
SITE ASSESSMENT INFORMATION PACKET

I. OVERVIEW

Site assessments verify the land capability, coverage, and development rights for single-family dwellings only. For verifications on properties with other types of uses (e.g. multi-family, mixed use, commercial, tourist, etc.), see the land capability verification and verification of uses packet on the [TRPA Applications and Forms webpage](#).

Prior to applying for a permit to modify or expand the footprint of your residence, you must first determine if you have land coverage and the appropriate development rights available. Land coverage is a man-made structure, improvement, or covering that prevents normal precipitation from directly reaching the surface of the land. Such structures, improvements or coverings could include roofs, decks, paved surfaces, walkways, driveways, parking lots, tennis courts and patios. Land coverage can also include compacted soil used for walking or driving on. TRPA limits the amount of coverage in order protect lake clarity by maximizing the amount of land available to infiltrate water and filter nutrients.

To learn more about land capability, coverage, or development rights, visit [TRPA.gov](#).

For any questions regarding information within this packet, please call 775-589-5333 to speak with a permitting technician.

II. PROCESS FOR SITE ASSESSMENTS

Step 1: **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, verifications, compliance status, applicable fire district and local plan, and more. In some cases, your local building department may have land capability and coverage data in their records.

If the land capability or land coverage have already been verified on your property (or was approved as part of a past permit), there is no need for another evaluation. Please note, only stamped plans approved after July 1, 1987 can be used to verify land capability and coverage in lieu of a site assessment.

Step 2: **Determine what type of evaluation you need.** If coverage or land capability information is not available on your property, one of these evaluations will be needed:

1. **Full Site Assessment:** Verification of land capability, existing coverage, and existing development rights for single-family residential properties built before 1987. The Land capability verification will assign a score ranging from 1-7, based on an

evaluation of soil type and slope. This score correlates to a percentage of base allowable coverage (ranging from 1-30 percent). The land coverage verification will determine if the existing coverage legally exists (i.e. created before February 10th, 1972 or created thereafter with a permit and still existing on-site on October 15, 1986). It is possible to have coverage beyond the base allowable be grandfathered on your property.

2. **Partial Site Assessment:** Verification of land coverage and development rights only. Choose this option if land capability has already been verified on your parcel.
3. **Verification & Banking Application:** Verifications on multi-family and non-residential uses. This is a separate application that can be found on [TRPA's Applications and Forms webpage](#). This [application](#) can also be used to verify and bank development rights.
4. **Land capability verification:** Verifications of land capability only. This is a separate application that can be found on [TRPA's Applications and Forms webpage](#).
5. **Individual Parcel Evaluation System (IPES):** Most vacant single-family residential parcels were evaluated under the IPES system starting in 1987 and were assigned a score and percent of base allowable coverage. A site assessment is not needed for properties with an IPES score. If you have a vacant residential parcel that has not yet received an IPES score, you can apply for an [IPES evaluation](#).

Step 3: **Determine where to apply.** If your property is in **El Dorado County (outside city limits)** or **Placer County**, submit your site assessment application at the building department office. For properties in the City of South Lake Tahoe, Washoe County and Douglas County, as well as all lakefront properties, submit your application to TRPA.

Step 4: **Prepare existing site plans.** The application checklist included in this packet lists all elements that must be included on these plans. There are sample plans available [online](#).

Step 5: **Gather all evidence that the land coverage and/or development rights are legally existing.** Such evidence may include: original appraisal/assessor records from the County Assessor's Office, County/City permit records, utility records, tax records, dated photos or aerial photography. Provide ALL available evidence.

Step 6: **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 should look like. Application [filing fees](#) are also due at the time of submittal.

Step 7: **Completeness review.** Once an application is received, TRPA will complete an initial review of materials within 30 days. 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 8: **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, 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.

Step 9: **Receive your results.** Upon completion of review, site assessment results will be sent to your mailing address. If you are planning a project on your house, share your results with your architect to help guide the design process.

III. SITE ASSESSMENT CHECKLIST ITEMS

To submit an online Site Assessment Application, click [here](#). The following section contains a checklist of items to be submitted with your application.

- Completed and signed application form.**
- Application [filing fee](#).**
- Evidence that the existing development was legally established.** Including the County Assessor’s Original Building Records (i.e. “Property Record Card” or “Assessor’s Record Card”) with the drawn sketch by the Assessor that indicates the square footage of the structure. Please note that records retrieved from the internet are not acceptable. Other records include building records, utility records; tax records, TRPA approved plans/permits and, in some cases, aerial photography. Provide ALL available evidence.
- Photographs of existing development and any site improvements.**
- Site plan (minimum size 24” x 36”) prepared by a licensed professional (i.e. surveyor, engineer, architect) showing the following:** (Sample plans are available [online](#).)
 - a. Property lines, easements, building setbacks, parcel area in square feet.
 - b. Map scale and north arrow.
 - c. Assessor’s Parcel Number (APN), property address and property owner(s) name(s).
 - d. All existing development including overhang coverage reductions at 3:1.
 - e. Existing land coverage calculations with overhang reductions with breakdown per type of coverage. (i.e., buildings, decks, walks, etc.)
 - f. High and low water line, if adjacent to lake.
 - g. Trees greater than 14” dbh and rock outcrops.
 - h. Existing topographic contour lines at two-foot intervals.



Mail
 PO Box 5310
 Stateline, NV 89449-5310

Location
 128 Market Street
 Stateline, NV 89449

Contact
 Phone: 775-588-4547
 Fax: 775-588-4527
 www.trpa.gov

SITE ASSESSMENT APPLICATION

Some applications can be submitted to your local building department. To streamline the permit process, TRPA has entered into agreements with other agencies to carry out environmental review on our behalf. [Use this guide](#) to know where to apply.

Applications to TRPA can be submitted online through [Accela Citizen Access](#). For assistance submitting a form or application online, please call 775-589-5333 or visit the TRPA front lobby.

- Check one:** **Full** (land capability, coverage, and development rights verification)
 Partial (coverage and development rights verification only)

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:** _____

Property Access & Restriction Information: (gates, dogs, etc.)

YES

NO

If yes, describe: _____

Application Continues on Next Page

SIGNATURES

DECLARATION

I hereby declare under penalty of perjury that this application and all information submitted as part of this application is true and accurate to the best of my knowledge. I am the owner of the subject property or have been authorized in writing by the owner(s) of the subject property to represent this application, and I have obtained authorization to submit this application from any other necessary parties holding an interest in the subject property. I understand it is my obligation to obtain such authorization, and I further understand that TRPA accepts no responsibility for informing these parties or obtaining their authorization. By submitting this application, I agree to all TRPA regulations regarding Project Review as stated in Article 5 of the TRPA Rules of Procedure and other TRPA regulatory documents, including the TRPA application fee refund policy. I acknowledge that once the application is submitted, if I withdraw it for any reason, I will not be entitled to a full refund, and the amount of any refund will be determined by TRPA.

I understand that should any information or representation submitted in connection with this application be inaccurate, erroneous, or incomplete, TRPA may rescind any approval or take other appropriate action. I hereby authorize TRPA to access the property for the purpose of site visits. I understand that additional information may be required by TRPA to review this project.

Signature:

_____ At _____ Date: _____
Owner or Person Preparing Declaration Form **County**

AUTHORIZATION FOR REPRESENTATION

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

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

Print Owner(s) Name(s): _____

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

Owner(s) Signature(s):

_____ Date: _____
_____ Date: _____