

QUALIFIED EXEMPT ACTIVITIES (MOU) INFORMATION PACKET

I. OVERVIEW

To streamline the permitting process, the Tahoe Regional Planning Agency (TRPA) has entered into agreements with Tahoe Basin agencies and utility companies to carry out environmental review on our behalf. To do this, a Memorandum of Understanding (MOU) between the agency and the other organization is signed that clearly outlines the responsibilities of each group. Visit the [TRPA Where to Apply](#) webpage to view MOUs currently in effect with partner agencies.

Under the MOUs, utility and land management agencies are given authority to review certain projects for conformance with TRPA standards on their own, thus streamlining protection standards in the Basin and increasing efficiency. Each MOU will include both Exempt Activities and Qualified Exempt Activities. Exempt Activities listed within an MOU and carried out by that agency do not require an application submitted to TRPA.

This application packet is to be used by public agencies, utility companies, or land management agencies with an active MOU with TRPA for their own activities listed as Qualified Exempt (QE) under a MOU. If you are unsure if a proposed project is exempt, qualified exempt, or requires a TRPA permit, please reference your specific MOU for more information or call 775-589-5333 to speak with a permitting technician.

II. PROCESS FOR MOU QUALIFIED EXEMPT ACTIVITIES

- Step 1:** Determine what type of review your project or activity requires. Review the [MOU](#) specific to your organization. If you do not see an MOU for your organization, you will likely need to apply to TRPA for a permit or to submit a declaration form. Visit the [Applications and Forms webpage](#) for more information if you do not have an MOU.
- Step 2:** Check [online](#) to determine if Best Management Practices (BMPs) at the activity site have been completed. Enter the property address in the online [Parcel Tracker](#) and check "BMP Status". If a certificate has not yet been issued and your Qualified Exempt activity includes an addition or modification, you will be required to submit a [small BMP retrofit application](#) and provide the TRPA file number, prior to completing the online Qualified Exempt declaration.
- Step 3:** Familiarize yourself with grading and winterization requirements. Grading and excavation are likely mentioned on your MOU. Grading more than 3 cubic yards of soil outside the October 15th and May 1st grading season is prohibited. Any soil disturbing activities during this time of year will require a [Grading Season Exception](#) approved by

TRPA. Grading Season Exceptions can only be approved if an emergency exists and the grading is necessary for the protection of public health or safety, or if the grading is for erosion control purposes or to protect water quality.

- Step 4:** Check [online](#) to determine if your property is located within the FEMA 100-year floodplain. Additional development, grading, and filling of lands within the floodplain are prohibited.
- Step 5:** Gather information to submit with your online Qualified Exempt declaration form. Required items vary depending on the type of activity (site drawing, photographs, etc.). A checklist is provided in this packet.
- Step 6:** Submit your Qualified Exempt declaration form and checklist items online through the [Accela Citizen Access](#) at least three working days before commencement of the activity. You will receive an email acknowledging receipt of your declaration form.
- Step 7:** Obtain other necessary agency approvals prior to beginning work. (e.g. building permits)

III. QUALIFIED EXEMPT ACTIVITIES CHECKLIST ITEMS

To submit an online MOU Qualified Exempt declaration form, click [here](#). The following section contains checklists of items to be submitted with your online MOU Qualified Exempt declaration form.

- ☐ **Completed and signed online declaration form.**
- ☐ **Detailed description of the work to be completed, including construction methodology and schedule.**
- ☐ **A site plan showing:**
 - a. Property lines, easements, building setbacks.
 - b. Map scale and north arrow.
 - c. Assessor's Parcel Number (APN), property address and property owner(s) name(s).
 - d. Parcel area in square feet.
 - e. Verified land capability districts, if available.
 - f. All existing and proposed development.
 - g. Location and extent of any grading or excavation.
 - h. Amount of grading and excavation in cubic yards and disposal location.
 - i. Trees greater than 14" dbh and rock outcrops.
 - j. Existing and proposed topographic contour lines at 2-foot intervals.
 - k. Construction staging area and temporary BMPs.
 - l. Permanent BMPs.
- ☐ **Restoration and site stabilization plan.**
- ☐ **Structural cost estimates.**
- ☐ **Photographs showing the area to be modified.**
- ☐ **Color and material samples.** (digital preferred)