
SUBMITTAL OF AN AREA PLAN AMENDMENT

I. BACKGROUND

How to Amend an Area Plan

This packet explains the TRPA process for a city or county to submit an area plan amendment to TRPA for compliance review. Private parties seeking an area plan amendment must apply to the local jurisdiction. Local jurisdictions are encouraged to batch multiple revisions into a single amendment.

Amendments to an area plan, including its implementing regulations shall be reviewed by the Advisory Planning Commission (APC) and the TRPA Governing Board for conformity with the requirements of the Regional Plan. The scope of their review is limited to determining the conformity of the specific amendment (Code Subsection 13.6.6). Amendments occur by ordinance and take effect upon adoption.

Amendment Processing

The typical area plan amendment process is as follows (steps involving submittal of documentation to TRPA are shown in **bold**):

- 1. Notification to TRPA of intent to amend an area plan.**
- Kick-off meeting with TRPA and City/County staff.
- Scoping period / public workshop.
- Finalize amendment approach.
- Preparation, review, and revision of the Initial Environmental Checklist.
- 6. Submittal of area plan amendment materials to TRPA.**
- Informational briefing before the Regional Plan Implementation Committee (RPIC).
- Public hearings and approvals at the City/County level.
- 9. Submittal of final documentation.**
- Advisory Planning Commission review and recommendation.
- RPIC review and recommendation.
- TRPA Governing Board action.

For further information on the review and approval process, you may review the Rules of Procedure.

Initial Contact

TRPA recommends that the local jurisdiction contact TRPA Long-Range Planning prior to beginning to process any area plan amendment proposal. TRPA staff's involvement early in the process is integral to addressing Regional Plan consistency issues. Additionally, this is an opportunity to consider what technical documentation may be needed to support the findings and environmental analysis. Once the amendment proposal has been developed, the local jurisdiction can formally submit area plan amendment materials to TRPA.

Threshold Evaluation and Compliance Measures Evaluation

In support of the findings required by Sections 4.5 and 13.6.5.A, please complete a Threshold Evaluation and Compliance Measures Evaluation using the TRPA-provided template.

II. SUBMITTAL CHECKLIST

Submittal of an area plan amendment package should occur **after** the full project description has been developed and the environmental analysis (e.g. Initial Environmental Checklist, CEQA, etc.) has been completed, but **before** the project has been reviewed and approved by the local legislative body (e.g. City Council, Board of County Commissioners, Board of Supervisors). The following should be submitted with an area plan amendment:

- 1. Area Plan Amendment submittal coversheet.
- 2. Description of the proposed amendment(s), including the following:
 - a. Explanation of what amendments are proposed, including any language changes shown in strikeout/underline format.
 - b. Written statement of the purpose / rationale for the amendment.
 - c. If the amendment involves modifications to maps, submit revised maps and GIS data reflecting the proposed amendments.
- 3. Initial Environmental Checklist, along with any supporting technical documentation.
- 4. Area Plan Finding of Conformance Checklist
- 5. Threshold Evaluation and Compliance Measures Evaluation

Final Documentation

After the amendment has been approved by the local legislative body, please provide the following:

- 1. Resolution or ordinance adopting area plan revisions with all associated exhibits.
- 2. Final environmental document (Initial Environmental Checklist, Environmental Impact Statement, CEQA documents, etc.)
- 3. If the amendment involves modifications to maps, submit the adopted maps and associated GIS data.

AREA PLAN AMENDMENT SUBMITTAL COVERSHEET

Project Name: _____ Local Jurisdiction File Number: _____

Area Plan to Be Amended: _____

Lead Agency : Douglas County El Dorado County Placer County
 City of South Lake Tahoe Washoe County

Primary Contact: _____ Title: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Amendment Type: Text Amendment Mapping Amendment

Additional Amendments: Code of Ordinances Plan Area Statement: _____

Regional Plan Maps Community Plan: _____

Environmental Review: Initial Environmental Checklist Environmental Impact Statement

Description of Proposed Amendment: _____

Rationale for Proposed Amendment: _____

Signature

Date