



## QUALIFIED EXEMPT ACTIVITIES INFORMATION & DECLARATION PACKET

### I. PROCESS FOR QUALIFIED EXEMPT ACTIVITIES

- Step 1:** Determine what type of review your project requires:
- **Exempt-** Review the eligibility criteria listed in the [Exempt Activity Packet](#) or in Chapter 2 of the TRPA [Code of Ordinances](#) if your project is exempt, you may proceed without notification to TRPA. Please note, you may still require a permit from another agency.
  - **Qualified Exempt**—Review the eligibility criteria listed in this packet or in Chapter 2 of the TRPA [Code of Ordinances](#)).
  - **Express Check**-Some smaller projects that fall outside the Exempt/Qualified Exempt categories may be eligible for expedited “[Express Check](#)” permitting. Under this program you will receive a full permit on an expedited timeline.
  - **Permit**—If not eligible under Exempt, Qualified Exempt, or Express Check, you will need to apply for a permit using the application that corresponds to the type of project.
- Step 2:** Determine whether your application can be submitted to your local building department or TRPA. [Where should I go to apply for a project?](#)
- Step 3:** Check to see if your property is located within the FEMA [100-year floodplain](#). Additional development, grading, and filling of lands within the floodplain are prohibited.
- Step 4:** Determine if Best Management Practices have been completed. Look up the property’s BMP compliance status on the [Parcel Tracker](#). If a certificate has not yet been issued and your Qualified Exempt project includes an addition or modification, you will be required to submit a small BMP retrofit application [here](#) and provide the TRPA file number, prior to completing this Qualified Exempt declaration.
- Step 5:** Gather information to submit with your 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 to TRPA at least 3 working days before commencement of the activity. Often the review can be completed over the counter during business hours.
- Step 7:** Obtain other necessary agency approvals prior to beginning work (building permits, etc.)

## II. QUALIFIED EXEMPT ACTIVITIES CRITERIA

### REPAIR OF EXISTING STRUCTURES

#### Qualified Exempt if:

- Less than \$21,000 in cost per year (based on cost of materials only)
- Grading does not exceed 7 cubic yards in volume
- No increase in dimensions of structure
- No change or intensification of use
- No increase in commercial floor area
- No increase in density

### STRUCTURAL MODIFICATION REQUIRED BY BUILDING CODE

#### Qualified Exempt if:

- Documentation from local building department is provided
- The modification is the minimum necessary
- Grading does not exceed 7 cubic yards in volume
- No increase in the dimension of a structure visible from a scenic corridor
- No change or intensification of use
- No increase in commercial floor area
- No height created greater than allowed by TRPA Code

### REMODELING OR ADDITIONS TO AN EXISTING STRUCTURE

#### Qualified Exempt if:

- Grading does not exceed 7 cubic yards in volume
- No increase in the dimension of a structure visible from a scenic corridor
- No change or intensification of use
- No increase in commercial floor area
- No height created greater than allowed by TRPA Code
- No increase or relocation of land coverage
- BMP retrofit plan and schedule is submitted, if not already in compliance
- Excess land coverage mitigation requirements are satisfied
- There is existing paved parking and access

### NON-PERMANENT STRUCTURES (SHED GREENHOUSE, ETC.)

#### Qualified Exempt if:

- Land capability and land coverage are verified
- Located on non-sensitive lands (Classes 4-7 or IPES 726 or higher)
- Does not exceed 120 square feet or 2% of total area of non-sensitive land (whichever is less)
- Total coverage exemptions on site do not exceed 10% of the total area of non-sensitive lands
- Not constructed on a permanent foundation
- All excess coverage is mitigated
- Any unpermitted coverage is removed
- The property has a BMP certificate
- Grading does not exceed 7 cubic yards in volume

### **REPLACEMENT OF EXISTING MOBILE HOME**

Replacement of an existing mobile home in a legally established mobile home space that does not result in a change in use or additional land coverage.

### **GRADING: EXCAVATION, FILLING, OR BACKFILLING**

#### **Qualified Exempt if:**

- Volume does not exceed 7 cubic yards
- Occurs during grading season (May 1-October 15)
- Located on non-sensitive lands (Classes 4-7 or IPES 726 or higher)
- Must be completed within 48 hours
- Site must be stabilized to prevent erosion
- Not a series of excavations that would collectively constitute a project

### **DEMOLITION OF STRUCTURES 50 YEARS IN AGE OR GREATER**

#### **Qualified Exempt if:**

- Structures, improvements, or facilities are not designated historic resources
- Associated grading does not exceed 7 cubic yards in volume
- Banking of land coverage or development rights shall be done prior to or concurrent with demolition.

### **CHANGE IN OPERATION**

#### **Qualified Exempt if:**

- Results in generation of no more than 100 additional vehicle trips
- No change in use classification
- Applicant pays air quality mitigation fees

### **SEASONAL OUTDOOR RETAIL SALES USE**

Outdoor retail sales associated with holiday season such as Christmas tree and pumpkin patch sales, provided the use does not create parking on unpaved areas, does not operate for more than 6 consecutive weeks in a 12-month period, and is located in a plan area designated commercial, public service, or tourist.

### **ROOF REPLACEMENT WITH METAL ROOF**

The metal roof must be a non-glare, earthtone color. Material samples must be submitted.

### **SIGNS**

**The following sign activities are qualified exempt, so long as no land coverage is created or relocated:**

1. Subdivision identification signs- installation or replacement of subdivision identification names or letters, provided that they are installed on existing wall or structure, are not over 12 inches high, and are not internally illuminated
2. Replacement of TRPA-approved sign face



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## QUALIFIED EXEMPT ACTIVITY DECLARATION

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

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

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

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

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

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

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

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

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

**Project Location/Assessor's Parcel Number (APN)** \_\_\_\_\_

Street Address \_\_\_\_\_

County \_\_\_\_\_ Previous APN(s) \_\_\_\_\_

**Property Restrictions/Easements** *(List any deed restrictions, easements or other restrictions below in the space provided.)*

None \_\_\_\_\_

\_\_\_\_\_

I hereby declare under penalty of perjury that all property restrictions and easements have been fully disclosed. **Initial here:** \_\_\_\_\_

**Project Description/Proposal:**

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

**APPLICATION SIGNATURES**

**DECLARATION:**

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

**Signature:**

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

**AUTHORIZATION FOR REPRESENTATION:**

*Complete this section only if an agent or consultant is submitting this application on behalf of the property owner.*

The following person(s) own the subject property (**Assessor’s Parcel Number(s)** \_\_\_\_\_) or have sufficient interest therein (such as a power of attorney) to make application to TRPA:

**Print Owner(s) Name(s):**

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

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

**Owner(s) Signature(s):**

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

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

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ File Number: \_\_\_\_\_

Received By: \_\_\_\_\_ Excess Coverage Mitigation Fee: \$ \_\_\_\_\_

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

## APPLICATION CHECKLISTS

The following section contains checklists of items to be submitted with your Qualified Exempt Declaration. Not all items will be applicable for every project. For more detailed information on the difference between Exempt and Qualified Exempt Activities, please reference the Exempt/Qualified Exempt Information Packet.

### REPAIR OF EXISTING STRUCTURES

- Completed and signed declaration form**
- Photos showing existing conditions of structure**
- Detailed project description including:**
  - Construction schedule
  - Estimate of associated grading, excavation, or filling (in cubic yards)
- Itemized structural cost list prepared by a qualified professional**

### STRUCTURAL MODIFICATION REQUIRED BY BUILDING CODE

- Completed and signed declaration form**
- Documentation from local building department requiring modification**
- Scaled elevation drawings showing the existing and proposed height, if the modification involves a change in height**

### REMODELING OR ADDITIONS TO AN EXISTING STRUCTURE

- Completed and signed declaration form**
- Qualified Exempt [filing fee](#)**
- Fire protection agency pre-approval**
- Verified land capability or IPES score, if available. Otherwise, excess coverage mitigation will be calculated assuming 1% allowable coverage**
- Results of [Historic Determination](#), if structure greater than 50 years in age**
- Three (3) copies of the site plan showing:**
  - Property lines, easements, building setbacks
  - Map scale and north arrow
  - Assessor's Parcel Number (APN), property address and property owner(s) name(s)
  - Parcel area in square feet
  - Verified land capability districts, if available
  - All existing and proposed development
  - Trees greater than 14" dbh and rock outcrops
  - Existing and proposed topographic contour lines at 2-foot intervals
  - Construction staging area and temporary BMP's

- Three (3) copies of the Existing and Proposed Building Elevations showing:**
  - Finish floor elevations with respect to contour elevations on site plan
  - Drawing scale and view aspect
  - Roof pitch of each roof plane and the slope across the building site (if more than one roof pitch, provide a roof plan)
  - Allowed and proposed height calculations
  - Elevation of the highest roof ridge and lowest elevation of foundation wall at natural grade
  
- Three (3) copies of Existing and Proposed Floor Plans showing:**
  - Scaled dimensions
  - All exterior entrances/exits
  - TRPA-approved wood stove, fireplace, space and water heaters
- Photographs showing the area to be modified**
- Completed [excess coverage mitigation worksheet](#)**
- Evidence of a BMP certificate or TRPA file number proving BMP plans have been submitted and are in review with TRPA's Environmental Improvement Program Division. Please click [here](#) for details on how to submit this information for online.**

### **NON-PERMANENT STRUCTURES (SHED, GREENHOUSE, ETC.)**

- Completed and signed declaration form**
- Fire protection agency pre-approval**
- Copy of Best Management Practices Certificate**
- Proof of land capability verification or IPES Score (must be verified Class 4-7 or IPES 726 or higher)**
- Proof of verification of existing land coverage**
- Completed [coverage exemption worksheet](#)**
- Excess coverage mitigation fee (all excess coverage must be mitigated). Complete the [mitigation fee worksheet](#) to calculate the fee.**
- Three (3) copies of the site plan showing:**
  - Property lines, easements, building setbacks
  - map scale and north arrow
  - Assessor's Parcel Number (APN), property address and property owner(s) name(s)
  - Parcel area in square feet
  - Existing and proposed topographic contour lines at 2-foot intervals
  - Verified land capability districts, if available
  - Location of proposed non-permanent structure
  - Existing, proposed and allowable coverage calculations
  - Trees greater than 14" dbh and rock outcrops

### **GRADING: EXCAVATION, FILLING, BACKFILLING (MAXIMUM 7 CUBIC YARDS)**

- Completed and signed declaration form
- Proof of land capability verification or IPES, if available
- Three (3) copies of the site drawing showing:
  - Location of the area to be graded
  - Dimensions of graded area, quantity of material, disposal location
  - Location of erosion control barriers and vegetation protective fencing
  - Revegetation details, if applicable
- Photographs of the area to be graded

### **DEMOLITION OF STRUCTURES 50 YEARS OLD OR GREATER**

- Completed and signed declaration form
- Estimate of associated grading, excavation, or filling
- Results of TRPA Historic Determination stating it's not a designated historic resource.

### **ROOF REPLACEMENT WITH METAL ROOF**

- Completed and signed declaration form
- Proposed color and material sample along with Munsell value and chroma rating (must be 0-4 range)

### **CHANGE IN OPERATION**

- Completed and signed declaration form
- Detailed project description, including existing and proposed use
- Completed [Change in Operation Form](#)
- [Mobility mitigation fee](#), if new vehicle miles traveled were created

### **SIGNS**

- Qualified Exempt [filing fee](#)
- Three (3) copies of the site drawing showing the location of proposed signs
- Sign and copy dimensions

### **SEASONAL OUTDOOR RETAIL SALES USE**

- Completed and signed declaration form
- Detailed project description describing use, association with federal/state holiday, and duration of retail sales operation (6 weeks maximum)
- Photographs of existing conditions, including paved parking areas

### **REPLACEMENT OF EXISTING MOBILE HOME**

- Completed and signed declaration form
- Photographs
- Dimensions of existing and proposed mobile home