for designation as a historic resource. 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.

Typical Review Time

- Planner application review: *1-6 hours*

Tools & Resources

- [Parcel Tracker – see if a determination has been previously made](#)
- County Assessor Records – typically available online
- Historic resources GIS layers - <http://gis.trpa.org/permitreview/>

Review Considerations

- Application filing fee upon request by TRPA. If a determination can be completed within an hour, no filing fee is charged. If the property warrants further review, the application filing fee will be requested by TRPA staff.
- Projects or properties in PLACER COUNTY will need to submit a historic determination to Placer County Museums, Ralph Gibson, first before submitting to TRPA.
- Determinations of eligibility are made for buildings or structures 50 years of age or older *if a proposed project could potentially impact the resource.*
- If a property is considered a potential historic resource, it alters the requirements for future project review and approvals.
- Historic resource determinations may also be processed concurrent with project reviews.
- Planning staff, see: F:\Current Planning\Historic Resources\00_HISTORIC RESOURCE TRAINING_NOV2018
- Historic Resource Protection overview, templates, surveys and inventories, evaluation criteria, Accela workflow, and training material is located here: F:\Current Planning\Historic Resources\00_HISTORIC RESOURCE TRAINING_NOV2018

DEVELOPMENT RIGHTS BANKING, CONVERSIONS, AND TRANSFERS

Applications allow development rights to be banked on a property; sold and transferred to another property; or converted to other land uses (e.g. from commercial to residential).

TO BE DEVELOPED – DEVELOPMENT RIGHT APPLICATION PROCEDURES

- Complete this section detailing special procedures for development right applications.

To learn more about Development Rights, click [here](#) or [here](#).

Applications

Verification & Banking of Use Application (VBOU)

See the Verification and Determination section above.

Conversion Application

Per TRPA Code section 51.4, a project proponent may convert legally existing land use units from one type to another. The following types of legally existing development rights are eligible for conversion: Commercial Floor Area (CFA), Multi or Single-Family Residential Unit of Use (RUUs), or Tourist Accommodation Units (TAUs).

Only development verified by TRPA as legally existing, awarded as a bonus unit in accordance with Chapter 52 of the TRPA Code, or held in allocation pools with TRPA or the local jurisdiction are eligible to be converted.

Typical Review Time

- Planner application review: *3-9 hours*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Transfer Application

The Regional Plan allows the transfer of land coverage and development rights from one parcel to another. To be eligible, the coverage or rights must first be verified and banked through a separate TRPA application. This transfer application confirms the land coverage or development right(s) is ready for transfer and provides the proper documentation through a deed restriction and the Parcel Tracker. Development rights may also be converted to different uses with a transfer application.

Typical Review Time

- Planner application review: *4-12 hours*

Tools & Resources

- Insert as applicable

Review Considerations

- A recorded deed restriction is required for the sending parcel
- Insert as applicable

Allocation Assignment Application

The Regional Plan initiated the Allocation Assignment Program to encourage the retirement of sensitive lots (a vacant parcel with an Individual Parcel Evaluation System or IPES score of 725 or less) and to provide an alternative means for owners of vacant eligible parcels to obtain a residential allocation. In exchange for retiring a sensitive lot, thereby permanently restricting the parcel from future development, TRPA can issue a residential allocation to be utilized on a more stable, buildable parcel. Retiring the parcel from future development requires the owner to either donate or sell the sensitive parcel to a public entity with a land acquisition program or record a deed restriction which limits all future use of the property to open space.

Typical Review Time

- Planner application review: 4-12 hours

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

LOT CONFIGURATION APPLICATIONS

TO BE DEVELOPED – LOT CONFIGURATION APPLICATION PROCEDURES

- *Complete this section detailing special procedures for lot configuration applications.*

Applications

Lot Line Adjustment and Abandonment Application

Lot line adjustments and right-of-way abandonments are required to be reviewed and approved by TRPA to ensure there is no increase to development potential.

Typical Review Time

- Planner application review: 4-20 hours

Tools & Resources

- Lot Line Adjustment Findings - https://www.trpa.gov/wp-content/uploads/documents/archive/LOT_LINE_ADJUSTMENT_FINDINGS_DOCU

[MENT.pdf](#)

- Insert as applicable

Review Considerations

- Insert as applicable

Subdivision Applications

Per TRPA code of ordinances Chapter 39, there are very specific allowances for subdivisions. New subdivisions can not create new development potential in the region. The most common subdivision permit is for subdivision of existing structures, such as condominiums.

Typical Review Time

- Planner application review: *15-60 hours*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

PROJECT APPLICATIONS

All parcels in the Lake Tahoe basin are subject to TRPA rules and regulations. There are many reasons a project may require a TRPA permit. Chapter 2 of the TRPA code of ordinances details when projects are exempt or qualified exempt. If a project doesn't meet the criteria of chapter 2, then a permit is required. The below list details all the permit types, excluding shorezone, which has its own section below.

The information below on [General Application & Approval Procedures](#) and [Appendix A: TRPA Code of Ordinances Detailed Overview](#) are both drafted to address project review considerations.

Projects in the shoreland (lakefront properties) are subject to additional scenic review standards and are often more complex. For shoreland scenic reviews, please reference Chapter 66 of the [TRPA Code of Ordinances](#) and the [Scenic Quality \(Chapter 66\)](#) section of Appendix A.

TO BE DEVELOPED – PROJECT APPLICATION PROCEDURES

- *Complete this section detailing special procedures for project applications.*

Applications

Single Family Dwelling Project Application (Addition)

TRPA's second most common permit (Tree removal being the most common). A permit is required anytime there's a change in coverage or use. A permit may also be required on lakefront homes that are altering the lake facing façade.

Typical Review Time

- Planner application review: 6-24 hours
- Inspections: 4-6 hours

Tools & Resources

- Insert as applicable

Review Considerations

- Some checklist items can be excluded for applications with small improvements only.
 - To qualify, a parcel needs to have an existing BMP Certificate, improvements shall not impact sensitive land, add or relocate more than 500 square feet of coverage, or increase building height.
 - The following modified procedures apply:
 - Include the general condition(s) that BMPs need to be maintained in perpetuity.
 - Require a BMP plan that shows existing BMPs on the property (this can be the one from the certification).
 - A BMP calculation spreadsheet is only required for the areas modified by the application.
 - The final line item in the permit - special condition 1, needs to read that the BMP certificate will not be re-certified.
 - Fire protection agency pre-approval can be excluded if it does not include a change in access.
- Projects in the shoreland (lakefront properties) are subject to additional scenic review standards and are often more complex. For shoreland scenic reviews, please reference Chapter 66 of the [TRPA Code of Ordinances](#) and the [Scenic Quality \(Chapter 66\)](#) section of Appendix A.

Single-Family Dwelling Residential Application (New)

New single-family dwelling permits are for parcels that are vacant and don't have a primary use associated with them. New single-family dwelling applications require a development right; this could be an allocation, RUU, or conversion of CFA or TAU. If an allocation is being used, the planner should confirm the parcel has a PRUU.

Typical Review Time

- Planner application review: *8-24 hours*
- Inspections: *4-6 hours*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Multifamily Dwelling Project Application

This application is used when there's more than one residential unit of use, excluding ADUs. This could include projects within a homeowner's association.

Typical Fees

- Application filing fee

Typical Review Time

- Planner application review: *8-24 hours*
- Inspections: *4-8 hours*

Tools & Resources

- Multi-Family Dwellings Sample Findings - https://www.trpa.gov/wp-content/uploads/documents/archive/MFD_FINDINGS_DOCUMENT.pdf
- Insert as applicable

Review Considerations

- Insert as applicable

Accessory Dwelling Unit (ADU)

Accessory Dwelling Units can be authorized with single family or multi-family applications. TRPA does not have a separate application form for ADUs.

Tools & Resources

- F:\Current Planning\15_Permitting_Guidance_ADUs_and_Conversions\ADUs\Sample ADU permit conversion of existing space\03_MultiFamily_ADUs_laundry_rooms
- General Overview about building ADUs in Tahoe: <https://www.trpa.gov/adus/>
- Overview on Deed Restrictions: <https://www.trpa.gov/applications-forms/deed-restrictions-for-affordable-housing/>

- Income-limits and criteria for Affordable, Moderate and Achievable Bonus Units: https://www.trpa.gov/wp-content/uploads/documents/Income_Limits_Rent_Sale-Guidance_FINAL.pdf
- Housing overview: <https://storymaps.arcgis.com/stories/62ae9110d85c43ecb381eb3f3ccec196>
- Make sure to check if ADU is eligible to receive a bonus unit: <https://storymaps.arcgis.com/stories/62ae9110d85c43ecb381eb3f3ccec196>
 - eligibility map showing buffers in green; Bonus Units are granted for ADUs within ½ mile of transit stops, ½ mile from a town center, or within areas zoned for multi-family housing.
- Residential Project Review Checklist: [RESIDENTIAL PROJECT REVIEW CHECKLIST.pdf](#)
- Options for RUU in the City (ADU): [Email Options for RUU in City-ADU.pdf](#)

Review Considerations

Intake/Completeness Review:

- 1) For single-family ADUs, use Single-Family Residential Fillable PDF checklist. For Multi-Family ADUs, use the Multi-family checklist in the application.
- 2) Even for conversions of existing space, require site plans and building plans.
- 3) Make sure the application is clear on how the applicant plans to acquire an RUU or bonus unit. See this [template](#) for options in the City.
- 4) For deed-restricted ADUs, request the grant deed and title report that have been issued within the last three months. It is important these documents are current. The grant deed will be used for the legal lot description when preparing the deed-restriction. The title report is reviewed by the staff planner to ensure all interested parties are listed on the application and there are no current deed-restrictions that could conflict with the proposal (e.g. a former deed-restriction for use of accessory living space that limits use may need to be rescinded).
- 5) Check to make sure the correct fees were submitted. Projects using TRPA Bonus Units (deed-restricted affordable, moderate, or achievable) do not need to pay application fees (i.e. filing fee, stormwater BMP fee, or filing fee).
- 6) If the applicant requests or proposes to use a TRPA deed-restricted residential bonus unit, email Jeanne McNamara to “reserve” a bonus unit for the project. That way we can make sure a unit is available before the permit is issued. Provide Jeanne with the project description (including tier- achievable, moderate, or affordable), APN, TRPA File #, and number of bonus units requested. Jeanne will provide a TRPA transaction number to be referenced in the file and on the permit.

Project Review:

- 1) Familiarize yourself with the resources listed above.
- 7) Check to make sure that the application is complete and all information was received necessary to review the proposed project. For single-family ADUs, use Single-Family Residential Fillable PDF checklist. For Multi-Family ADUs, use the Multi-family checklist in the application.
- 8) Check to make sure the correct fees were submitted. Projects using TRPA Bonus Units (deed-restricted affordable, moderate, or achievable) do not need to pay application fees (i.e. filing fee, stormwater BMP fee, or filing fee).
- 9) Make sure the application is clear on how the applicant plans to acquire an RUU or bonus unit. See this [template](#) for options in the City.
- 10) Check for TRPA-compliant combustion appliances.
- 11) Need BMP certificate or do BMPs on the property.
- 12) If converting an existing living area, especially in detached structure, verify that the living area does not have a past deed-restriction. TRPA in the past has issued accessory living area deed restrictions stating that an auxiliary space could not be used as a separate unit. Deed restrictions can be found on Lake Tahoe Info (though may not include all), Nevada recorder records online (California not accessible online, or by requiring the property owner to submit a title report issued within the last three months).
- 13) ADUs are NOT considered an increase in density. The ADU is accessory to a primary use. A multi-family land use distinction is not necessary. A single-family dwelling with one or more ADUs is still considered a single-family dwelling.
- 14) FOR MARKET-RATE UNITS:
 - a. Complete Project Impact Assessment Tool if not completed by applicant.
https://trpa.shinyapps.io/PIA_Tool/
 - i. Market-rate units are subject to mobility mitigation fee.
 - ii. Deed-restricted affordable, moderate, or achievable units are not subject to mobility mitigation fee.
- 15) FOR DEED-RESTRICTED UNITS:
 - a. Check to make sure a grant deed and title report that have been issued within the last three months was submitted. It is important these documents are current. The grant deed will be used for the legal lot description when preparing the deed-restriction. The title report is reviewed by the staff planner to ensure all interested parties are listed on the application and there are no current deed-restrictions that could conflict with the proposal (e.g. a former deed-restriction for use of accessory living space that limits use may need to be rescinded).

- b. Send the draft deed-restriction template and [factsheet](#) to the applicant and make sure they are ok with the terms, before you start processing the deed-restriction (I have processed deed-restrictions then had the applicant change their mind and decide to go the non-deed-restricted route)
- 2) If the applicant requests or proposes to use a TRPA deed-restricted residential bonus unit(s), intake should have submitted a request to Jeanne to reserve a bonus unit(s) for the project and noted within the project file. Once the planner issues the conditional permit, email Jeanne or Adele to advance the workflow for this transaction. Once the permit has been issued, Jeanne/Adell will move the workflow to “proposed” and once the permit has been acknowledged they will move the workflow to “approved.” Adele can take care of this through the permit outtake process. Jeanne checks these transactions quarterly and updates them as well.
- 3) All application fees (i.e. base filing fee, stormwater BMP fee, IT fee) are waived for projects uses a deed-restricted residential bonus unit. If an applicant inadvertently paid the application fees, they can request a refund.
- 4) Deed-restricted units are not subject to mobility mitigation fees, but ARE subject to excess coverage mitigation fees if applicable.
- 5) Complete the v(g) residential checklist.
- 6) Upload the residential checklist, V(G) checklist, conditional permit, and draft deed-restriction once reviewed is finished to Accela under the project documents. Save all uploaded docs within F:\Research and Analysis\ELECTRONIC BACKUP FILES\023-151-030\ERSP2022-1998.
- 7) Advance workflow and capture all time spent to review project in Accela.
- 8) Email and/or mail the conditional permit, deed-restriction, Attachment R and J as applicable, and the [factsheet](#) to the applicant upon issuance.
- 9) Sometimes – go out and look at the site if questions can’t be resolved from pictures

Accessory Living Area – When an accessory living area is proposed on a project, and it is not considered another unit (ADU), it needs to meet code section 21. Previously TRPA required a deed restriction constituting that the living area is not a separate unit. There is no requirement of this in the code and with the documentation in LT info and new ADU laws we have decided the deed restriction is not necessary any longer.

Driveway Parking Area Application

Driveway paving permits are used for paving of existing driveways. The original intent was for paving of existing dirt driveways. If coverage is changing, then the application based on the use should be used. For example, if a single-family dwelling wants to expand their

driveway a single family dwelling application should be use. Driveway paving permits typically don't review coverage changes.

Typical Review Time

- Planner application review: *2-6 hours*
- Inspections: *4-6 hours*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Grading Project Applications

Grading permits are for projects that only include a grading component. Grading and digging season for permitted projects at Lake Tahoe is from May 1 through October 15.

Grading projects are confined to drier months to protect Lake Tahoe's water quality from sources of erosion and sediment that harm water quality. Working in dry conditions prevents loose soil and mud from washing away from project sites and into streams and ultimately Lake Tahoe.

Not all digging requires a permit. Homeowners can move up to 3 cubic yards of soil provided the activity is completed within a 48-hour period, the excavation or grading is not a part of a larger permitted project, and the excavation site is stabilized to prevent erosion.

Typical Review Time

- Planner application review: *3-9 hours*
- Inspections: *4-6 hours*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Commercial Project Application

If the primary use is commercial (uses found in chapter 21 of the TRPA code of ordinances) and the project is not exempt per chapter 2 a commercial application is required. Typically when an addition of CFA is included in the project it requires Hearings Officer or

Governing Board approval based on the amount of new floor area. See [Hearings Officer or Governing Board Review](#).

Typical Review Time

- Planner application review: *10-40+ hours*
- Inspections: *4-8 hours*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Tourist Accommodation Application

If the primary use is tourist accommodation (uses found in chapter 21 of the TRPA code of ordinances) and the project is not exempt per chapter 2 a tourist accommodation application is required.

Typical Review Time

- Planner application review: *10-40+ hours*
- Inspections: *4-8 hours*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Public Service Application

If the primary use is public service (uses found in chapter 21 of the TRPA code of ordinances) and the project is not exempt per chapter 2, or an adopted MOU, a public service application is required.

Typical Review Time

- Planner application review: *10-40+ hours*
- Inspections: *4-8 hours*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Recreation Application

If the primary use is recreation (uses found in chapter 21 of the TRPA code of ordinances) and the project is not exempt per chapter 2, or an adopted MOU, a recreation application is required.

Typical Review Time

- Planner application review: *10-40+ hours*
- Inspections: *4-8 hours*

Tools & Resources

- Insert links to any applicable reference docs, maps, or other tools typically used for these

Review Considerations

- Insert as applicable

Sign Application

Required when the sign activity doesn't meet the requirements of chapter 2 to be exempt.

Typical Review Time

- Planner application review: *4-10 hours*
- Inspections: *4-6 hours*

Tools & Resources

- https://www.trpa.gov/wp-content/uploads/documents/archive/Sign_Application_Information_Packet.pdf
- Insert as applicable

Review Considerations

- Insert as applicable

Temporary Uses and Activities Application

This application type is used for uses and activities that are temporary in nature. It can also be used for businesses that are trying to determine if their business plan is feasible. Temporary activity permits are good for 6 months with the option of one 6-month extension.

Typical Review Time

- Planner application review: *5-12 hours*
- Inspections: *4-6 hours*

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

Underground Tank Removal Application

For the removal of underground tanks. When underground tanks are being removed the requirement of a soils hydro application is waived.

Typical Review Time

- Planner application review: 5-12 hours
- Inspections: 4-6 hours

Tools & Resources

- Insert as applicable

Review Considerations

- Insert as applicable

SHOREZONE APPLICATIONS

TO BE DEVELOPED – SHOREZONE APPLICATION PROCEDURES

- *Complete this section detailing special procedures for shorezone applications.*

Applications

Shorezone Lakezone Permit

Required when a project is within the shorezone, including the nearshore, foreshore, backshore, and lakezone.

Marina Project Permit

Required when a project is at a marina. Projects can range from minor to major projects within a marina.

Mooring Buoy Permit

Existing mooring permitting and registration is completed through LakeTahoeInfo.org. New buoys, buoy relocation, & low-water blocks are permitted through the shorezone project application.

Tahoe Yellow Cress Survey

A TYC survey is required when work is being done on the shores of Lake Tahoe. The TYC survey is applied for directly through the Accela Citizen Access Database.

OTHER APPLICATIONS AND SUBMITTALS

Plan Revisions

- Plan revisions are required when there are changes to the plans that affect the TRPA review after a conditional permit is issued, or the permit is acknowledged. Changes could include coverage, height, and floor plans.
- Plan revisions are still one of the applications that can't be applied for online.

TO BE DEVELOPED – ONLINE APPLICATIONS FOR PLAN REVISIONS

- *Establish online applications for plan revisions.*
- Plan revisions are created by going into the workflow in Accela. It must be on Acknowledgement. When in the acknowledgement workflow there is an option for plan revision. This will create a new Accela cap type with the same file number plus an –01, or –02 depending what number plan revision it is.
- If the findings, V(G) checklists, and FONSE are not changed from the original approval, they are not required to be updated. Please put a note in the Accela general comments to review the original file for findings. Significant revisions will require updated checklists.

Emergency Permit Services and Calamities

If an emergency impinges on water quality or public health and safety, the work can typically be done and retroactively permitted.

Emergency Approval Process:

- Put a short scope of work in writing via email. Include photos or any other means to document the emergency. This is especially important if there's a structure involved or coverage.
- Review the scope of work with the inspectors & department manager
- Once discussed, approve the emergency via email (if able).
- If between October 16th - April 30th, ask them to apply for a GSE (If grading is involved).
 - The inspector will issue GSE.
- Ensure the applicant/proponent knows that temp BMPs should be installed during these situations.
- The applicant/proponent is required to submit an application within 10 days of work.

Exceptions:

- Sometimes it may be too much of an emergency to deal with via email, and verbal approval is appropriate in some situations.

Retroactive Application Process:

- Structural Repair in-kind can be processed as a QE if it meets code section 2.3.2. If the

cost is greater than allowed under structural repair, the project gets bumped to structural addition/modification QE (with no mitigation fee required if the issue was caused by a calamity).

- The applicant/proponent has 18 months to apply for a permit or banking application if the calamity includes a development right. Otherwise, the development right goes away, with the potential to revert to a PRUU (if the parcel would have received one).
- If the use is non-conforming, they have one year to reconstruct, per chapter 21.5.1 (except in the shorezone per chapter 81.6.1.A).
- Modifications that deviate from “in-kind” repair require full TRPA review (verifications, permits, etc.)

Grading:

- Process as normal

[Tree Removal](#)

[Stormwater Best Management Practices Retrofit Application](#)

[Small BMP Retrofit Application](#)

[Environmental Improvement Program Application](#)

[Pre-Application Consultation](#)

[Wood Heater Statement of Compliance Form](#)

[Notice of Appeal](#)

[Grading Season Exception](#)

[Construction Schedule Extension](#)

TRPA Permitting Procedure Manual

III. COMPLIANCE AND ENFORCEMENT PROCEDURES

The Code Compliance Program uses inspection, monitoring, securities, and enforcement to ensure projects and activities comply with the TRPA Regional Plan, TRPA Code of Ordinances, and memorandums of understanding (MOUs). Primary responsibilities include code enforcement, physical inspection of permitted projects, MOU monitoring, and BMP inspection and enforcement. Code Compliance will assure compliance both by encouraging voluntary compliance and by following progressive steps, including legal action for Ordinance violators.

This section provides guidelines general compliance and enforcement activities. Project inspection and compliance procedures are addressed in the [General Application Review Procedures](#), above.

These written guidelines are intended to assure consistency within the TRPA Code Compliance Program and to educate the Lake Tahoe citizens and property owners about code compliance and enforcement.

TO BE DEVELOPED – COMPLIANCE AND ENFORCEMENT PROCEDURES

- *Refine this section detailing special procedures compliance and enforcement.*

APPLICABILITY

1. General Applicability. The manual applies to all code enforcement carried out by TRPA employees and/or officials.
2. Non-Applicability to Deeds, Covenants and Restrictions. Many subdivisions, site condominiums and planned unit developments are subject to private deeds, covenants and restrictions. These conditions are enforceable through private legal action and not the TRPA.

CODE COMPLIANCE PHILOSOPHY

The TRPA's policy is to achieve compliance with cases of reported and discovered violations. However, not all violations have the same degree of severity. As such, the TRPA has established through this manual priority ranking and procedures. The intent is to allow the level of enforcement that best fits the type and circumstances of the violations within clear and objective criteria, consistent with the established priorities and maximize available resources. It is the TRPA's policy that code compliance follows the priority rankings set forth in this manual.

PRIORITIES FOR CODE COMPLIANCE

It is TRPA's policy to investigate all reported and violations within one week of intake. There may

be times when code violations cannot be given the same level of attention, when some violations may receive no attention at all, or when the TRPA may be unable to carry out the proactive code enforcement activities outlined in this manual. In such circumstances the most serious violations, as determined through application of the priorities and criteria in this section shall be addressed before the less serious violations are addressed.

Once a violation is reported or discovered by TRPA staff a TRPA Code Case is created. A Code Case is an unauthorized activity that is either (1) not related to a TRPA permit or (2) related to a permit but is elevated to a major violation where a penalty beyond a double filing fee is being assessed. A Code can be initiated by a TRPA staff inspection or a complaint.

PRIORITY OF VIOLATIONS:

1. Violations that present an imminent threat to the environment;
2. Violations affecting storm drainage, wetlands, and/or adjacent areas;
3. Construction of non-permitted structures while activity is occurring.
4. Multiple complaints received on the same property;
5. Unauthorized use;
6. All other violations.

Violations listed lower in the priority list may be moved to a higher ranking if they have one or more of the following aggravating circumstances:

The following is a list of typical complaints/violations handled by TRPA Code Compliance:

- Building or grading without a permit
- Creation of coverage without a permit
- Unauthorized tree removal or trimming
- Disturbance in an SEZ
- Parking off pavement (creating soil disturbance)
- Unauthorized Shorezone activities
- Soil disturbance outside the established grading season or during precipitation event
- Noise
- Anything related to a permit issued by TRPA

INITIATION OF CODE ENFORCEMENT

Code Enforcement will be initiated by the following methods:

1. **Citizen Complaints.** Any resident, property owner or business owner can make a complaint to the TRPA alleging one or more code violations. The complaint must be filed on a TRPA complaint form. The form is available at TRPA Hall and on the TRPA website. Citizens may attach a supplemental information sheet to the form.

2. **Anonymous Complaints:** Anonymous complaints will be accepted, but may or may not be investigated at the discretion of the TRPA depending on the following factors:
 - The reliability of the complaint;
 - Whether the complaint alleges an imminent threat to the environment;
 - The ease or difficulty with which the complaint can be verified.
3. **Report by TRPA Staff or Official.** TRPA staff or officials may report a potential violation. Such complaints shall be filed on the TRPA complaint form or reported at a TRPA Board meeting.

RECORDING AND FILES

1. To the extent possible, all complaints received shall be recorded in the TRPA Code Enforcement records. Recording the complaint shall consist of the following:
 - a. An assigned case number;
 - b. Complainant's name and telephone number;
 - c. The subject property address; and
 - d. Type of complaint
2. Files shall be kept within the property files already maintained by the TRPA and shall consist of the following:
 - a. The complaint form which shall include the report of the field investigation as described within this manual;
 - b. Any supporting documentation.

INVESTIGATION

1. Before contact or notice of violation is sent, it must be determined whether the complaint, if valid, establishes a violation. If it does not, the case will be closed.
2. Field Investigation. The purpose of a field investigation is to:
 - a. Verify the existence and severity of a code violation;
 - b. Document code violations by means of written notes, photographs, witness interviews, etc. All investigations shall include pictures, if possible.
 - c. If possible, contact and discuss with the property owner, occupant or other responsible person the:
 - The nature of the violation(s);
 - Methods for complying;
 - Timelines for compliance;
 - Enforcement procedures; and
 - Potential consequences for failure to comply.
3. Preparations and Precautions. Employees/officials shall take whatever actions are reasonable and necessary to minimize any potential risk of violent confrontation or injury to themselves when conducting their field investigation.

- a. Law Enforcement Assistance. When appropriate, TRPA employees/officials may request law enforcement assistance in conducting the field investigation.
 - b. Entering Upon Property or Premises. TRPA employees/officials shall not enter upon private property or premises to conduct a field investigation without permission to enter.
Unless permission is granted, the investigation shall be conducted from the right-of-way or property where permission to enter has been granted.
4. Report of Field Investigation. Upon completion of the field investigation, Employee/officials shall enter the information onto or attach to the Code Enforcement Complaint Form. The information shall include:
- a. Name of the investigator;
 - b. Date, time and place of field visit;
 - c. Violation(s) observed;
 - d. If no violation(s) are observed, an explanation of conditions observed.
 - e. Witnesses, if any interviewed;
 - f. Evidence obtained, if any (photographs, measurements, etc.);
 - g. Discussions, if any, with owners, occupants or other responsible persons;
 - h. Action necessary to correct violation(s);
 - i. Recommended enforcement action and timeline;
 - j. Referrals, if any, to other agencies such as social services, environmental health, construction codes, etc.

RESOLUTION OF VIOLATIONS

It is the TRPA's policy to attempt to reach final, satisfactory resolutions of all violation complaints. However, the TRPA recognizes that not all complaints can be resolved successfully, due to factors outside the TRPA's control. These factors include the indigence of the violator, the lack of TRPA resources to assist the violators and the number of complaints received. Where the TRPA determines that a violation may not be successfully resolved within the established reasonable timelines, the file will either be closed or alternative methods of enforcement pursued.

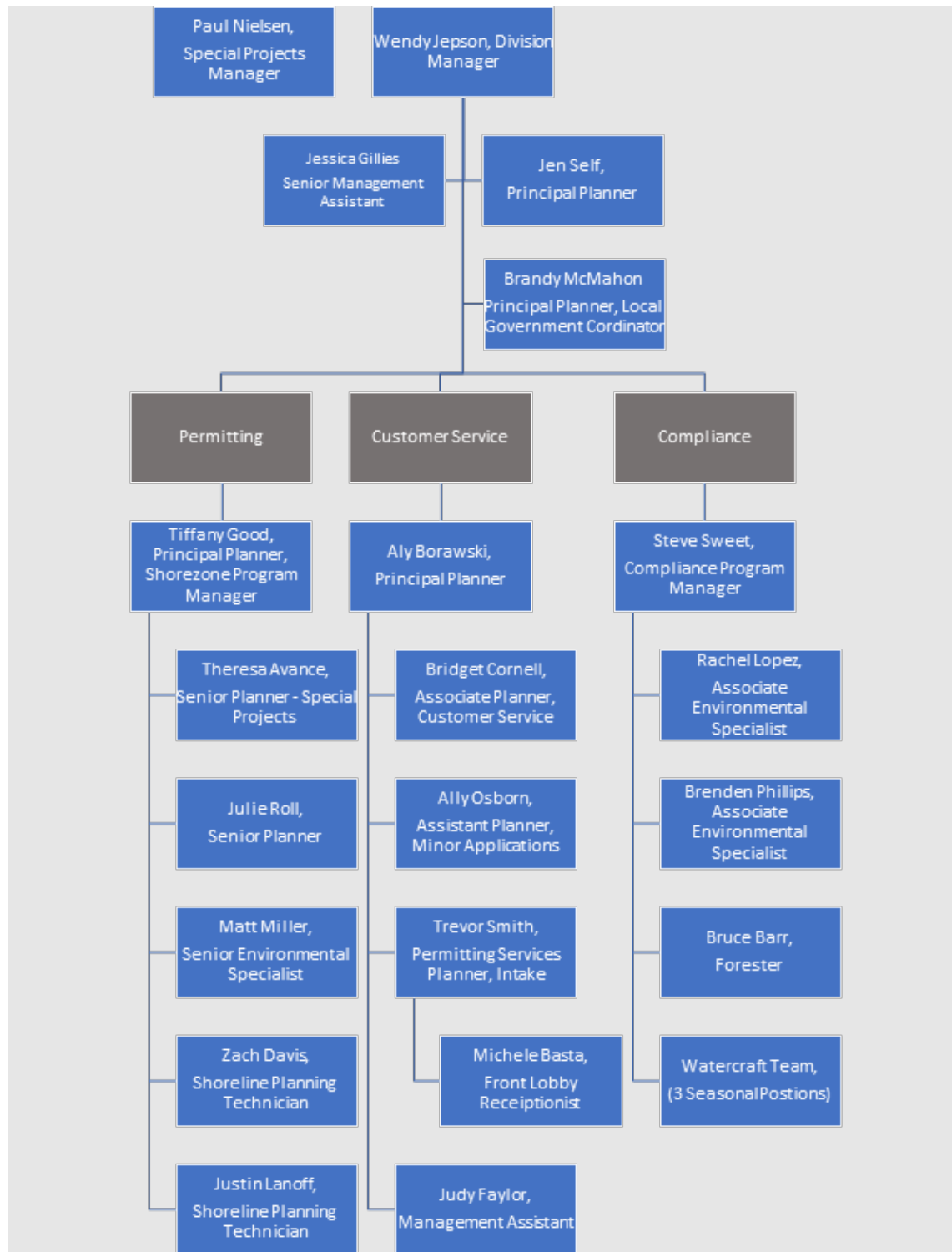
The assessment and issuance of penalties for TRPA Code and permit violations is a significant function of the Code Compliance Program. Penalty amounts are determined specific to each separate violation. Usually, the penalty amounts are based upon past settlements and the current climate of the Governing Board. Double and additional filing fee assessments are penalties that can be imposed at the staff level to quickly resolve lower priority violations when the amount of the double or additional filing fee is consistent with past penalties of similar violations. Types of violations that might be resolved with additional or double filing fees are: failing to obtain plan revisions, failing to install or maintain proper BMPs, violations of winterization requirements, or for unauthorized activities that can be permitted after the fact.

Violations not resolved as additional or double filing fees are resolved through negotiated settlements approved by Governing Board, settlements resulting from show cause hearings, or litigation. All penalty calculations should be discussed with the Code Compliance Program Manager prior to issuance.

TRPA Permitting Procedure Manual

IV. ADMINISTRATIVE PROCEDURES

ORGANIZATION OF TRPA PERMITTING & COMPLIANCE DEPARTMENT



DEPARTMENT MANAGEMENT

The department manager leads the Permitting and Compliance Department. Responsibilities include hiring, staff development, performance management, process management, code implementation, and coordination with other department managers and with permitting stakeholders.

The Department manager will manage updates to this procedure manual, the code clarification list, and code clarification amendments. Policy-based Code amendment efforts are managed by the Long Range Planning team in coordination with the permitting and Compliance Department.

REVIEW TEAMS

The permitting department is structured with staff teams to encourage training, mentoring, managerial efficiency, and delegation of work to applicable positions. Dedicated staff teams also provide consistency, efficiency, and predictability for applicants.

Team leads should be the “first-stop” for vetting specific questions related to that program area.

Each review team should develop a protocol to communicate with one another, ask project or parcel specific questions, and stay informed about demands (i.e. application volumes and staff assignments). All technicians, assistant, and associate planners are encouraged to work with senior and principal planners as a mentor and coach.

Staff Teams within the Permitting & Compliance Department include:

INTAKE & OUTTAKE

The intake team includes one or more Planners to review applications for completeness, with a Senior or Principal Planner assigned providing assistance, guidance, and team supervision. Outtake services includes one or more staff members to scan in physical files that are completed and update LTinfo with parcel information.

MINOR APPLICATIONS AND QES

The minor application and QE review team includes one or more Planners to review applications, with a Senior or Principal Planner assigned to provide assistance, guidance, and team supervision.

CUSTOMER SERVICE

The customer service team returns general phone calls, emails, and conducts appointments. Customer service is an agency-wide priority, with a dedicated team to meet customer service needs. This team is dynamic in nature and includes one dedicated full-time Planner to guide the public with planning questions, with a Senior or Principal Planner assigned to process more complex applications and provide assistance, guidance, and team supervision.

SHOREZONE

The shorezone team reviews all projects in the waters and shorezone of Lake Tahoe and other lakes. This includes piers, buoys, and other activities or structures. This team includes Planners to review applications and a Principal Planner assigned to provide guidance, training, and team supervision.

VERIFICATIONS & DETERMINATIONS

Verifications and determinations are the first step in determining improvement options for a parcel. This team includes one or more Planners to process applications, with a Senior or Principal Planner assigned to process more complex applications and provide assistance, guidance, and team supervision.

GENERAL PROJECT REVIEWS

General project reviews are assigned to Assistant, Associate, Senior, and Principal Planners based on complexity, familiarity, and staff workload. The Department Manager and Principal Planners provide assistance, guidance, and team supervision.

MAJOR PROJECTS & ENVIRONMENTAL ANALYSIS COORDINATION

Major projects are those that are highly involved, such as a new large-scale mixed use commercial building or events center. These likely require stakeholder and public outreach coordination and an advanced level of expertise in permitting. Additionally, this category includes projects that contribute to considerable advances in regional threshold attainment or require environmental analysis beyond the initial environmental checklist. Projects are managed by Senior Planners, Principal Planners, or Managers under direction of the Department Manager and TRPA Leadership Team.

MOU PARTNER COORDINATION

TRPA has many MOU (memorandum of understanding) partners in the Lake Tahoe basin. A Senior or Principal planner is assigned to assist, guide, and train MOU partners.

INSPECTIONS AND COMPLIANCE

Inspections and compliance actions are assigned to Environmental Specialists, Forester, and the watercraft team. The Compliance Program Manager provides assistance, guidance, and supervision.

TO BE DEVELOPED – EXPANDED TRAINING AND DELEGATION

- *Develop In conjunction with a written procedure manual, increase delegation of less complex project review functions to less experienced staff members. Examples include form preparation, noticing, minor applications, etc.*
- Provide cross training to ensure that at least two staff members are fully trained on every review procedure.

CODE INTERPRETATIONS & PROCEDURE GUIDANCE

Many of TRPA's ordinances are complex and can be difficult to understand and implement. Unclear code provisions can impact the efficiency, consistency, and predictability of application reviews. Ultimately, TRPA strives to make all ordinances and procedures clear and concise.

This subsection outlines procedures to identify and document interpretations and guidance for the implementation of Code standards; and regularly incorporating that guidance into the Code of Ordinances or this procedure manual.

TRPA has in the past used an informal approach to code interpretations, with limited written documentation of many guidance decisions. Past interpretations were codified with the September 27, 2023 amendments. New code interpretations and guidance decisions are documented in [Appendix C](#). Guidance topics should periodically be codified or added to this procedure manual as appropriate for that topic. The Department Manager should manage the amendment process.

For application reviewers, any interpretation or guidance determination that is not addressed in the Code, Local Plan, Rules of Procedure, or this Procedure Manual should be documented in writing, approved by the Department Manager, and added to [Appendix C](#).

As noted above, the first step to address questions regarding code standards or procedure

requirements is to consult with the team leader. Many questions can be resolved without further action.

For questions and interpretations that are not as straight-forward, team leaders should briefly share the topic raised and any interpretation made at regular meetings of the permitting improvement team. If differing interpretations had been made in the past, the Department Manager will decide on the preferred approach.

Consequential interpretations warrant written documentation to provide clear and consistent rules for staff and potential applicants.

DOCUMENT MANAGEMENT

Responsibility for managing amendments and proper formatting in the Regional Plan, TRPA Code, this Procedure Manual, and other documents are listed below. Amendments to the documents should only be made by the assigned staff member. Others should use document copies for the processing of proposed amendments.

• Environmental Threshold Standards	Ken Kasman
• Lake Tahoe Regional Plan	Jacob Stock
• Area Plans, Plan Area Statements, etc	Jacob Stock
• TRPA Code of Ordinances	Jacob Stock
• TRPA Rules of Procedure	Jacob Stock
• Management – Permitting & Compliance	Wendy Jepson
• Permitting Procedure Manual	Jen Self
• Code Clarifications	Jen Self
• Website Management	Jen Self
• Time and Expense Monitoring Reports	Jen Self
• Permit Templates and Checklists	Aly Borawski
• Application Forms	Aly Borawski
• Fee Schedule	Kathy Salisbury/Aly Borawski
• TRPA Approval Stamps	Sarah Underhill

DATA GOVERNANCE

TO BE DEVELOPED – DATA GOVERNANCE POLICIES

- *Develop standard protocols for requested program level updates to the TRPA website, Accela, or LTInfo. These should be coordinated through managers or an assigned designee.*

CUSTOMER SERVICE POLICIES

Customer service policies for the Permitting and Compliance Department are listed below.

CUSTOMER SERVICE POLICY STATEMENT

TRPA permitting staff will be available to provide helpful, timely, and accurate information for project applicants and the general public.

VIRTUAL FRONT COUNTER

The Permitting and Compliance Department has a dedicated Customer Service Planner and Customer Service Team. The Customer Service Planner position is responsible for managing public inquiries and replaced the former system of planner rotations covering that work (i.e. the past “planner on call”).

Backup coverage for vacation and sick days, busy periods, etc. will be managed by the Customer Service Team lead.

The Customer Service Planner is an important position. This position will have a lot of communication with the public and should represent the agency well. In addition to standard duties, the Customer Service Planner should use information learned through public communications to help the management team identify and implement continuing improvements for the permitting process.

CONTACT INFORMATION & APPOINTMENTS

There are multiple ways to contact TRPA with general permitting questions. Daily there is a planner on-call returning calls. There is a direct line to the customer service planner or the general line can be used. TRPA has an email address that is checked daily for customer service inquiries.

General permitting inquiries should be directed to a Customer Service Planner at:

- Project and Parcel Related Public Service Line: 775-589-5333
 - This number is the new direct line for public inquiries. It will be managed in the same way the main line is managed. Answered when available and messages taken regularly throughout the day.
- TRPA General Phone Line: 775-588-4547
 - This is the main line – the lobby receptionist answers these calls and takes messages along with the public being able to press 3 and leave a message.
- TRPA General Email Address: trpa@trpa.gov

- TRPA Application Email Address: Intake@trpa.gov
- TO BE DEVELOPED: An appointment system that can be requested on the TRPA website. This appointment system will be available once a week at a minimum and allow for 15-minute phone calls along with 30-minute virtual or in-person meetings.

FRONT LOBBY

The TRPA front lobby is open Tuesday through Friday from 9 a.m. to 12 p.m. and 1 p.m. to 4 p.m. A dedicated receptionist greets guests who come to the TRPA office and answers the general phone line. Office closure messages should be posted on the front doors and the website 7 days before the closure.

LEVELS OF ASSISTANCE

The Customer Service Planner should answer questions and provide general information on permitting requirements. When more detailed assistance is requested, longer than a 30-minute conversation, customers should be referred to pre-application meetings or other appropriate process.

PRE-APPLICATION MEETINGS

Staff should recommend a [pre-application consultation](#) when applicants have questions that need more detailed staff input on project concepts and code requirements. Applicants will apply online for a pre-application consultation. Pre-application consultations are appropriate for projects that need a conversation that is longer than 30-minutes.

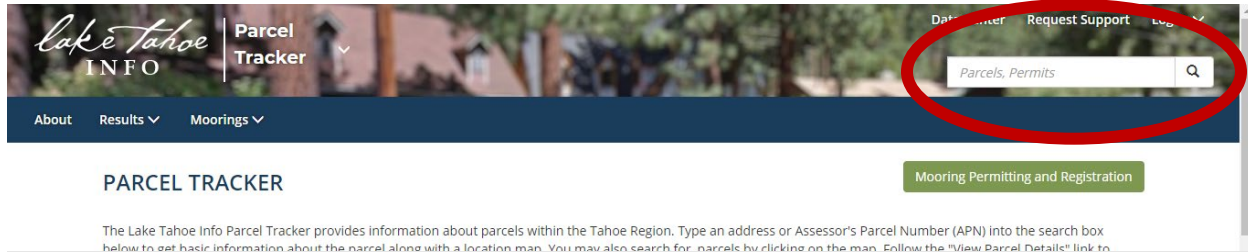
Potential applicants should submit preliminary project proposals and/or plans when scheduling pre-application meetings. This allows for the attendance of appropriate staff in the meetings. Many staff have specialized knowledge (shoreline, subdivisions, affordable housing for example) and the more information that is submitted initially the more detailed the response.

- Pre-application meetings go through a completeness review to ensure the applicant has provided documentation of requests for the meeting.
- Once complete, the division manager assigns the application to the planner who would be able to best assist the applicant.
- Once assigned the planner should schedule the meeting within 30 days.
- To prepare for the meeting, the planner should do preliminary research on the specific parcel, by gathering past files, researching similar projects, and working with other planners as needed.
- TO BE DEVELOPED – PRE-APPLICATION MEETING PROCEDURES

- Draft additional procedures for pre-application meeting notes, recordings, and documentation.

PROJECT APPLICATION QUESTIONS

Questions about permit applications that are in-process should be directed to the reviewing planner. To find this information, visit the [Parcel Tracker](#) and insert the TRPA File Number in the top right search bar. A staff directory can be found on the TRPA website, [here](#).



STANDARDS FOR VOICEMAILS

Voicemail messages should be direct and friendly.

Sample Voicemail Message

Voicemail Greeting - general

[energetic] Hello and thank you for calling; you've reached [name, title] for the Tahoe Regional Planning Agency. I'm sorry I missed your call, but please leave me a detailed message with your contact information and I'll get back to you as soon as possible.

You can press zero now to return to the main menu. Thank you again for calling!

Voicemail Greeting – customers

[energetic] Hello and thank you for calling; you've reached [name, title] for the Tahoe Regional Planning Agency. I'm sorry I missed your call, but please leave me a detailed message with your contact information and I'll get back to as soon as possible.

The agency is experiencing a high volume of applications and requests and your call is important to us. You can expect a return call within 24 hours.

You can press zero now to return to the main menu. To skip this message in the future, press [#] to leave your message.

Thank you again for calling!

Voicemail Greeting - Out-of-Office

[energetic] Hello and thank you for calling; you've reached [name, title] for the Tahoe Regional Planning Agency. I'll be out of the office [date or time] and will return [date/time]. If this is an urgent inquiry, please contact [name of alternate, phone number]; otherwise, leave me a message with your contact information and I will get back to you when I return.

You can press zero now to return to the main menu. Thank you again for calling!

STANDARDS FOR EMAILS

Email messages should be direct, friendly and set to include the employee's standard TRPA signature line.

Email Signature Line

(staff name) [preferred pronouns optional]

(staff title/role)

Permitting & Compliance Department

775.589.(extension) · (staff email)@trpa.gov



trpa.gov | [facebook](https://www.facebook.com/trpa) | [twitter](https://twitter.com/trpa) | [instagram](https://www.instagram.com/trpa)

Parcel and permit information can be found at LTInfo.org.

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STANDARDS FOR STAFF AVAILABILITY

Staff should respond promptly to all inquiries. All planners should return messages within 24 hours, excluding weekends and holidays.

All permitting and compliance staff will use a shared calendar to communicate personal and sick leave. Once leave is approved by a supervisor, staff are responsible for sending a calendar invite to PTOPermittingCompliance@trpa.gov. This calendar will remain visible to all staff.

ACKNOWLEDGMENTS

When planners are on vacation over 4 days, an available planner shall be selected to help with acknowledgments. The selected planner's contact information should be included in the out of office message.

CUSTOMER SERVICE PLANNER (POC)

Every day the customer service planner is not available to return customer service inquiries or out of office, an available planner shall be selected to return calls and emails that day. The front counter calendar can be used as a calendar reminder.

INTAKE

Every day the intake planner is not available or out of the office an available planner shall be selected to assist with the 15 and 30-day completeness review of applications. The general goal is to review 5 applications a day.

OUT OF OFFICE PROTOCOLS

During vacations or other times when staff will be unable to return messages within one business day, "out of office" messages should be activated for phone calls and emails. Messages should be direct and include the date of return and an alternative contact for time-sensitive inquiries.

Sample Out-Of-Office Message

[energetic] Hello and thank you for calling; you've reached [name, title] for the Tahoe Regional Planning Agency. I'll be out of the office [date or time] and will return [date/time]. If this is an urgent inquiry, please contact [name of alternate, phone number]; otherwise, leave me a message with your contact information and I will get back to you when I return. You can also email me at (employee email address).

You can press zero now to return to the main menu. Thank you again for calling!

REPORTING AND PERFORMANCE MEASURES

The Permitting and Compliance Department reviews, permits and inspects projects in a timely and consistent manner and help facilitate environmental improvements and economic investment in Lake Tahoe Communities. The department is also responsible for ensuring compliance with permitting activities and assists in resolving violations.

TO BE DEVELOPED – REFINED PERFORMANCE MANAGEMENT SYSTEMS

- *Integrate more detailed project review and customer service expectations into the performance management system.*
- *Maintain management tools to regularly monitor workload demands and adjust budgeting and staffing levels to reflect changes in workload*

MOU COORDINATION, AUDITS, & TRAININGS

MEMORANDUM OF UNDERSTANDING (MOU)

TRPA enters into agreements, or Memoranda of Understanding (MOU), with other agencies and utility companies to carry out permitting and environmental review on the Agency's behalf.

Following the adoption of Area Plans, TRPA Code, Section 13.7, requires the Agency enter into MOU(s) with the applicable local jurisdiction specifying the extent to which the activities within the Area Plan are delegated or exempt from TRPA review and approval, and describing the procedures and responsibilities to ensure effective implementation of the Area Plan.

As of 2023, the City of South Lake Tahoe, Placer County, and El Dorado County have active MOUs and are permitting certain projects on behalf of TRPA. TRPA has entered into permit delegation MOUs with Washoe County and Douglas County, but they are not active. TRPA and the local jurisdictions prepare agreed upon Procedural Guidelines for implementing the MOUs. The MOUs are available on the TRPA website [Where to Apply and MOUs](#).

AUDITS

Permit monitoring and compliance audits are required annually for a sample of permits issued in Area Plans (Code Section 13.8.3) and as part of the performance review system for the distribution of residential allocations (Code Section 50.5.2.E.3). Audit results are used to determine if an Area Plan will be recertified and the number of residential allocations distributed from TRPA to the local jurisdictions every two years as part of the Performance Review System.

Area Plan Audits

The annual Area Plan audit includes projects reviewed by local jurisdictions in Area Plans that are not covered in the annual single-family residential audit, such as commercial, tourist, public service or multi-family housing projects. In 2023, the City of South Lake Tahoe was the only jurisdiction that approved projects that were not covered by the residential audit.

Process for completing audit:

1. In August, request a list of projects permitted with Area Plans. Select a sample of permits to audit that will not be audited under the residential audit.
2. Provide the results in the Local Government Coordination Report.

Residential Audits

Every fall, TRPA completes residential project review and code compliance audits for each jurisdiction (City of South Lake Tahoe, Douglas County, El Dorado County, Placer County, and Washoe County) in the Tahoe Basin, as required by TRPA Code of Ordinances, Section 50.5.2.E: *Distribution and Administration of Residential Allocations*.

The purpose of these audits is to (1) ensure residential projects reviewed and inspected by MOU partners on behalf of TRPA comply with the TRPA Code and Rules of Procedure, (2) identify project review training and education opportunities for MOU partners, and (3) provide the Performance Review Committee with a summary of MOU performance for the distribution of residential allocations.

The Performance Review Committee is convened every two years (January or February) and is comprised of staff from each participating local jurisdiction and TRPA. It is tasked with providing a recommendation on the proposed distribution of residential allocations to the Governing Board every two years.

Process for completing audits:

1. In August, request a list from the Research and Analysis Division of 5 percent of each local jurisdictions finalized residential permits, active residential permits for projects that need to be winterized, and residential permits that have been reviewed and acknowledged. It's a good idea to have some extra permits added to the list in case there is an issue with one of the files.
2. Request electronic copies of the finalized and residential permit files from the applicable local jurisdictions.
3. Provide the list and files for the finalized permits and active permits to Code compliance staff. They will visit the finalized project sites to make sure the projects match approved plans and the active permits sites to make sure the sites are winterized before October 15th.
4. One or more planners will complete the residential audit using the audit form.
5. Once all of the audits are complete, the Local Government Coordinator will provide the draft scores and list of comments to the applicable local jurisdictions and give the local jurisdictions time (typically 30 days) to address the comments. If needed, Code Compliance and Planners schedule meetings with local jurisdictions to go over the audit results. If the local jurisdictions adequately address audit comments, the audit scores can

be adjusted.

TRAINING

TRPA provides and coordinates trainings to local jurisdictions to ensure the successful MOU implementation. Trainings are conducted as needed and may focus on new programs or on issues noted in audits.

TRPA also hosts informational sessions for community members and realtors.

TIME TRACKING & PROJECT WORKFLOWS

TRACKING APPLICATION REVIEW AND INSPECTION TIME

Planners should keep project statuses properly updated in Accela and should track time spent on the application review at each step of the workflow. Estimate time to the nearest 0.5 hours. This assists in determining project review costs and helps create accurate revenue forecasting for the agency budget.

Accela will have names of other staff members. If others help review a project, studies, etc., their time should also be tracked.

TIME TRACKING FOR STAFF IN OTHER DEPARTMENTS

On occasion, TRPA Permitting and Compliance staff may need to consult with TRPA staff in other departments. For example, Transportation staff to review a traffic analysis or Housing staff to review an Accessory Dwelling Unit deed restriction. This staff time from other departments should be tracked in the Accela workflow for specific projects and within UKG.

UKG

To track in UKG, support staff will enter their own time for application processing as “P&C/Permitting Program/Application Processing” on their bi-weekly timecard. This is for payroll purposes.

ACCELA

To track in Accela, permitting and compliance staff will enter the time of support staff into Accela workflows by finding the name of the staff person who assisted with a project from the workflow drop-down menu and entering in the other staff person’s estimated time. This can be entered

together with planner time at each step of the workflow. This is needed for the time and expense monitoring reports, not for payroll.

TIME AND EXPENSE MONITORING REPORTS


Time and Expense Reports ([Appendix D](#)) summarize review costs for the different application types and levels of review. This information allows TRPA to periodically align application fees with review costs.


APPLICATION STATUS CATEGORIES

TO BE DEVELOPED – APPLICATION STATUS CATEGORIES

- *Update project review workflows, mandatory status updates, and reporting systems.*

The following sections identify the application status options within Accela and their definitions. It is important for staff to maintain proper and current application statuses for all assigned projects.

Statuses shown with a green icon  are for times when a TRPA project review step is pending. These statuses count toward the staff review time for each project.

Statuses shown with a red icon  are for times when additional information from the applicant is pending. These statuses do not count toward the staff review time for each project.

APPLICATION SUBMITTAL & COMPLETENESS REVIEW

Received

The application to TRPA has been received and a file has been created. TRPA has 30-days to perform a completeness check to verify that all required information has been included (15 days for Minor Applications). If the application is Complete, it will move into Planner Review; if Incomplete, TRPA will notify the applicant of missing information.



Incomplete/Incomplete Submittal

The application to TRPA is missing some required information. TRPA shall notify the applicant, in writing, of the information required to begin TRPA Planner Review of the application.



Application Updated

TRPA previously determined the application to be incomplete; the applicant has updated the application. TRPA staff will review these materials and determine whether all required information has been included or if additional information is required to begin TRPA planner review of the application.



Complete/In Review

The application to TRPA includes all required information as described in the application packets and section 5.2 of TRPA's Rules of Procedures. TRPA will assign the application to a planner who will begin TRPA planner review of the application.



Withdrawn

Applicants may choose to withdraw an application at any time by requesting a withdrawal in writing. Additionally, a planner may withdraw an application due to a lapse in time for necessary items to be submitted or other reasons. Some withdrawn applications are refunded a portion of their application fees, in accordance with Rules of Procedures, section 5.10.



PLANNER REVIEW

In Review

The application is in review by a TRPA Planner. TRPA will notify the applicant with the planner's contact information. The TRPA Compact provides 180-days to process applications. TRPA procedures target a maximum 120-days for the completion of application reviews from the date of the determination of a complete application (40 days for Minor Applications). TRPA strives for the shortest processing time possible, consistent with available resources, information, and seasonal weather constraints.



Additional Information

During project review, the planner may determine or find additional information, as well as clarification or correction to application materials is necessary to complete review of a project. TRPA will notify the applicant of additional information that may be required from the applicant (such as environmental, traffic, groundwater, scenic simulations).



Additional Information Received

When a project review has been stopped and additional information is required, TRPA will notify the applicant of additional information that may be required from the applicant (such as environmental, traffic, groundwater, scenic simulations).



When this information is provided to TRPA, the application status will be set to Additional Information Received, while TRPA has 30-days to determine whether the submitted information is sufficient to restart the project review.

Review Paused

During project review, there may be times when an applicant requests that TRPA's review be paused, when conditions prevent TRPA from performing field work (e.g., Snow Holds), or when TRPA requires additional information from the applicant (such as environmental, traffic, groundwater, scenic simulations). Reviews that are paused will be restarted and the 120-day or 40-day count will resume at the point it was paused, once the required information is received and TRPA determines that the review may be restarted.



Review Stopped

During project review, there may be times when the applicant requests substantial modification to a pending application. TRPA will stop review of the application and will notify the applicant in writing of additional requirements. Reviews that are stopped will be reset and the 120-day or 40-day count will start over at zero, once the required information is received and TRPA determines that the review may be reset.



Review Restarted

Reviews that have been paused at the request of the applicant, because TRPA requires additional Information, or due to inclement weather, will be restarted when the application is ready to be reviewed again, and the 120-day or 40-day count for TRPA review time will resume at the point it was paused.



Review Finished

When the TRPA review is completed and the application is ready to move into final processing. If a Conditional Permit is required, it will be issued by the TRPA Planner, and then the applicant must Acknowledge the conditions of the permit. If TRPA will issue a Results Letter, then the issuance of the letter (status = Results Issued) is considered the final action by TRPA.



Conditional Permit

Applications that are consistent with the findings as required by the Bi-State Compact and the Code of Ordinances may be approved and TRPA will issue a Conditional Permit. An action by the Board or the Executive Director (or a designee) to approve an application shall be considered final action by TRPA. The permittee must Acknowledge the conditions of the permit before a project may be



constructed.

Denied

Applications that are found after review to be inconsistent with the findings as required by the Bi-State Compact and the Code of Ordinances may be denied. An action by the Board or the Executive Director (or a designee) to deny an application shall be considered final action by TRPA.



Withdrawn

Applicants may choose to withdraw an application at any time by requesting a withdrawal in writing. Some withdrawn applications are refunded a portion of their application fees, in accordance with Rules of Procedures, Article 16.



OUTSOURCED REVIEW

Transfer to Outsourced Review/In Review – Outsourced

An applicant may request, or TRPA may assign an outsourced reviewer to conduct the review of an application. If the request is made by the applicant, an additional fee will be required and TRPA will provide a cost estimate to the applicant prior to initiating outsourced review. If the applicant declines the cost proposal, the application will be returned to TRPA for staff review.



In Review – Outsourced

An applicant may request, or TRPA may assign an outsourced reviewer to conduct the review of an application. If the request is made by the applicant, an additional fee may be required and TRPA will provide a cost estimate to the applicant prior to initiating outsourced review. If the applicant declines the cost proposal, the application will be returned to TRPA for staff review.



Review Paused

During an outsourced project review, there may be times when an applicant requests that TRPA's review be paused, when conditions prevent TRPA from performing field work (e.g., Snow Holds), or when TRPA or the outsourced reviewer requires additional information from the applicant (such as environmental, traffic, groundwater, scenic simulations). Reviews that are paused will be restarted and the 120-day or 40-day count will resume at the point it was paused, once the required information is received and TRPA determines that the review may be restarted.



Review Stopped

During project review, there may be times when the applicant requests substantial modification to a pending application. TRPA will stop review of the application and will notify the applicant in writing of additional requirements. Reviews that are stopped will be reset and the 120-day or 40-day count will start over at zero, once the required information is received and TRPA determines that the review may be reset.



Review Restarted

Reviews that have been paused at the request of the applicant, because TRPA requires additional Information, or due to inclement weather, will be restarted when the application is ready to be reviewed again, and the 120-day or 40-day count for TRPA review time will resume at the point it was paused.



Review Finished

When the Outsourced Review is completed and the application is ready to be sent back to TRPA for final processing. If a Conditional Permit is required, it will be issued by a TRPA Planner, and then the applicant must Acknowledge the conditions of the permit. If TRPA will issue a Results Letter, then the issuance of the letter (status = Results Issued) is considered the final action by TRPA.



Return to TRPA Review

When an Outsourced Review is being conducted, but the application needs to be returned to TRPA Planner Review for any reason (e.g., an outsourced review is declined, the application may be denied, or the application is requested to be withdrawn).



Planner Decision

When an Outsourced Review is completed and the application is ready to be sent back to TRPA for final processing.



Conditional Permit

Applications that are consistent with the findings as required by the Bi-State Compact and the Code of Ordinances may be approved and TRPA will issue a Conditional Permit. An action by the Board or the Executive Director (or a designee) to approve an application shall be considered final action by TRPA. The permittee must Acknowledge the conditions of the permit before a project may be constructed.



Denied

Applications that are not consistent with the findings as required by the Bi-State Compact and the Code of Ordinances may be denied. An action by the Board or the Executive Director (or a designee) to reject an application shall be considered final action by TRPA.



Withdrawn

Applicants may choose to withdraw an application at any time by requesting a withdrawal in writing. Some withdrawn applications are refunded a portion of their application fees, in accordance with Rules of Procedures, Article 16.



FINAL ACTION

Acknowledged

Permits that are issued by TRPA are considered Conditional Permits. The permittee is responsible for all permit conditions and must comply with the conditions of the permits as stated. Permits expire if construction has not commenced by the date listed on the permit. The conditions described in the permit must be satisfied and acknowledged by the permittee and TRPA prior to commencement of grading or other construction activity.



Results Issued

Applications that require a results letter to be issued by TRPA. The results of the review will be documented in a formal letter from TRPA. These cases generally relate to verifications of land capability, existing land coverage verifications, units of use verifications, and similar agency actions.



Review Paused

During project review, there may be times when an applicant requests that TRPA's review be paused, when conditions prevent TRPA from performing field work (e.g., Snow Holds), or when TRPA requires additional information may be required from the applicant (such as environmental, traffic, groundwater, scenic simulations). Reviews that are paused will be restarted and the 120-day count will resume at the point it was paused, once the required information is received and TRPA determines that the review may be restarted.



Review Stopped

During project review, there may be times when the applicant requests substantial modification to a pending application. TRPA will stop review of the application and will notify the applicant in writing of additional requirements. Reviews that are stopped will be reset and the 120-day count will start over at zero, once the required



information is received and TRPA determines that the review may be reset.

Permit Issued

Applications that are consistent with the findings as required by the Bi-State Compact and the Code of Ordinances may be approved. An action by the Board or the Executive Director (or a designee) to approve an application shall be considered final action by TRPA.



Denied

Applications that are not consistent with the findings as required by the Bi-State Compact and the Code of Ordinances may be denied. An action by the Board or the Executive Director (or a designee) to reject an application shall be considered final action by TRPA.



Acknowledged

Permits that are issued by TRPA are considered Conditional Permits. The permittee is responsible for all permit conditions and must comply with the conditions of the permits as stated and by the date listed on the permit. The conditions described in the permit must be satisfied and acknowledged by the permittee and TRPA prior to commencement of grading or other construction activity.



Pre-Grade Inspection

A pre-grade inspection is an on-site meeting to review the installation of temporary Best Management Practices (BMPs), go over permit conditions, and discuss general construction practices. All construction projects, with the exception of work that is exempt or qualified exempt, require a pre-grade inspection. Once this inspection is passed, construction and digging, also called grading, can begin.



Final Inspection

When all construction is completed, TRPA will perform a final inspection on-site to verify the installation of Best Management Practices (BMPs) and that all permit conditions has been satisfied. If any project security deposits have been collected as part of the conditional permit, TRPA will verify that all standard and special conditions of the permit have been met before the project security may be returned.



TRPA Project Completed

When all conditions of the TRPA permit have been met and all project security deposits have been returned, the TRPA process is completed.



APPLICATION WITHDRAWALS

At any time, an applicant can request their application to be withdrawn. The request needs to be in writing and should be attached to the application.

TO BE DEVELOPED – AUTOMATIC WITHDRAWALS

To avoid applications sitting idle and on hold for months or years, a protocol should be developed for incomplete applications and applications requiring additional information. Per the rules of procedure, chapter 5.7, TRPA may state a deadline for completion of the application. Applications not completed by the deadline would be considered withdrawn on the deadline date. Application refunds for withdrawals should be addressed in this section.

TEMPLATES & SCRIPTS

Standard document formats are available in [Checklists](#) and [Templates](#). Standard document templates should be used by all staff planners and MOU partners.

- **Review Checklists.** Planners should review necessary content and complete checklists prior to issuance of each permit. A V(g) Findings Checklist and the applicable review checklist should be completed for all projects. Summary approval of V(g) findings is allowed for minor applications.
- **Standard Condition Language.** Standard condition language should be used to the extent feasible. Often, standard conditions will need to be refined or expanded to address unique project circumstances. The standard condition list is intended to be modified, refined, and expanded over time.
- **Standard Permit Template.** All permits should use this standard language and format.

FILE STORAGE

Planners should save documents relating to application reviews (permits, determinations, deed restrictions) to the TRPA Groups drive (F:). All project files should be located somewhere accessible to supervisory staff and other planners. For various reasons, other staff members may need access to permit documents.

- Save documents here: Groups (F:)/ Current Planning/Staff Folders (current)/ Staffs Name / Permits/ parcel number & file number.
- Planners may want to have folders with the year issued
- Qualified exempt declarations don't need to be saved here, only in Accela and the electronic backup folder.

PARCEL RECORDS

TO BE DEVELOPED – PARCEL RECORD UPDATES

- *Develop standard protocols to update project or property information in LTInfo. This should be a standard operating procedure for all staff when updates are needed or if discrepancies are encountered.*

TRPA Permitting Procedure Manual

APPENDICES

APPENDIX A: TRPA CODE OF ORDINANCES REVIEW GUIDANCE

The [TRPA Code of Ordinances](#) (the “Code”) details the requirements for development and redevelopment at Lake Tahoe. The Code also references land use standards and site design guidelines found within the applicable [local plan](#) and [design review guidelines](#).

Planners should complete their Code conformance reviews in an organized, thorough, and efficient manner. Code Chapters are designed to be reviewed in order, as applicable, starting with the General Provisions.

The following list is an overview of considerations typically evaluated as part of a TRPA application.

CHAPTERS 1-6: GENERAL PROVISIONS

General Provisions outline the TRPA regulatory framework and are typically referenced for project review process requirements, environmental documentation, and compliance procedures. Chapters include:

Introduction (Chapter 1)

Code framework and amendments. This chapter is typically not referenced in project reviews.

Applicability (Chapter 2)

Project review authorities; Exempt Activities and Qualified Exempt; Previously Approved Projects; MOUs. Enhanced staff level review is required when a project requires noticing but not a public hearing. Additional projects requiring noticing are listed in Article 12 of the [Rules of Procedure](#).

Chapter 2 Review Considerations:

- Check Sec 2.2 Project Review: Determine if Hearings Officer or Governing Board review is required.
- Sec 2.3 Exempt Activities: On occasion, an applicant may submit an application that does not require TRPA approval. You can check the list [here](#).

Environmental Documentation (Chapter 3)

Initial Environmental Checklist; Environmental Assessment; Finding of No Significant Effect; Mitigated Finding of No Significant Effect, Environmental Impact Statement.

Chapter 3 Review Considerations:

- Sec 3.2 Applicability: Check need for environmental documentation. Note single

family and other exemptions do not require environmental documentation.

- Sec 3.3 Determination of need to prepare EIS – Standards and findings for Initial Environmental Checklist. These are integrated into the IEC forms available [here](#).
- Address Secs 3.4 (Environmental Assessments), 3.5 (FONSE), 3.6 Mitigated (FONSE), and 3.7 (EIS): Reference these procedures as needed based on initial review.

Required Findings (Chapter 4)

Applicability; Procedures; Threshold Findings; Findings for Amendments to the Regional Plan, Code, etc.

Chapter 4 Review Considerations:

- Threshold Finding requirements are integrated into the V(g) Findings Checklist. For applications requiring additional findings or determinations, supplemental findings should be documented. This is typically the staff summary for public hearings or a supplemental findings sheet for staff-level approvals. This may be appropriate for relocation of sensitive land coverage, removal of old growth trees, and other topics not clearly addressed in the standard checklists. Notes added on the checklist forms can be used to document simple findings.

Compliance (Chapter 5)

Chapter 5 is used by the compliance team for inspections and to address non-compliance and related issues. Chapter 5 is typically not referenced for project reviews. It includes: inspections, non-compliance, permit suspension and revocation, securities, judicial relief, and remedial action plans.

Tracking, Accounting, and Banking (Chapter 6)

Chapter 6 addresses the data collected for each parcel, regional accounting, and land banking. Chapter 6 requirements are integrated into the review forms, so code typically does not to be referenced for each project review.

CHAPTERS 10-16: PLANNING

Planning standards outline the land use categories and the criteria for [Local Plans](#). Planning standards typically do not need to be reviewed with each project. Chapters include:

TRPA Regional Plan Maps (Chapter 10)

Official Maps and GIS Layers.

Plan Area Statements and Plan Area Maps (Chapter 11)

Framework for Plan Area Statements. Plan Area Statements are local plans for small geographic areas that have not been included in an Area Plan.

Community Plans (Chapter 12)

Framework for Community Plans. Community Plans are local plans for small geographic areas that have not been included in an Area Plan.

Area Plans (Chapter 13)

Framework and requirements for Area Plans.

Specific and Master Plans (Chapter 14)

Framework for Specific Plans and Master Plans.

CHAPTERS 21-22: LAND USES

Land Use standards are primarily addressed in the [Local Plans](#). The applicable local plan needs to be reviewed with each project. Code chapters are referenced when determining the appropriate category of primary, accessory, or temporary use; for special use findings; non-conforming use provisions; and standards for temporary and accessory uses including Accessory Dwelling Units (ADUs). Chapters include:

Permissible Uses (Chapter 21)

Definitions, Standards and Findings for primary and accessory uses.

Chapter 21 Review Considerations:

- Reference when determining the appropriate category of primary, accessory, or temporary use; for special use findings; non-conforming use provisions; and standards for temporary and accessory uses including Accessory Dwelling Units (ADUs).
- Check floor plans: Review to see if the correct number of units are proposed based on the number of kitchens.
- Also reference [Accessory Dwelling Units](#), below, as applicable.
- If units of use are added, development rights need to be in place or required by condition of approval. Mobility mitigation fees are also required for conformance to Chapter 65.

Temporary Uses (Chapter 22)

Definitions and Standards for temporary uses.

CHAPTERS 30-39: SITE DEVELOPMENT

Applications are reviewed in detail for compliance with applicable Site Development standards. These are the baseline design standards for buildings and site improvements. Some of the [Local Plans](#) have replacement standards for certain site development standards. It is important to identify any applicable replacement standards within the local plans before reviewing the site

development standards in the Code. Chapters include:

Land Coverage (Chapter 30)

Land Coverage is a fundamental development limitation in the Lake Tahoe Region. TRPA administers a system that limits land coverage based on the environmental sensitivity of land, as measured using “Bailey” land capability classifications. The alternative IPES system (Chapter 53) applies to residential parcels that were vacant when the regional plan was established. Chapter 30 outlines standards for the Bailey land classifications; and the limitations, exemptions, and mitigation requirements for Land Coverage.

Chapter 30 Review Considerations:

- **Land Coverage is a fundamental development limitation in the Lake Tahoe Region, but can be confusing. Permitting Department staff need to learn and understand the chapter 30 standards in detail. Ask questions as needed.
- Note that the Chapter 90 definition of Land Coverage identifies what does and doesn’t qualify as Land Coverage.
- Sec 30.3 (Land Capability System) is used to review [Verification and Determination Applications](#), and is generally not used for project reviews.
- Sec 30.4 (Land Coverage Limitations) is central to project reviews. Some provisions are integrated into checklists, but the nuanced language in code often needs to be referenced. Subsections address base allowable coverage, transferred coverage, method of transferring, relocation of verified coverage, conversion of turf, coverage exemptions, and off-site coverage standards.
- Note that many of coverage exemptions require BMP certificates and full mitigation of excess coverage. Be sure to review sub 30.4.6 in detail with coverage exemption proposals.

Density (Chapter 31)

Maximum density limits, allowed increases, and related standards.

Chapter 31 Review Considerations:

- Reference Chapter 31 for projects with more than one residential unit, tourist uses, and overnight recreation facilities.
- Density increases are allowed for affordable housing and other specified projects.

Basic Services (Chapter 32)

Standards for paved roads, water service, wastewater treatment service, and electrical service requirements for projects.

Grading and Construction (Chapter 33)

Grading season, standards, and excavation limitations (5 feet generally); Special reports for

additional excavation; Standards for protecting trees and other vegetation.

Chapter 33 Review Considerations:

- Chapter 33 is relevant for many reviews. Sections address the grading season and winterization, discharge/ erosion control, dust control, material disposal, cuts and fills, excavation limitations (5 feet generally), special reports for additional excavation, historic resource discovery, and vegetation protection. The permit condition template has condition language that can be used for each of the Chapter 33 standards.
- Note the vegetation protection language references and works together with Chapter 61.

Driveway and Parking Standards (Chapter 34)

Design standards for driveways and parking.

Chapter 34 Review Considerations:

- Section 34.2 lists the areas / documents with substitute standards.
- Reference for the design of driveways and access routes.
- TRPA code does not have parking standards.
- See local plans for substitute and additional standards.

Natural Hazard Standards (Chapter 35)

Floodplain standards. Referenced for projects within 100-year floodplains.

Design Standards (Chapter 36)

Standards for site design, building design, landscaping, exterior lighting, water conservation, combustion appliances, outdoor advertising, and soil and vegetation protection. Additional design guidelines are outlined in the [Design Review Guidelines](#).

Chapter 36 Review Considerations:

- Section 34.2 lists the areas / documents with substitute standards.
- References the Design Review Guidelines and Scenic Quality Improvement Program.

Height (Chapter 37)

Regulatory system and limitations for structure height. TRPA uses complex methods and findings for determinations of maximum building height.

Chapter 37 Review Considerations:

- Review and identify key components of height calculations, including lowest natural ground elevation, percent cross slope retained, and roof pitch.
- Information should be shown on the building elevation sheets and consistent with elevation contour lines on the site or grading plan.
- Reference Sec 37.4 table of maximum height.

- Reference Sec 37.5 for additional height options
- Reference Sec 37.6 for structures other than buildings
- Reference Sec 37.7 for additional height findings. The review checklists address additional height findings. A supplemental findings document may be needed for larger projects and more complex height findings.
- Reference Secs 37.8 and 37.9 for modifications to existing buildings, including those with non-conforming height.

Signs (Chapter 38)

General sign standards; Supplemental sign standards in certain areas.

Subdivision (Chapter 39)

Subdivisions that create new development potential are not permitted in the Lake Tahoe Region. TRPA processes condominium subdivisions for existing units and modifications to parcel boundaries.

CHAPTERS 50-53: GROWTH MANAGEMENT

TRPA administers a system of transferrable development rights (TDR) for all parcels in the Lake Tahoe Region. Development rights need to be obtained before new units of use are established. Requirements are outlined in the Growth Management chapters.

Growth Management standards are typically reviewed when a project proposes to add units of use (allocation of development), change land use categories (conversions), remove and bank units of use (banking), or transfer units of use to another property (transfers).

Residential use categories include single family residential units (SF RUU), multi-family residential units (MF RUU), and Bonus Units.

Vacant residential parcels were each allocated one “potential residential unit of use” with adoption of the Regional Plan. To build a new residence on a vacant parcel, a property will need a potential unit of use plus a residential “allocation”. A limited number of allocations are distributed annually to each local government. Incentive allocations and bonus units are also available.

Non-residential use categories include tourist accommodation units (TAU) for lodging and timeshare units; and commercial floor area (CFA) for commercial and office uses.

Recreational uses are managed using “people at one time (PAOT)” standards.

Growth Management Chapters include:

Allocation of Development (Chapter 50)

Standards for potential residential units of use, allocation of development rights, and allocation of additional units by type.

Banking, Conversion, and Transfer of Development (Chapter 51)

Standards for Banking, Conversion, and Transfer of Development Rights.

Bonus Unit Incentive Program (Chapter 52)

Residential “Bonus Units” are available for prioritized housing projects including affordable, moderate, and achievable-level housing; transfers of development to Centers; and environmental mitigation measures such as sensitive land restoration or participation in an environmental improvement project.

Individual Parcel Evaluation System (Chapter 53)

Standards for IPES parcels including parcel evaluations, ranking, scoring, allowable coverage, stream environment zone (SEZ) setbacks, and related matters.

CHAPTERS 60-68: RESOURCE MANAGEMENT AND PROTECTION

Resource Management and Protection Standards relate directly to the Environmental Threshold Standards. When properties are improved consistent with TRPA standards, the environment is protected and often improved.

Applications are reviewed in detail for compliance with applicable Resource Management and Protection standards. Chapters include:

Water Quality (Chapter 60)

Chapter 60 requires water quality improvements, including stormwater management best management practices (BMPs), with all projects. BMPs reduce the amount of sediment and other pollutants that flow into Lake Tahoe. BMPs protect against soil erosion, manage runoff from pollution sources including streets and driveways, and infiltrate additional runoff from impervious ground surfaces. Infiltration calculations are required with most projects. The BMP Manual TahoeBMP.org outlines BMP requirements and design options. Chapter 60 also addresses water quality (pollution) control, source water protection, and water quality mitigation required with increases in land coverage.

Chapter 60 Review Considerations:

- Reference Sec 60.1 for pollution discharge limits. Typical project reviews may need to address snow disposal areas and fertilizer management.
- Reference Sec 60.2 for water quality mitigation required with added land coverage.

This is typically addressed with a standard condition and per square foot fee.

- Reference Sec 60.3 for source water protection standards. These apply when identified “possible contaminating activities” are proposed in a source water (aka drinking water) protection area. See the permit review map. This applies to a variety of mostly non-residential uses. If the standards apply, the project must coordinate with the water system operator and implement a spill control plan with certain required elements.
- Reference Sec 60.4 for the basic best management practice (BMP) requirements. The BMP Manual TahoeBMP.org outlines BMP requirements and design options in more detail. Project plans must include temporary and permanent BMPs. Staff from BMP team are available to help applicants design BMP plans and to help with BMP plan reviews when needed. The standard BMP requirements include:
 - Infiltration: Infiltration trenches, basins, and similar facilities shall be designed to accommodate the volume from a 20-year, one-hour storm. Adequate infiltration is especially important for driveways and other “dirty coverage” areas. The standard calculation table is used to verify the “BMP treatment” capacity. Reviews should include the following steps:
 - Verify the correct parcel information used.
 - Verify water table depth (generally ≥ 5 feet) and maximum depth of install. Require special designs as needed to maintain 1’ separation between infiltration BMPs and the water table.
 - Verify the mapped Ksat against parcel records. This is a measure of soil infiltration capacity. Lower infiltration rates may impede infiltration. Sec 60.4.8 (special circumstances) should be used in these cases. Studies may be accepted to support alternative Ksat rates.
 - Check average void space. 40% should be used for standard gravel trenches.
 - Review the contributing surfaces, which should also be shown on a map graphic. The total contributing surface area should generally equal the total parcel coverage plus a little for overhanging coverage. Numbers don’t need to match exactly.
 - Review the treatments proposed. Check locations on a plan sheet, dimensions in the table, and calculated capacities. Properly-sized infiltration trenches (or suitable alternatives) are required adjacent to all driveway runoff areas and under all roof driplines.
 - Pay special attention to the driveway slope and adequacy of driveway BMPs. Plans should show driveway BMPs wherever runoff occurs. On many sites, a linear BMP will border the downhill side of the entire

driveway. You may need a condition to provide more detailed driveway slope information and/or additional treatment areas. Sediment traps should be included in driveway BMPs.

- Also note areas of concentrated runoff from roofs.
 - Verify the excess runoff line for each contributing is 0. Excess runoff may be allowed with a secondary infiltration area and erosion control.
- Cut and Fill Slopes: Shall be stabilized.
- Denuded Areas: Shall be vegetated with approved plant species.
 - Also note standard requirement for soil armor under elevated decks/structures. Armoring is not needed if water cannot pass through the elevated structure.
- Drainage Conveyances: Standards for swales, culverts, and other stormwater conveyances.
- Roads, Driveways, and Parking Areas: Shall be paved.
- Protection of BMPs: Shall be protected to prevent damage from vehicles.
- Consistency with Defensible Space Requirements: Shall be consistent with fire agency defensible space requirements. This generally involves non-combustible material within 5 feet of the foundation, and managed vegetation further from structures.
- Note Sec 60.4.7 Additional Requirements for sensitive land.
- Note Sec 60.4.8 Special Circumstances for alternative designs and areas of poor infiltration.
- Some information can be excluded for applications small improvements only.
 - To qualify, a parcel needs to have an existing BMP Certificate, improvements shall not impact sensitive land, add or relocate more than 500 square feet of coverage, or increase building height.
 - The following modified procedures apply:
 - Include the general condition(s) that BMPs need to be maintained in perpetuity.
 - Require a BMP plan that shows existing BMPs on the property (this can be the one from the certification).
 - A BMP calculation spreadsheet is only required for the areas modified by the application.
 - The final line item in the permit - special condition 1, needs to read that the BMP certificate will not be re-certified.
 - Fire protection agency pre-approval can be excluded if it does not include a change in access.

Vegetation and Forest Health (Chapter 61)

Chapter 61 outlines standards for vegetation protection and management including in SEZs, for sensitive plant and wildlife habitat, and for old growth trees. Chapter 61 also addresses tree removal, prescribed burning, and revegetation of disturbed areas.

Chapter 61 Review Considerations:

- Reference Sec 61.1 for Tree Removal. Trees may be removed for variety of reasons, including development. Note additional protections in Sec 61.3 for Old Growth Trees and Stream Environment Zones (SEZ).
- Reference Sec 61.2 for Prescribed Burning projects.
- Reference Sec 61.3 for vegetation protection. Significant additional restrictions apply in stream environment zones. The section also addresses sensitive plant species (see GIS maps) and Old Growth Tree Protection standards. Trees larger than 30 inches in westside forest types and 24 inches in eastside forest types are priorities for preservation. These trees may be removed in certain circumstances. Removal in no-SEZ urban land requires a determination or finding that no reasonable alternative exists.
- Reference Sec 61.4 for Revegetation. Verify plans call for revegetation using the TRPA plant species list, or require it by condition of approval.

Wildlife Resources (Chapter 62)

Protection standards for identified wildlife habitat, and for special interest, threatened, endangered, and rare species.

Chapter 60 Review Considerations:

- Reference Sec 62.3 for habitat protection.
- Reference Sec 62.4 for special species protections.

Fish Resources (Chapter 63)

Protection standards for fish habitat (lakes and streams) and control standards for aquatic invasive species.

Livestock Grazing (Chapter 64)

Standards for livestock grazing in the Lake Tahoe Region.

Air Quality and Transportation (Chapter 65)

Chapter 65 outlines standards for air quality control including vehicle inspections, combustion appliances (including gas and wood heaters), open burning, stationary sources, and vehicle idling. Chapter 65 also details the *Air Quality, Greenhouse Gas Reduction, And Mobility Mitigation Program*, which requires mitigation fees with new development allocations proportional to the expected generation of vehicle miles travelled (VMT) for that location and use type. The online

[Project Impact Analysis Tool and Guidelines](#) provide more in-depth information about which projects may require a mobility mitigation fee. See the [Active Transportation Plan](#) for additional information. The rental car mitigation program is also addressed.

Chapter 65 Review Considerations:

- Reference Sec 65.1 for pollution emission limits. Building plans need to have TRPA compliant combustion (gas) appliances and wood heaters. Open burning and stationary sources are also addressed.
- Reference Sec 65.2 for the *Air Quality, Greenhouse Gas Reduction, And Mobility Mitigation Program*, which requires mitigation fees with new development allocations and changes of use. Fees are proportional to the expected generation of vehicle miles travelled (VMT) for that location and use type. The online [Project Impact Analysis Tool and Guidelines](#) provides initial screening for all projects and fee calculations for most projects. Simple See the [Active Transportation Plan](#) for additional information.
- Reference Sec 65.3 for bicycle and pedestrian facilities. Easements for planned trails are required for larger projects (exempting single family).
- Rental car projects are subject to the Sec 65.4 rental car mitigation program.
- Projects with 100 or more employees need to address the Sec 65.5 employer-based trip reduction program.

Scenic Quality (Chapter 66)

Standards to maintain scenic quality in the Lake Tahoe Region including generally-applicable standards, scenic highway corridor standards, and scenic quality reviews in the shoreland. Shoreland and shorezone projects require a detailed scenic assessment and are limited by unscreened visible mass and a contrast rating score for color and reflectivity when viewed from Lake Tahoe. Scenic mitigation is often required for lakefront projects.

Chapter 66 Review Considerations:

- Reference Sec 66.1 for generally applicable scenic quality standards. Performance standards prohibit decreases in the numerical rating of various scenic units. Consistency with the Chapter 36 design standards and the Design Review Guidelines is sufficient for most projects.
- Projects visible from Lake Tahoe, a scenic roadway unit, or a scenic recreation area may be subject to Sec 66.1.6 Reflectivity and Glare standards. Reflectivity limits should be applied to projects with direct unscreened views of the protected areas. Walls facing east and west are more likely to produce glare. Where applicability isn't clear, use your best judgement to judge the likelihood of direct glare based on building orientation, materials, and existing vegetation. If in doubt, require 11 percent window

reflectivity. Allow applicants to submit a glare analysis to support standard windows.

- Reference Sec 66.2 for projects within scenic highway corridors. Chapter 36 requires 20 foot setbacks from scenic highways.
- Reference Sec 66.3 for projects in the shoreland and shorezone. Shoreland and shorezone projects require a detailed scenic assessment and are limited by unscreened visible mass and a contrast rating score for color and reflectivity when viewed from Lake Tahoe. Scenic mitigation is often required for lakefront projects. See [Scenic Protection](#) for additional information.
- Levels of scenic mitigation are described in Sec 66.3.3. A scenic assessment is required for levels starting at 3.
 - Level 1 is repairs with “exact in-kind replacement”. No mitigation is required.
 - Level 2 includes “painting, re-siding, re-roofing, or similar activities that affect the color of the structure”. Compliant colors are required.
 - Similar activities may include improvements that would not impact contrast rating scores, such as installing a hot tub in front of a similarly colored wall. Replacing wall area with windows is not a “similar activity”.
 - Levels 3-5 require a scenic analysis, which is more complex and costly to prepare. Levels within this range are determined by the amount of lakefront façade the project is “altering or increasing”.
 - “Altering or increasing” may exclude improvements that would not impact contrast rating scores, such as changing colors or installing a hot tub in front of a similarly colored wall. Replacing wall area with windows is considered an alteration.
 - Level 3 reviews have simpler mitigation standards.
 - Level 6 is for special projects including health and safety and environmental improvement projects. Mitigation is not required.
 - Note interpretation in process for standard upgrades to projects improving individual units within existing lakefront condominiums.

Historic Resource Protection (Chapter 67)

Standards for historic resource protection and discovery of eligible resources. Buildings and structures over 50 years of age are evaluated for historic significance through an application with the local jurisdiction or TRPA depending on location. Projects that would modify potentially eligible resources or designated resources are subject to special standards and processes.

Noise Limitations (Chapter 68)

Standards for maximum noise for single events, and community noise equivalent levels (CNEL).

Conditions for noise mitigation may be needed for potentially noisy projects.

CHAPTERS 80-85: SHOREZONE

Projects seeking improvements within Lake Tahoe or another lake are subject to the Shorezone standards. The shorezone/backshore extends landward to the “highwater line of the lake and the upland area of instability or the wave run-up area”. Backshore delineations are completed with applicable land capability verifications.

Shorezone ordinances were significantly revised in 2018 following a period of litigation and limited shorezone permitting. TRPA now administers a system with limited allocations for new moorings (buoys, boatlifts, and slips), very few new allocations for single use piers, allowances for shared use piers, and detailed design standards for piers, buoys and other shorezone improvements. Chapters include:

Review of Projects in the Shorezone and Lakezone (Chapter 80)

Findings and general standards for shorezone projects. Also note projects requiring noticing pursuant to Article 12 of the [Rules of Procedure](#).

Permissible Uses and Structures and the Shorezone and Lakezone (Chapter 81)

Classification of uses and structures; Permissible uses, Use definitions; General provisions for existing uses.

Existing Structures and Exempt Activities (Chapter 82)

Existing structure standards; Exempt and Qualified Exempt activities in the Shorezone;

Shorezone Tolerance Districts and Development Standards (Chapter 83)

Delineation of shorezone tolerance districts; Tolerance district challenges: Standards for each tolerance district; General design standards.

Development Standards Lakeward of the High Water Line in the Shorezone and Lakezone (Chapter 84)

Standards for mooring structures, piers, boat ramps, marinas, shoreline protection, other structures, filling and dredging, and other activities. Shorezone mitigation standards.

Development Standards in the Backshore (Chapter 85)

Backshore limits; Coverage prohibition and exemptions; Vegetation standards; Project review considerations; Modified Backshore areas.

CHAPTER 90: DEFINITIONS

Chapter 90 outlines the rules for code interpretation and construction and the definition of

specific terms. Qualifying criteria for many code standards are addressed in Chapter 90. Chapter 90 is often the place to look if you're not sure if a regulatory term applies to a certain situation. Also note the rules of rounding for regulatory calculations.

APPENDIX B: REFERENCES LISTED IN THE TRPA CODE OF ORDINANCES

The following appendix is intended to serve as a reference guide. It includes documents and datasets, with a hyperlink or source, that are “adopted by reference” in the TRPA Code of Ordinances. The complete document can be viewed here: [Code Reference Documents](#)

Code Section	Reference Document	Description	Hyperlink or Source
GENERAL			
1.4 & other	Tahoe Regional Planning Compact	Section 1.4 identifies the basic Land Use Documents Supporting the Code of Ordinances.	https://www.trpa.gov/wp-content/uploads/documents/archive/1/Bistate_Compact.pdf
	The environmental threshold carrying capacities adopted in Resolution 82-11	Other TRPA plans and programs that are required for application reviews are referenced individually below.	https://www.trpa.gov/wp-content/uploads/documents/archive/Attachment-C_Resolution-82-11.pdf
	The Goals and Policies Plan	See pdf page 38 of the Regional Plan for Goals & Policies.	https://www.trpa.gov/wp-content/uploads/Adopted-Regional-Plan.pdf
	Other TRPA plans and programs		https://www.trpa.gov/regional-plan/#thresholds
			https://www.trpa.gov/regional-plan/local-plans-map/

1.5	Lake Tahoe Water Quality Management Plan (aka “208 Plan”)	Portions of the Code inconsistent with the existing Lake Tahoe Water Quality Management Plan (“208 Plan” or “WQMP”) shall not be implemented until the necessary amendments to the 208 Plan are certified by the States of California and Nevada and the Environmental Protection Agency.	Lake Tahoe (208) Water Quality Management Plan
1.7	Administrative Fees	Fee schedule for numerous applications	https://www.trpa.gov/wp-content/uploads/documents/FILING_FEE_SCHEDULE.pdf
2.2 & other	Rules of Procedure	Outlines basic procedures for project reviews and other matters.	https://www.trpa.gov/wp-content/uploads/documents/Rules-of-Procedure.pdf
2.3.2.E & other	Regional Plan Maps	For applicability of numerous ordinances	https://www.trpa.gov/wp-content/uploads/documents/archive/2/FinalAdoptedRegionalPlanMaps_amended1-2-2018.pdf
			http://gis.trpa.org/permitreview/
2.5 & other	Intergovernmental Memoranda of Understanding	For numerous agreements and replacement standards.	https://www.trpa.gov/where-to-apply-for-a-permit/
3.3.1	Initial Environmental Checklist (IEC)	For determination of need for an EIS	https://www.trpa.gov/wp-content/uploads/IEC-Form_02-2022.pdf
10.3.1	Plan Area GIS Layers	Numerous GIS layers are also referenced individually below.	https://www.trpa.gov/regional-plan/local-plans-map/
15.3	Environmental Improvement Program	Threshold improvement projects applicable to all projects and activities in the region.	https://www.trpa.gov/programs/environmental-improvement-program/

16.9	Environmental Threshold Evaluation Reports	Periodic reports on environmental thresholds and the status of progress on attaining standards, and related measures. Applies to project review findings.	https://www.trpa.gov/agency/#thresholds
DEVELOPMENT RIGHTS TRACKING			
6.4 Ch. 30, 50-53, etc.	Parcel account files	Parcel files identifying the property data and regulatory information listed in Sections 6.5 through 6.7. Includes basic parcel information, coverage information, and unit of use information. Used to track the status of development allowances and limitations.	https://parcels.laketahoeinfo.org/
6.8 Ch. 50-53	Regional Allocation annual reports	Reports issued each year on the status of development allocations in each local jurisdiction and plan area.	F:\Current Planning\Local Government Coordination\Local Government Coordination Reports F:\Research and Analysis\Reporting\Annual Reports
6.9 Ch. 50-53	Regional Development Right Accounting	Reports issued every other year on the status of development rights in each local jurisdiction and plan area	F:\Research and Analysis\Reporting\Annual Reports https://parcels.laketahoeinfo.org/TdrTransaction/TransactionList https://www.laketahoeinfo.org/CumulativeAccounting/Index
6.10 30.4.3	Designated Land Banks	Groups responsible for land acquisition and land restoration. May have banked land coverage available for purchase.	California Tahoe Conservancy land bank Nevada Division of State Lands land bank
Sec 6.11, chaps 50-53	Cumulative Accounting	A current cumulative account for all projects approved in accordance with subsection 16.8.2.	https://www.laketahoeinfo.org/CumulativeAccounting/Index https://parcels.laketahoeinfo.org/ParcelPermit/Index

		Information included in the Threshold Evaluation Reports.	https://thresholds.laketahoeinfo.org/
PLANNING AREA			
11.3 & others	Plan Area Statements (all)	Documents providing detailed plans and standards for specific areas	https://www.trpa.gov/regional-plan/area-plans/
			https://gis.trpa.org/localplans/
12.3 & others	Community Plans (all)	Documents providing detailed plans and standards for specific areas	https://www.trpa.gov/regional-plan/area-plans/
			https://gis.trpa.org/localplans/
13.2 & others	Area Plans (all)	Documents providing detailed plans and standards for specific areas	https://www.trpa.gov/regional-plan/area-plans/
			https://gis.trpa.org/localplans/
13.6.5.B	Load Reduction Plans for registered catchments	For area plan conformance reviews	https://clarity.laketahoeinfo.org/Document/Index
13.7.1	Area Plan MOUs	Describes delegations of project reviews and other procedures for each Area Plan.	https://www.trpa.gov/where-to-apply-for-a-permit/
14.3	Specific and Master Plans	Documents providing detailed plans and standards for specific areas.	F:\LongRangePlanning\Master_Plans
LAND COVERAGE			
30.3.2 & others	Bailey report Land Capability Districts	Land capability districts used to determine standards for land coverage and other topics. Class 1b is also known as Stream Environment Zone (SEZ).	http://gis.trpa.org/permitreview/
2.3.2.E & other	SEZ Areas	For applicability of numerous ordinances	http://gis.trpa.org/permitreview/
30.3.3	Land Capability Verifications	Field verifications of land capability. Required for permits on “Bailey parcels”.	https://parcels.laketahoeinfo.org/
			http://gis.trpa.org/permitreview/

30.4.1.B1	TRPA-Approved Subdivisions in Conformance with the Bailey Coefficients	Subdivisions with allowable coverage for the subdivision assigned to individual parcels.	https://www.trpa.gov/wp-content/uploads/Attachment_All_2.2.22.pdf (Attachment 2 of the Regional Plan Goals and Policies)
30.4.1.B2	Existing Planned Unit Developments (PUDs) Not in Conformance with the Bailey Coefficients	Subdivisions subject to certain development standards	https://www.trpa.gov/wp-content/uploads/Attachment_All_2.2.22.pdf (Attachment 3 of the Regional Plan Goals and Policies)
30.4.3	Hydrologically Related Areas	Boundaries for applicability of certain land coverage transfer limitations and mitigation fee calculations.	https://www.trpa.gov/wp-content/uploads/documents/archive/Coverage_Exemption_Process_Info_Sheet.pdf
30.4.6.D3	Federal jurisdictional wetlands as mapped by the Army Corps of Engineers	Used for public trail design standards. See TRPA Land Capability layer. Note from Army Corp website - "There are no definitive maps of federally regulated wetlands or waterways"	https://gis.trpa.org/mapmaker/ https://www.lrb.usace.army.mil/Portals/45/docs/regulatory/DistrictInfo/FactSheets/NY-Wetlands_What_You_Should_Know_Revised_13MAY2019.pdf?ver=2019-05-13-150727-513
30.4.6.D3	Lake Tahoe Region Bike Trail and Pedestrian Plan (update to "active transportation plan")	Used for public trail design standards and air quality standards. See active transportation plan.	https://www.trpa.gov/rtp/ https://www.trpa.gov/wp-content/uploads/documents/ATP-Checklist-Fillable.pdf
DESIGN STANDARDS & GUIDELINES			
36.3, 36.6	Design Review Guidelines	1989 document outlining the general design standards and guidelines for development. Includes	https://www.trpa.gov/wp-content/uploads/documents/archive/DRG.pdf

		Appendix G for colors and Appendix H for shoreland scenic assessments. See also applicable area plan and area plan implementing regulations.	https://www.trpa.gov/regional-plan/area-plans/
33.4.1 Ch. 67	TRPA Historic Resource Map	Used for determining requirements for subsurface investigations prior to grading. Zoom into a neighborhood, click “Historic” to view determinations and recognized historic resources.	http://gis.trpa.org/permitreview/
34.2 36.2.2 38.2.3	Douglas County Community Plans, Design Standards and Guidelines, August 1993	Substitute standards for driveways and parking (chap 34), design standards (chap 36), and signs (chap 38) in the Round Hill Community Plan	https://www.trpa.gov/regional-plan/local-plans-map/
34.2 36.2.2 38.2.3	Tahoe Area Plan Regulations (Chapter 20.703) of the Douglas County Development Code	Substitute standards for driveways and parking (chap 34), and signs (chap 38) in the South Shore Area Plan	https://www.trpa.gov/wp-content/uploads/documents/SSAP_Adopted_2023-01-25.pdf
		See pdf page 117.	Ch. 20.703
34.2 36.2.2 38.2.3	South Shore Design Standards and Guidelines (September 2013 and as amended)	Substitute standards for driveways and parking (chap 34) and design standards (chap 36), and signs (chap 38) in the South Shore Area Plan. See pdf page 117.	https://www.trpa.gov/wp-content/uploads/documents/SSAP_Adopted_2023-01-25.pdf
38.2.3	Section L of Chapter 12: Signs of the Douglas County Community Plans, Design Standards and Guidelines (August 1993)	Substitute standards (interim) for signs (chap 38) in the South Shore Area Plan	https://www.trpa.gov/wp-content/uploads/documents/SSAP_Adopted_2023-01-25.pdf (See pdf page 117.)

34.2 36.2.2 38.2.3	Placer County Tahoe Basin Area Plan, Implementing Regulations	Substitute standards for driveways and parking (chap 34), design standards (chap 36), and signs (chap 38) in Placer County	https://www.trpa.gov/wp-content/uploads/documents/Final-TBAP_Implement-Regs_Feb_2021.pdf
34.2	City-Wide Design Standards found in Chapter 6.10 and 6.55 of the City of South Lake Tahoe Municipal Code	Substitute standards for driveways and parking (chap 34) in portions of South Lake Tahoe outside of Area Plans	F:\LongRangePlanning\Community Plans & Plan Area Statements\COMMUNITY PLANS\4.OtherStandards
36.2.2 38.2.3	City of South Lake Tahoe Standards and Guidelines for Design, Signage, Parking, Driveway, and Loading Spaces, June 1994	Substitute standards for design standards (chap 36), and signs (chap 38) in portions of South Lake Tahoe outside of Area Plans	F:\LongRangePlanning\Community Plans & Plan Area Statements\COMMUNITY PLANS\4.OtherStandards
34.2 36.2.2 38.2.3	Tourist Core Area Plan Development and Design Standards (Appendix C)	Substitute standards for driveways and parking (chap 34), design standards (chap 36), and signs (chap 38) in the Area Plan. See pdf page 109.	https://www.cityofslt.us/DocumentCenter/View/3508/Tourist-Core-Area-Plan?bidId=
34.2 36.2.2 38.2.3	Tahoe Valley Area Plan Development and Design Standards (Appendix C)	See pdf page 118.	https://www.trpa.gov/wp-content/uploads/documents/archive/2/TVAP.pdf
34.2 36.2.2	[Washoe County] Tahoe Area Plan Design Standards and Guidelines, May 2021	Substitute standards for driveways and parking (chap 34) and design standards (chap 36) , and signs (chap 38) in the Crystal Bay Tourist, Incline Village Commercial, Incline Village Tourist, and Ponderosa Ranch districts. See pdf page 237.	https://www.trpa.gov/wp-content/uploads/documents/WCTAP_Final_Full.pdf

34.2 36.3	Meyers Area Plan Design Standards and Guidelines, February 2017.	Substitute standards for driveways and parking in the Meyers Area Plan. See pdf page 81.	https://www.edcgov.us/Government/TPS/meyers/Documents/Meyers_Area_Plan_Combined.pdf
35.4	100-year floodplains as mapped by the Army Corps of Engineers	Used for determining the applicability of certain development prohibitions. See "Streams and Flood Zone" --> "100 Year Flood Zone."	http://gis.trpa.org/permitreview/
36.5.5	Maintenance Responsibilities Chart and Plan Template	TRPA provided template must be completed with permits for projects with active transportation facilities.	https://www.trpa.gov/wp-content/uploads/documents/Maintenance-Responsibilities-Chart-and-Plan.pdf
37.5.9	Resolution 2008-11	Designates Special Projects for additional height allowances in ski area master plans.	F:\Current Planning\4_CODE INTERPRETATIONS F:\Governing Board-APC-Hearings Officer\Governing Board\Resolutions
37.7	Various community plans are referenced for special height findings. Most have been repealed and replaced with Area Plans.	These are used determine compliance with special height findings. There are three remaining community plans - South Y Industrial, Bijou/Al Tahoe, and Roundhill.	https://www.trpa.gov/regional-plan/local-plans-map/
38.2.3	Lake Tahoe Recreation Sign Guidelines (as amended January 2001).	Recreation sign guidelines for the entire Lake Tahoe Region See Design Review Guidelines Appendix F, pdf page 113. See also corridor management plans.	https://www.trpa.gov/wp-content/uploads/documents/archive/DRG.pdf https://www.trpa.gov/rtp/#corridor

38.2.3	Meyers Area Plan substitute sign standards (February 2018)	Substitute standards for driveways signs (chap 38) in the Area Plan. See pdf page 81.	https://www.edcgov.us/Government/TPS/meyers/Documents/Meyers_Area_Plan_Combined.pdf
38.5.1	Forest Service Catalog of Posters and Signs, EM-7100-15, 1992, as amended	Standards for signs on national forest lands	Per Shannon (EIP Roads/Trails Permitting Planner), not aware that TRPA has on file. Questioned if this was still relevant. Recommend that we amend code to remove.
38.5.2	State of California as set forth in the Department of Parks and Recreation Sign Handbook, 1973, as amended.	Standards for signs on California State Park lands	Per Shannon (EIP Roads/Trails Permitting Planner), not aware that TRPA has on file. Questioned if this was still relevant. Recommend that we amend code to remove.
38.5.2	State of Nevada Department of Parks and Recreation Sign Handbook, 1973, as amended	Standards for signs on Nevada State Park lands	Per Shannon (EIP Roads/Trails Permitting Planner), not aware that TRPA has on file. Questioned if this was still relevant. Recommend that we amend code to remove.
39.2.5	Urban areas existing on December 31, 1994, or as amended pursuant to subsection 11.8.4	Used to determine applicability of certain subdivision standards.	https://www.tahoeopendata.org/maps/TRPA::tahoe-planning-and-jurisdictions-data/about
RESOURCE PROTECTION			
2.3.2.H Ch.60 & 61, etc	Handbook of Best Management Practices (BMP Handbook)	Outlines improvements to implement standards for water quality, vegetation, etc	https://tahoebmp.org/BMPHandbook.aspx

60.3	TRPA Source Water Assessment maps	Identifies source water protection zones for applicability of additional pollution control ordinances. See "Source Water."	http://gis.trpa.org/permitreview/
2.3.2.H 36.7 Ch. 61	TRPA Recommended Native and Adapted Plant List	Plant species on the list shall be used for lawns and landscaping, with exceptions. Sec 2.3.2H refers to this as the "TRPA Plant List"	https://tahoebmp.org/Documents/LandscapingGuide.pdf https://www.trpa.gov/wp-content/uploads/documents/archive/Living-With-Fire_Lake-Tahoe.pdf
2.3.2.E Ch. 61	Eastside forest types Westside forest types	For applicability of different tree protection standards (30 inches vs 24)	https://www.tahoeopendata.org/datasets/TRPA::eastside-westside-forest-types-boundary/about https://www.trpa.gov/wp-content/uploads/documents/archive/2/LSOG_Eastside-Westside-Forest-Types.pdf
61.3.6 62.4	TRPA Special Species map layers.	Depicts sensitive plant habitat and uncommon plant communities for applicability of additional ordinances. Also depicts habitat locations for special interest species including goshawk, osprey, bald eagle, golden eagle, peregrine, water fowl, and deer for additional ordinance applicability. See "Vegetation Sensitive", "Wildlife Habitat", "Wildlife Activity".	http://gis.trpa.org/permitreview/
10.3.1.D 63.3.2	Stream Habitat Quality GIS Layer	For applicability of certain fish resource ordinances	https://data-trpa.opendata.arcgis.com/datasets/TRPA::stream-habitat-csci/about

65.1.4	TRPA list of gas heaters that are in compliance with the air quality standards in subparagraph 65.1.4.A.1	Used to determine compliance with air quality standards. No list found - only standards in Attachment R.	https://www.trpa.gov/wp-content/uploads/documents/archive/1/Attachment_R_Standard_Conditions_Residential_Projects-1.pdf
65.2.4	TRPA mobility mitigation fee zones for each land use type and for all areas in the region.	Used to calculate mobility mitigation fees for certain applications.	https://trpa.shinyapps.io/PIA_Tool/
65.2.4	TRPA mobility mitigation fee schedule	Used to calculate mobility mitigation fees for certain applications.	https://www.trpa.gov/wp-content/uploads/documents/archive/mitigation_fee_s.pdf

SCENIC PROTECTION			
66.1.3	Study Report for the Establishment of Environmental Threshold Carrying Capacities, October 1982.	Used to determine compliance with scenic standards	Attainment for scenic roadways and lake units found here: http://gis.trpa.org/permitreview/
			https://thresholds.laketahoeinfo.org/
			https://www.trpa.gov/wp-content/uploads/Adopted-Regional-Plan.pdf
66.1.3 & others	1982 Lake Tahoe Basin Scenic Resource Inventory	Used to determine compliance with scenic standards and other ordinances. Attainment status is included in the threshold evals completed every four years - mapped GIS layers show attainment or non-attainment. Specific goals, policies, and design/development	http://gis.trpa.org/permitreview/
			F:\Current Planning\5_PLANNING DOCUMENTS (Compact, PAS, Area Plans, Master Plans, Guidelines,Etc.)

		<p>standards to improve and/or maintain attainment for scenic resources are included in the following sources:</p> <ol style="list-style-type: none"> 1. TRPA Design Review Guidelines 2. TRPA Code of Ordinances Ch. 36, 66, 84, and 85 3. Applicable area plans 4. Applicable corridor plans 	<p>https://www.trpa.gov/scenic-protection-program/</p> <p>https://thresholds.laketahoeinfo.org/ThresholdCategory/Detail/ScenicResources</p>
66.1.4	A Scenic Analysis of Principle Travel Routes In The Lake Tahoe Region, 1970	<p>Additional report used to explain criteria for rating travel routes. Not able to locate 1970 inventory - might be the Wagstaff and Brady report</p> <p>https://www.trpa.gov/scenic-protection-program/.</p>	Same as above.
66.1.5 2.3.2.B 36.6	1993 Lake Tahoe Basin Scenic Resource Evaluation	<p>Reference document for Scenic Threshold Travel Routes and Public Recreation Areas and Bicycle Trails.</p> <p>Scenic resources are evaluated, along with other thresholds, every four years -</p> <p>https://thresholds.laketahoeinfo.org/ThresholdCategory/Index</p>	Same as above.

83.5	Shorezone Tolerance Districts	For applicability of district-specific standards	https://gis.trpa.org/ShorelineMap/
84.2.1	Development standards MOU for the Tahoe Keys lagoon area	Substitute shorezone standards	https://www.trpa.gov/wp-content/uploads/documents/TRPA.TKPOA-MOU-and-attachments.final_signed-1.pdf
84.3.2	Existing moorings	For applicability of mooring conversion standards	https://gis.trpa.org/ShorelineMap/ (sent Matt and Tiffany a teams message - is this the best and only resource they would like to list?)
84.3.2 84.4.4	Accounting of additional mooring and pier allocations	Required for new moorings or piers	https://gis.trpa.org/ShorelineMap/ (sent Matt and Tiffany a teams message - is this the best and only resource they would like to list?)
10.3.1.G 84.4.2H	Shorezone Preservation Areas	For applicability of certain shorezone ordinances	https://gis.trpa.org/ShorelineMap/
10.3.1.H & 84.4.3	Stream Mouth Protection Zones	For applicability of certain shorezone ordinances	https://gis.trpa.org/ShorelineMap/
10.3.1.E 84.4.3	Pierhead Line GIS Layer	For applicability of certain shorezone ordinances	https://gis.trpa.org/ShorelineMap/

MISCELLANEOUS			
2.3.3.O	Manual on Uniform Traffic Control Devices, 1978, as amended.	For applicability of street sign exemptions	https://mutcd.fhwa.dot.gov/
2.3.4.B	U.S. Postal Service standards	For mail receptacle standards	https://about.usps.com/publications/engineering-standards-specifications.htm

APPENDIX C: CODE INTERPRETATION LIST

The current list of code interpretations is available [here](#).

TABLE OF CODE INTERPRETATIONS		
Date	Interpretation / Link	Summary
Draft		Chapter 66: Standard window reflectivity upgrade for existing condominiums in the shoreland.

APPENDIX D: TIME AND EXPENSE REPORTS FOR APPLICATION REVIEWS

DRAFT - [PC Reporting Proposal 091823.docx](#)

[PC Reporting Revenue-Expense DRAFT 091823-v2.xlsx](#)