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## ***QUALIFIED EXEMPT MOU ACTIVITY INFORMATION SHEET & CHECKLIST***

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To streamline many of its permitting processes, TRPA has entered into agreements with Tahoe Basin agencies and utility companies to carry out TRPA's thorough environmental review standards 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 our website at [trpa.org](http://trpa.org) for links to the TRPA MOUs currently in effect with partner agencies.

Saving Lake Tahoe takes all of us and TRPA believes in collaboration and building partnerships to maintain high environmental thresholds and to provide the best customer service possible. Under **Exempt MOUs**, utilities and land management agencies are given authority to review projects for conformance with TRPA standards on their own, thus streamlining protection standards in the Basin and increasing efficiency.

This application packet is to be used for 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. In this packet you will find a list of information that TRPA staff will need in order to review and process your application. Please be aware that in certain circumstances we may require information beyond that presented in this packet. Once your application is submitted, TRPA will contact you if additional information is required to adequately review your project.

If you have determined your project or activity is exempt, you do not need to submit anything to TRPA. However, your project or activity may still require a permit from the local jurisdiction. You can submit your project to the local jurisdiction according to their rules and they will review the project as a TRPA exempt project.

Please review all rules regarding winterization and seasonal grading prohibitions in the Lake Tahoe Basin. Grading more than 3 cubic yards of soil outside the October 15<sup>th</sup> and May 1<sup>st</sup> 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.

If you have questions about this packet or need further information, please call TRPA at (775) 588-4547. Planners are available to assist you by phone Monday through Friday, 9:00 a.m. to 5:00 p.m. Front counter hours are Monday, Wednesday, Thursday, Friday 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Closed Tuesdays. Applications are accepted until 3:00 p.m.



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www.trpa.org

HOURS  
Mon. Wed. Thurs. Fri.  
9 am-12 pm/1 pm-4 pm  
Closed Tuesday

New Applications Until 3:00 pm

## QUALIFIED EXEMPT ACTIVITY DECLARATION FORM

**Applicant** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Representative or Agent** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Owner** \_\_\_\_\_  Same as Applicant

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

Project APN (see attached list for linear projects) \_\_\_\_\_

Address (or nearest intersection) \_\_\_\_\_

County \_\_\_\_\_

MOU section related to project \_\_\_\_\_

Project Description (please include all applicable information from the list below)

- Detailed description of work/methodology
- Site plan
- Grading plan (including amount in cubic yards and disposal location)
- Temporary/permanent BMP plan
- Restoration/site stabilization plan
- Photos
- Land capability information (if known)
- Structural cost estimates
- Color/material samples
- Construction schedule (approximate start/end dates)



**DECLARATION:**

I hereby declare under penalty of perjury that this application and all information submitted as part of this application is true and accurate to the best of my knowledge. I am the owner of the subject property, or have been authorized in writing by the owner(s) of the subject property to represent this application, and I have obtained authorization to submit this application from any other necessary parties holding an interest in the subject property. I understand it is my obligation to obtain such authorization, and I further understand that TRPA accepts no responsibility for informing these parties or obtaining their authorization. I understand that should any information or representation submitted in connection with this application be inaccurate, erroneous, or incomplete, TRPA may rescind any approval or take other appropriate action. I hereby authorize TRPA to access the property for the purpose of site visits. I understand that additional information may be required by TRPA to review this project.  
Signature: (Original signature required.)

\_\_\_\_\_ At \_\_\_\_\_ Date: \_\_\_\_\_  
Owner or Person Preparing Application County

**AUTHORIZATION FOR REPRESENTATION (Original signatures required):**

The following person(s) own the subject property (Assessor's Parcel Number(s) \_\_\_\_\_) or have sufficient interest therein to make application to TRPA:

Print Owner(s) Name(s):

\_\_\_\_\_  
\_\_\_\_\_

I/We authorize \_\_\_\_\_ to act as my/our representative in connection with this application to TRPA for the subject property and agree to be bound by said representative. I understand that additional information may be required by TRPA beyond that submitted by my representative, to review this project. Any cancellation of this authorization shall not be effective until receipt of written notification of same by TRPA. I also understand that should any information or representation submitted in connection with this application be incorrect or untrue, TRPA may rescind any approval or take other appropriate action. I further accept that if this project is approved, I, as the permittee, will be held responsible for any and all permit conditions.

Owner(s) Signature(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ County: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Filing Fee: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

## Linear Project APNs

### **South Lake Tahoe**

510-101-00 City of South Lake Tahoe

510-201-00 Caltrans

510-301-00 Public Utility Districts

### **El Dorado**

520-101-00 El Dorado County

520-201-00 Caltrans

520-301-00 Public Utility Districts

### **Placer County**

530-101-00 Placer County

530-201-00 Caltrans

530-301-00 Public Utility Districts

### **Washoe County**

540-101-00 Washoe County

540-201-00 NDOT

540-301-00 Public Utility Districts

### **Douglas County**

560-101-00 Douglas County

560-201-00 NDOT

560-301-00 Public Utility Districts

US Forest Service 580-000-00

State Parks 590-000-00