



PUBLIC SERVICE & LINEAR PUBLIC FACILITIES INFORMATION PACKET

I. OVERVIEW

Public service facilities generally include public or quasi-public uses or activities related to communication, transportation, utilities, government, religion, public assembly, education, health and welfare, or cultural or civic support. ([TRPA Code of Ordinances Chapter 90: Definitions](#))

Linear public facilities generally include roads, trails, utility transmission and distribution facilities, and other similar rights-of-way. ([TRPA Code of Ordinances Chapter 90: Definitions](#))

II. PROCESS FOR PUBLIC SERVICE & LINEAR PUBLIC FACILITIES

Step 1: **Look up existing parcel information.** Visit the [Parcel Tracker](#) and use the location address to determine what records are available relating to property, such as: general permit records, compliance status, applicable fire district and local plan, land capability, land coverage, backshore delineation, etc.

Step 2: **Determine if land capability and land coverage have been verified for each affected parcel.** 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, you will first need to apply for a site assessment (single family residential properties only) or a coverage verification and land capability verification. Please note, if adjusting a lot line between an IPES and Bailey lot, you must have a land capability verification completed for the IPES parcel prior to submitting this application.

Step 3: **Check [online](#) to determine 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: **Historic Determination.** If the project includes alteration of structures greater than 50 years in age, you will first need to apply for a [historic determination](#) to determine if the property is an eligible historic resource.

Step 5: **Determine Level of Review.** Certain public service projects will require additional review beyond staff level. A Hearings Officer and Governing Board review requires public hearing and notification to affected property owners. ([TRPA Code of Ordinances Section 2.2.2](#))

Governing Board: New facilities or additions involving 3,000 square feet of floor area, 3,500 square feet of new land coverage, the expansion of an airport, or projects requiring an Environmental Impact Statement (EIS).

Hearings Officer: Any modification to a stream environment zone (SEZ) or some projects that require special use findings.

If you are unsure the level of review required for your project, call 775-589-5333 to speak with permitting technician.

Step 6: **Determine if the project will create a significant increase in Vehicle Miles Travelled (VMT), using the [Project Impact Assessment Tool](#).** See the [Project Impact Assessment Guidelines](#) for more information.

Step 7: **Determine if the activity is covered under a [Memorandum of Understanding \(MOU\)](#).** To streamline the permit process, TRPA has entered into agreements with other agencies and utility companies to carry out thorough environmental review on our behalf. If you represent a local agency or utility company, [check online](#) to see if your organization has an MOU with TRPA and if the proposed project is covered under the MOU.

If you are unsure if the proposed project is covered under an existing MOU, call 775-589-5333 to speak with permitting technician.

Step 8: **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 9: **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 10: **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 11: **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 12: **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. PUBLIC SERVICE & LINEAR PUBLIC FACILITIES CHECKLIST ITEMS

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

1. TRANSMISSION & RECEIVING FACILITIES

- ☐ **Completed and signed application form.**
- ☐ **Application [filing fee](#).**
- ☐ **Fire protection agency pre-approval.** To determine the property's fire district, visit the [Parcel Tracker](#) and search the property address.
- ☐ **[Initial Environmental Checklist](#).**
- ☐ **Provide documentation from the online [Project Impact Assessment Tool](#) showing changes in Vehicle Miles Travelled (VMT) and any proposed mitigation measures.**
- ☐ **Detailed project description, including construction methodology, access, and snow removal plan.**
- ☐ **Verified land capability or IPES score (if applicable) and land coverage.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property.
- ☐ **Applicable [findings](#) with explanation and rationale.**
- ☐ **Local jurisdiction approval, if available.** TRPA will accept applications prior to local jurisdiction approval so the project can be reviewed concurrently, but no action will be taken on the application until approved at the local jurisdiction.
- ☐ **Restoration plan, if project includes coverage relocation or removal.**
- ☐ **Existing and proposed site plan (preferred size 24" x 36") showing the following:**
 - a. Property lines, easements, building setbacks
 - b. map scale and north arrow
 - c. Assessor's Parcel Number (APN), property address and property owner(s) name(s)
 - d. Driveway, driveway slope, and edge of pavement at street
 - e. Parcel/project area in square feet
 - f. Verified land capability districts
 - g. Limits of 100-year floodplain, if applicable
 - h. All existing and proposed development including overhang coverage reductions at 3:1
 - i. Coverage calculations (existing, proposed, allowable) broken down by land capability district and type (i.e. buildings, decks, walks, etc.)
 - j. Trees greater than 14" dbh
 - k. Existing and proposed topographic contour lines at two-foot intervals
 - l. Slope calculation across the building site
 - m. Access driveway and snow removal plan if access is unpaved
 - n. Snow storage areas
 - o. Location of proposed generators, if any
 - p. Construction staging area

- ☐ **Best Management Practices (BMP) plan:**
 - a. [BMP calculation spreadsheet](#) (in color), please note that other methods of calculations are acceptable as long as they are stamped by an engineer
 - b. Existing and proposed BMPs
 - c. Temporary construction BMPs
 - d. Engineered stamp for any retaining wall exceeding three feet
- ☐ **Grading Plan:**
 - a. Total cut and fill in cubic yards, indicate the maximum depth of excavation (for excavation greater than five feet, a [soils/hydrologic approval](#) is required)
 - b. Location of all existing and proposed utilities
- ☐ **Existing and Proposed Building Elevations showing:**
 - a. Total proposed height (top of antenna, max height of monopine, etc.)
 - b. Roof pitch of each roof plane and the slope across the building site for any accessory structures
 - c. Allowed and proposed height calculations for proposed accessory structures
- ☐ **Existing and Proposed Floor Plans (for any proposed accessory structures) showing:**
 - a. Scaled dimensions
 - b. All exterior entrances/exits
 - c. Location of any proposed generators
- ☐ **Scenic Information:**
 - a. Simulations (existing/proposed) taken from all potentially impacted scenic resource areas
 - b. Color and material samples, including color ratios and density for monopine branches
 - c. Landscape plan, if applicable
 - d. Comparison of tower height to surrounding trees
- ☐ **Two sets of noticing materials for affected property notification and Hearings Officer meeting notification**
 - a. List of names, addresses, and APNs of property owners within ¼ mile of the project area perimeter
 - b. Stamped, addressed envelopes to the same mailing addresses with no return address
 - c. A 8 ½" x 11' plan reductions of site plan, elevations, and floor plans
- ☐ **Radio Frequency Exposure FCC Compliance Assessment.**
- ☐ **Alternative site analysis.** Describe all other options considered for the facility including colocation and standalone facilities.

2. PIPELINES & POWER TRANSMISSION

- ☐ **Completed and signed application form.**
- ☐ **Application [filing fee](#).**
- ☐ **Fire protection agency pre-approval.** To determine the property's fire district, visit the [Parcel Tracker](#) and search the property address.
- ☐ **[Initial Environmental Checklist](#).**
- ☐ **Provide documentation from the online [Project Impact Assessment Tool](#) showing changes in Vehicle Miles Travelled (VMT) and any proposed mitigation measures.**
- ☐ **Detailed project description, including construction methodology.**

- ☐ **Verified land capability or IPES score (if applicable) and land coverage.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property.
- ☐ **Applicable [findings](#) with explanation and rationale.**
- ☐ **Restoration plan, if project includes coverage relocation or removal.**
- ☐ **Existing and proposed site plan (preferred size 24" x 36") showing the following:**
 - a. Project area overview map
 - b. Property lines, easements, building setbacks
 - c. map scale and north arrow
 - d. Assessor's Parcel Number (APN), property address and property owner(s) name(s)
 - e. Verified/mapped land capability districts
 - f. Limits of 100-year floodplain, if applicable
 - g. Coverage calculations (existing, proposed, allowable) broken down by land capability district and type (i.e. buildings, decks, walks, etc.), if applicable
 - h. Trees greater than 14" dbh within project area
 - i. Existing and proposed topographic contour lines at two-foot intervals
 - j. Slope calculation across the building site
 - k. Location and dimensions of proposed structure, land coverage, etc.
 - l. Construction staging areas
- ☐ **Best Management Practices (BMP) plan:**
 - a. [BMP calculation spreadsheet](#) (in color), please note that other methods of calculations are acceptable as long as they are stamped by an engineer
 - b. Existing and proposed BMPs
 - c. Temporary construction BMPs
 - d. Engineered stamp for any retaining wall exceeding three feet
- ☐ **Grading Plan:**
 - a. Total cut and fill in cubic yards, indicate the maximum depth of excavation (for excavation greater than five feet, a [soils/hydrologic approval](#) is required)
 - b. Length and depth of all proposed trenches
- ☐ **Floor Plans and building elevations for any proposed structures.**
- ☐ **Noticing materials for projects requiring Hearings Officer/Governing Board Review. (e.g. special use)**
 - a. List of names, addresses, and APNs of property owners within 300 feet of the project area perimeter
 - b. Stamped, addressed envelopes to the same [mailing](#) addresses with no return address
 - c. A 8 1/2" x 11' plan reductions of site plan, elevations, and floor plans

3. **ALL OTHER PUBLIC SERVICE AND LINEAR PUBLIC FACILITIES PROJECTS**

- ☐ **Completed and signed application form.**
- ☐ **Application [filing fee](#).**
- ☐ **Fire protection agency pre-approval.** To determine the property's fire district, visit the [Parcel Tracker](#) and search the property address.
- ☐ **[Initial Environmental Checklist](#).**

- ☐ **Provide documentation from the online [Project Impact Assessment Tool](#) showing changes in Vehicle Miles Travelled (VMT) and any proposed mitigation measures.**
- ☐ **Detailed project description, including construction methodology.**
- ☐ **Verified land capability or IPES score (if applicable) and land coverage.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property.
- ☐ **Results of a historic determination, if structures are greater than 50 years of age.** Visit the [Parcel Tracker](#) and use the location address to determine if a historic determination has been completed. In Placer County, a determination may have been made by the local building department in coordination with Placer County Museums.
- ☐ **Applicable [findings](#) with explanation and rationale.**
- ☐ **Restoration plan, if project includes coverage relocation or removal.**
- ☐ **Existing and proposed site plan (preferred size 24" x 36") showing the following:**
 - a. Property lines, easements, building setbacks
 - b. map scale and north arrow
 - c. Assessor's Parcel Number (APN), property address and property owner(s) name(s)
 - d. Driveway, driveway slope, and edge of pavement at street
 - e. Parcel area in square feet
 - f. Verified land capability districts
 - g. Backshore Boundary and high/low water lines (for lakefront only)
 - h. Limits of 100-year floodplain, if applicable
 - i. All existing and proposed development including overhang coverage reductions at 3:1
 - j. Coverage calculations (existing, proposed, allowable) broken down by land capability district and type (i.e. buildings, decks, walks, etc.)
 - k. Trees greater than 14" dbh and rock outcrops
 - l. Existing and proposed topographic contour lines at two-foot intervals
 - m. Slope calculation across the building site
 - n. Location of existing and proposed bike paths, if applicable
 - o. Location of existing and proposed signs, if applicable
 - p. Parking calculations, if applicable
 - q. Snow storage areas
 - r. Construction staging area
- ☐ **Existing and proposed building elevations showing:**
 - a. Finish floor elevations with respect to contour elevations on site plan
 - b. Drawing scale and view aspect
 - c. Roof pitch of each roof plane and the slope across the building site (if more than one roof pitch, provide a roof plan)
 - d. Allowed and proposed height calculations
 - e. Elevation of the highest roof ridge and lowest elevation of foundation wall at natural grade
- ☐ **Existing and proposed floor plans showing:**
 - a. Scaled dimensions
 - b. All exterior entrances/exits
 - c. TRPA-approved wood stove, fireplace, space and water heaters

- **Best Management Practices (BMP) plan:**
 - a. BMP calculation spreadsheet (in color), please note that other methods of calculations are acceptable as long as they are stamped by an engineer
 - b. Existing and proposed BMPs
 - c. Temporary construction BMPs
 - d. Engineered stamp for any retaining wall exceeding three feet
- **Grading plan:**
 - a. Total cut and fill in cubic yards, indicate the maximum depth of excavation (for excavation greater than five feet, a [soils/hydrologic approval](#) is required)
 - b. Location of all existing and proposed utilities
- **Scenic information (if visible from [scenic resource area](#)):**
 - Photos taken from the scenic resource area
 - Color and material samples for all structures, labeled with corresponding Munsell color numbers
 - Landscape plan
 - Scenic Assessment, if located within 300 feet of shorezone: (see the [Scenic Assessment Application](#) and [Appendix H](#) for more information)
 - Scenic Assessment contrast rating score worksheet/spreadsheet
 - Elevation drawings of all existing structures (buildings, walls, fences, etc.) for any façade facing Lake Tahoe
 - Elevation outline or equivalent
- **Noticing materials for projects requiring Hearings Officer/Governing Board Review. See [TRPA Code of Ordinances](#) Section 2.2.2. (e.g. special use)**
 - d. List of names, addresses, and APNs of property owners within 300 feet of the project area perimeter
 - e. Stamped, addressed envelopes to the same mailing addresses with no return address
 - f. A 8 ½" x 11' plan reductions of site plan, elevations, and floor plans



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

PUBLIC SERVICE & LINEAR PUBLIC FACILITY APPLICATION

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.

☐ New Construction

☐ Rebuild/Addition/Modification

☐ Plan Revision

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:** _____

Type of Project:

Linear Public Facility

☐ Transmission and Receiving Facilities

☐ Pipelines and Power Transmission

Public Service

☐ Public Health and Safety Facilities

☐ School

☐ Membership Organization

☐ Change in Use

☐ Other

Is the parcel visible from a designated [TRPA Scenic Resource Area](#)? ☐ Yes ☐ No

Roadway Unit # _____

☐ Attainment ☐ Non-attainment

Scenic Unit # _____

☐ Attainment ☐ Non-attainment

Bicycle and Pedestrian Facilities: Are there [existing or proposed public bicycle or pedestrian path\(s\)](#) within 75 feet of the project area (bike paths, lanes, routes, or sidewalks)? ☐ Yes ☐ No

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

TRPA offers an expedited review process for *some public service and linear public facility projects* 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: _____