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# LINEAR PUBLIC SERVICE/PUBLIC SERVICE INFORMATION PACKET & PROJECT APPLICATION

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## I. PROCESS FOR SUBMITTAL OF PUBLIC SERVICE PROJECTS

- Step 1:** **Gather information about your parcel or project area.** Visit the [parcel tracker](#) to look up land capability, backshore boundary delineation, land coverage, BMP compliance status, Fire District, Local Plan designation, and general permit records. If land capability and land coverage have not been verified on your property, you will first need to apply for a [coverage verification](#) and [land capability verification](#).
- Step 2:** **Check to see if your property or project area is located within the FEMA [100-year floodplain](#).** Additional development, grading, and filling of lands within the floodplain are prohibited.
- Step 3:** **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 4:** **Determine whether your application can be submitted to your local building department or TRPA.** [Where should I go to apply for a public service project?](#)
- Step 5:** **Prepare existing and proposed site plans, floor plans, and elevation drawings (if applicable).** The application checklist lists all elements that must be included on these plans.
- Step 6:** **Determine Level of Review.** Certain public service projects will require additional review beyond staff level. Hearings Officer and Governing Board review requires public hearing and notification to affected property owners.
- Governing Board: New facilities or additions involving 3,000 square feet of floor area, 3,500 square feet of new land coverage or the expansion of an airport.
- Hearings Officer: Any changes, expansions or intensifications of special uses and any addition or modification to a designated historic resource or historic district.
- Step 7:** **Complete the application, determine your [application fees](#), gather all required checklist items, and submit to TRPA.**
- Step 8:** **Work with a Planner.** Once your application is received it will be assigned to a Planner for review. The Planner will complete the initial review within 30 days and will let you know if addition information is needed.
- Step 9:** **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 10:** **Request a Pre-grade Inspection [online](#).** 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.
- Step 11:** **Request a Final Inspection [online](#).** 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.



**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.tpa.org

## PUBLIC SERVICE PROJECT APPLICATION

New Construction                     
  Rebuild/Addition/Modification                     
  Plan Revision

Linear Public Service

- Transmission & Receiving Facilities
- Pipelines & Power Transmission

Public Service

- Public Health & Safety Facilities
- Schools
- Membership Organizations
- Change in Use
- Other

**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)** \_\_\_\_\_

**Local Plan:** \_\_\_\_\_

**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:** \_\_\_\_\_

**Is this parcel visible from a designated TRPA Scenic Resource Area?**  No  Yes, Visible From: \_\_\_\_\_

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 (Check [map](#) to verify)

## 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

File Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
Filing Fee: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

## APPLICATION CHECKLISTS

NOTE: APPLICATIONS MISSING ANY OF THE FOLLOWING ITEMS WILL NOT BE ACCEPTED. ADDITIONAL INFORMATION MAY BE REQUIRED IN ORDER TO REVIEW YOUR PROJECT.

### TRANSMISSION & RECEIVING FACILITIES

- Fire protection agency pre-approval
- Completed and signed application form
- [Application filing fee](#)
- Detailed project description, including construction methodology, access and snow removal plan
- Proof of verified land capability
- Proof of verified land coverage
- [Initial Environmental Checklist](#)
- [Applicable findings](#) with explanation and rationale
- Restoration plan, if project includes coverage relocation or removal
- 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.
- One (1) copy of the existing and proposed site plan (preferred size 24" x 36") showing the following:
  - Property lines, easements, building setbacks
  - map scale and north arrow
  - Assessor's Parcel Number (APN), property address and property owner(s) name(s)
  - Driveway, driveway slope, and edge of pavement at street
  - Parcel/project area in square feet
  - Verified land capability districts
  - Limits of 100-year floodplain, if applicable
  - All existing and proposed development including overhang coverage reductions at 3:1
  - Coverage calculations (existing, proposed, allowable) broken down by land capability district and type (i.e. buildings, decks, walks, etc.)
  - Trees greater than 14" dbh
  - Existing and proposed topographic contour lines at 2-foot intervals
  - Slope calculation across the building site
  - Access driveway and snow removal plan if access is unpaved
  - Snow storage areas
  - Location of proposed generators, if any
  - Construction staging area
- Best Management Practices (BMP) plan:
  - [BMP calculation spreadsheet](#) (in color), please note that other methods of calculations are acceptable as long as they are stamped by an engineer
  - Existing and proposed BMPs
  - Temporary construction BMPs
  - Engineered stamp for any retaining wall exceeding 3 feet

- Grading Plan:**
  - Total cut and fill in cubic yards, indicate the maximum depth of excavation (for excavation greater than 5 feet, a [soils/hydrologic approval](#) is required)
  - Location of all existing and proposed utilities
- Existing and Proposed Building Elevations showing:**
  - Total proposed height (top of antenna, max height of monopine, etc.)
  - Roof pitch of each roof plane and the slope across the building site for any accessory structures
  - Allowed and proposed height calculations for proposed accessory structures
- Existing and Proposed Floor Plans (for any proposed accessory structures) showing:**
  - Scaled dimensions
  - All exterior entrances/exits
  - Location of any proposed generators
- Scenic Information**
  - Simulations (existing/proposed) taken from all potentially impacted [scenic resource areas](#)
  - Color and material samples, including color ratios and density for monopine branches
  - Landscape plan, if applicable
  - Comparison of tower height to surrounding trees
- Two sets of noticing materials for affected property notification and Hearings Officer meeting notification**
  - List of names, addresses, and APNs of property owners within ¼ mile of the project area perimeter
  - Stamped, addressed envelopes to the same ([mailing](#) addresses) with no return address
  - One (1) set of 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.

## **PIPELINES & POWER TRANSMISSION**

- Completed and signed application form**
- [Application filing fee](#)
- Detailed project description, including construction methodology**
- Proof of verified land capability, if applicable**
- Proof of verified land coverage, if applicable**
- [Initial Environmental Checklist](#)
- [Applicable findings](#) with explanation and rationale
- Restoration plan, if project includes coverage relocation or removal**

- **One (1) copy of the existing and proposed site plan (preferred size 24" x 36") showing the following:**
  - Project area overview map
  - Property lines, easements, building setbacks
  - map scale and north arrow
  - Assessor's Parcel Number (APN), property address and property owner(s) name(s)
  - Verified/mapped land capability districts
  - Limits of 100-year floodplain, if applicable
  - Coverage calculations (existing, proposed, allowable) broken down by land capability district and type (i.e. buildings, decks, walks, etc.), if applicable
  - Trees greater than 14" dbh within project area
  - Existing and proposed topographic contour lines at 2-foot intervals
  - Slope calculation across the building site
  - Location and dimensions of proposed structure, land coverage, etc.
  - Construction staging areas
- **Best Management Practices (BMP) plan:**
  - [BMP calculation spreadsheet](#) (in color), please note that other methods of calculations are acceptable as long as they are stamped by an engineer
  - Existing and proposed BMPs
  - Temporary construction BMPs
  - Engineered stamp for any retaining wall exceeding 3 feet
- **Grading Plan:**
  - Total cut and fill in cubic yards, indicate the maximum depth of excavation (for excavation greater than 5 feet, a [soils/hydrologic approval](#) is required)
  - 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 (i.e. special use, historic resource, etc.)**
  - List of names, addresses, and APNs of property owners within 300 feet of the project area perimeter
  - Stamped, addressed envelopes to the same ([mailing](#) addresses) with no return address
  - One (1) set of 8 ½" x 11' plan reductions of site plan, elevations, and floor plans

## **PUBLIC HEALTH AND SAFETY FACILITIES/SCHOOLS/MEMBERSHIP ORGANIZATIONS**

- **Fire protection agency pre-approval**
- **Completed and signed application form**
- **[Application filing fee](#)**
- **Detailed project description including construction methodology**
- **Results of [Historic Determination](#), if structure(s) greater than 50 years in age.**
- **Proof of verified land capability**
- **Proof of verified land coverage**

- Restoration plan, if project includes coverage relocation or removal**
- [Applicable findings](#) with explanation and rationale**
- [Initial Environmental Checklist](#)**
- One (1) copy of the existing and proposed site plan (preferred size 24" x 36") showing the following:**
  - Property lines, easements, building setbacks
  - map scale and north arrow
  - Assessor's Parcel Number (APN), property address and property owner(s) name(s)
  - Driveway, driveway slope, and edge of pavement at street
  - Parcel area in square feet
  - Verified land capability districts
  - Backshore Boundary and high/low water lines (for lakefront only)
  - Limits of 100-year floodplain, if applicable
  - All existing and proposed development including overhang coverage reductions at 3:1
  - Coverage calculations (existing, proposed, allowable) broken down by land capability district and type (i.e. buildings, decks, walks, etc.)
  - Trees greater than 14" dbh and rock outcrops
  - Existing and proposed topographic contour lines at 2-foot intervals
  - Slope calculation across the building site
  - Location of existing and proposed bike paths, if applicable
  - Location of existing and proposed signs, if applicable
  - Parking calculations, if applicable
  - Snow storage areas
  - Construction staging area
- Best Management Practices (BMP) plan:**
  - [BMP calculation spreadsheet](#) (in color), please note that other methods of calculations are acceptable as long as they are stamped by an engineer
  - Existing and proposed BMPs
  - Temporary construction BMPs
  - Engineered stamp for any retaining wall exceeding 3 feet
- Grading Plan:**
  - Total cut and fill in cubic yards, indicate the maximum depth of excavation (for excavation greater than 5 feet, a [soils/hydrologic approval](#) is required)
  - Location of all existing and proposed utilities
- 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
- Existing and Proposed Floor Plans showing:**
  - Scaled dimensions
  - All exterior entrances/exits



- TRPA-approved wood stove, fireplace, space and water heaters
- **Scenic Information (if visible from [scenic resource area](#)):**
  - Photos taken from the scenic resource area
  - Color and material samples for all structures, labeled with the corresponding Munsell color numbers
  - Landscape plan
  - Scenic Assessment, if located within 300 feet of the shorezone: (see [Baseline Scenic Application/Appendix H](#) for more information)
    - Scenic Assessment contrast rating score [worksheet/spreadsheet](#)
    - One (1) copy of the Elevation drawings of all existing structures (buildings, walls, fences, etc.) for any façade facing Lake Tahoe
    - One (1) copy of the Elevation Outline or Equivalent
- **Noticing materials for projects requiring Hearings Officer/Governing Board Review (2.2.2 of the Code of Ordinances)**
  - List of names, addresses, and APNs of property owners within 300' of the project area perimeter
  - Stamped, addressed envelopes to the same ([mailing](#) addresses) with no return address
  - One (1) set of 8 ½" x 11' plan reductions of site plan, elevations, and floor plans
- **[Change in Operation Form](#) and Vehicle Trip Calculation**

## **CHANGE IN OPERATION**

- **Completed and signed application form**
- **[Application filing fee](#)**
- **Detailed project description, including construction methodology**
- **Completed [Change in Operation Form](#)**

## FEE CALCULATION WORKSHEET

FEE MULTIPLIERS	
Level of Review <small>See <a href="#">TRPA Code of Ordinances Chapter 2</a></small>	Multipliers
Staff Level Review	1.00
Hearings Officer Review	1.40
Governing Board Review	1.80
Plan Revisions	
Minor – A non-substantive change to a permitted project. A project that will not cause changes to any TRPA permit conditions, does not require new field review by TRPA staff, does not require a public hearing, and does not involve any modifications to building size, shape, land coverage, location, or scenic rating score.	0.40
Major – A substantial change that does not significantly exceed the original scope of the project. Revisions that significantly exceed the original scope of a project, or which require a public hearing, must be treated as new or modified projects, as the case may be.	0.70
Special Planning Areas	
For projects located in an adopted community plan area, or subject to an adopted redevelopment, specific, or master plan. A map of <a href="#">Community Plan Areas</a> is available at our offices or online at <a href="http://www.trpa.org">www.trpa.org</a> .	1.25

**SAMPLE CALCULATION:**

(\$2,000	X	1.4	X	0.70	X	1.25	)	+	\$536	+	\$129	+	\$117	=	\$3,232
Base Fee		Level of Review		Plan Revision		Special Planning Area			Shoreland Scenic Review		Stormwater Fee		I.T. Surcharge		Total Application Fee

( _____ X _____ X _____ )	X	_____	+	_____	+	_____	+	_____	=	_____				
Base Fee		Level of Review		Plan Revision		Special Planning Area		Shoreland Scenic Review*		Stormwater Fee**		I.T. Surcharge**		Total Application Fee

\*Shoreland Scenic Review Fee charged for projects in the shoreland requiring scenic analysis

\*\*Stormwater Fee & I.T. Surcharge charged on all public service projects