

SIGN INFORMATION PACKET

I. OVERVIEW

The [TRPA Code of Ordinances Chapter 38: Signs](#) and the [Design Review Guidelines](#) include sign standards and guidelines applicable in the Lake Tahoe Basin. These standards are intended to protect property values, create a more attractive economic and business climate, enhance the aesthetic appearance of the physical community, preserve scenic and natural beauty, and provide an enjoyable and pleasing community. [Local plans](#) that have been adopted for a specific area may also include applicable sign standards. Whenever sign ordinances in the TRPA Code and local plan diverge, the more strict sign standard must be met.

Local plans and their implementing regulations may be viewed [online](#) or by visiting the [Parcel Tracker](#) and entering in the property address.

If a new sign or sign modification is part of a change in commercial operation at the site, you may be required to submit a [Commercial Application](#) or a [Qualified Exempt Declaration](#). If you are unsure which applications are applicable to your project, call 775-589-5333 or email TRPA@trpa.gov to speak with a permitting technician.

II. PROCESS FOR SIGN PROJECT OR ACTIVITY

Step 1: **Determine if your project or activity needs a TRPA permit.** Some sign activities may be considered “[exempt](#)” from TRPA review. Exempt activities do not require a TRPA application or approval. To determine which sign activities may be exempt, review the [Exempt Information Packet](#) or the TRPA Code of Ordinances Section 2.3.3: Sign Activities.

If your project meets the criteria for an exempt sign activity, you do not need to submit a TRPA application. If your project or activity does not meet the above criteria, a TRPA application is required.

Step 2: ***If construction of the sign involves the creation of additional land coverage or the relocation of land coverage, determine if land capability and land coverage have been verified for the property.*** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability and coverage have been verified. In some cases, your local building department may have land capability and coverage data in their records.

If land capability and land coverage have not been verified on your property and there’s a change in coverage as part of your sign project, you will first need to apply for a [coverage and land capability verification](#).

- Step 3:** Determine whether your application can be submitted to your local building department or TRPA. Some sign activities located within the **City of South Lake Tahoe, Placer County, or El Dorado County** can be submitted to the local building department. Sign activities located within Douglas or Washoe County will need to be submitted to TRPA. [Use this guide](#) to know where to apply for the type of permit you need. If you are unsure where to apply, please call 775-589-5333 to speak with a permitting technician.
- Step 4:** Complete and submit your online application to TRPA via the [Accela Citizen Access Database](#) available at www.trpa.gov. Application filing fees and all checklist items applicable for your project will be required at the time of application submittal.
- Step 5:** **Work with a Planner.** Once your application is received it will be assigned to a planner for review. Visit the [Parcel Tracker](#) and use the location address to check the application status or to see which planner is assigned to your project.
- Step 6:** **Receive your conditional permit.** Upon completion of review, a conditional permit 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 plans are stamped. Such conditions may include revisions to plans, payment of fees and a security deposit, or submittal of additional information. Once you have met all the conditions, contact your Planner to set up an appointment to acknowledge the permit.
- Step 7:** **Request a Pre-grade Inspection.** 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. Inspections can be requested [online](#).
- Step 8:** **Request a Final Inspection.** Once you have completed construction (including revegetation, BMPS, etc.), 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 final inspection. Inspections can be requested [online](#).

III. SIGN CHECKLIST ITEMS

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

- 1. Completed and signed application form. Digital signatures are acceptable.
- 2. Application [filing fee](#).
- 3. Color photographs of existing signs.
- 4. Value of existing signs.
- 5. Existing and proposed site plan (minimum size 18” x 24”) showing the following:
 - a. Property lines, easements, building setback.

- b. Parcel size in square fee.
- c. Map scale, north arrow.
- d. Assessor's Parcel Number (APN) and property address.
- e. Location of existing and proposed signs.
- f. Property owner(s) name(s).
- g. Coverage calculations. (existing, proposed, allowable)
- h. Verified land capability districts. (*ONLY if change of coverage is proposed*)
- i. Trees greater than 14" dbh and rock outcrops.
- j. Topographic contour lines at 2-foot intervals.
- k. Construction staging area.
- l. Temporary and Permanent Best Management Practices (BMPs).

6. Existing and proposed building and/or sign elevations (minimum size 18" x 24") showing the following:

- a. Height of sign(s) or sign structure above the nearest roadway curbs elevatio
- b. Dimensions of sign structure(s).
- c. Dimensions of sign(s).
- d. Lighting scheme and detail.
- e. Graphic mock-up of the sign with color scheme, only pantone colors (or equivalent) are permissible for internally illuminated signs.

7. If construction of the sign involves the creation of additional land coverage or the relocation of land coverage, provide the verified land capability or IPES score. (An IPES score is only applicable to single family dwellings.) Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property. Your local building department may also have information on the land capability and coverage on the property.



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

SIGN 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.

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, etc.) **YES** **NO**

If yes, describe: _____

Project Description/Proposal:

Request EXPEDITED REVIEW as a minor application: **YES** **NO**

TRPA offers an expedited review process for *some sign activities* under a “minor application”. (TRPA Rules of Procedure 5.4.) Minor applications will have shorter review times. For more information and to see which activities are eligible as a minor application, see the [“Minor Applications Information Packet”](#).

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: _____