

TRANSFER INFORMATION PACKET

I. OVERVIEW

The [TRPA Code of Ordinances](#) Chapters 30, 50, 51, and 52 allows the transfer of land coverage and development rights from one parcel to another. To be eligible, the coverage or rights must first be verified and banked through a separate [TRPA application](#).

To learn more about transfers, visit [TRPA.gov](#) or review [TRPA Code of Ordinances](#) Chapters 30, 50, 51, and 52.

For any questions regarding information within this packet, please call 775-589-5333 or email TRPA@trpa.gov to speak with a permitting technician.

II. PROCESS FOR TRANSFERS

- Step 1:** **Look up existing parcel information.** Visit the [Parcel Tracker](#) and use the location address to determine what records are available relating to land coverage, land capability, and development rights. You will need verified land capability or an IPES score for both the sending and receiving parcels. If the sending or receiving parcel does not have land capability information or an IPES score, you will need to apply for this first before submitting an application for a transfer.
- Step 2:** **Verify and bank the land coverage or development rights to be transferred.** Only verified development rights or coverage are eligible for transfer. For more information, review the [Verification and Banking Application Packet](#).
- Step 3:** **Check the property's title report to see if there are any bonds, assessments, back taxes, fees, or liens associated with the property.** The applicant must receive authorization to convert development rights from all interested parties (e.g. parties or entities to whom the bond, assessment, back taxes, fees, or liens are owed).
- Step 4:** **Determine if the proposed transfer will result in Bonus Unit incentives.** Bonus Units may be awarded for transfers of existing development or potential development into a town center or from sensitive land. For eligibility requirements, review the [TRPA Code of Ordinances](#) Chapter 51. You can view the location of your property in relation to a Town Center on the [TRPA Permit Review Map](#).

- Step 5:** Complete the transfer application and gather all required checklist items. If development rights will be converted as part of the transfer, complete the Conversion Exchange Worksheet attached to the application. More information about conversions is available in the [Conversions Information and Application Packet](#).
- Step 6:** 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 7:** **Work with a Planner.** Once your application is received it will be assigned to a planner for field verification and further 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 8:** **Receive your permit.** Upon completion of review, a conditional permit will be issued. You will be required to record a deed restriction (prepared by TRPA) permanently removing the land coverage or development right from your property.

III. TRANSFER ELIGIBILITY CRITERIA

1. LAND COVERAGE

Land coverage transfers must be in conformance with the TRPA Code of Ordinances Chapter 30. The following criteria applies:

- The land coverage must be removed, restored, and banked prior to transfer. For more information, review the [Verification and Banking Application Packet](#). Visit the [Parcel Tracker](#) and use the location address to determine what records are available for the sending parcel.
- As a result of the transfer, the receiving parcel may not exceed the maximum parcel coverage in TRPA Code Section 30.4.2.
- The sending parcel must be equally or more sensitive than the receiving parcel. Visit the [Parcel Tracker](#) and use the location address to determine the land capability for the sending and receiving parcels.
- Coverage cannot be transferred into Land Capability Districts 1-3, except as permitted in TRPA Code Section 30.5.
- The sending and receiving parcel must be within the same [Hydrologically Related Area \(HRA\)](#) unless all the following criteria are met:
 - Sending site is sensitive (Land Capability Districts 1-3 or IPES 725 or below)
 - Receiving site is non-sensitive (Land Capability Districts 4-7 or IPES score 726 or higher)
 - The receiving site is further than 300 feet from the highwater line of Lake Tahoe or on the landward side of Highway 28 or 89 in the Tahoe City or Kings Beach Town Centers.
- Coverage may only be transferred if authorized as part of a project approved by TRPA or a local building department. Only the amount of coverage needed for the project may be transferred.

2. DEVELOPMENT RIGHTS

Development rights include tourist accommodation units (TAUs), single and multi-family residential units of use (RUUs), commercial floor area (CFA), and bonus units. Residential units of use (RUUs) are formed by combining a potential residential unit of use (PRU) and a residential allocation.

Development right transfers must be in conformance with the TRPA Code of Ordinances Chapters 50, 51, and 52. Transfer of existing development may be permitted for the sole purpose of banking the rights and does not require an approved project on the receiving parcel. If transferring for the sole purpose of banking, there are no limitations on the receiving parcel location within the Tahoe Basin or the number of units transferred.

If the development rights will be transferred to be used on-site as part of a project, the following criteria must be met:

- The use is permissible on the receiving parcel
- Density complies with the local plan requirements for the receiving parcel
- The receiving site is located in land capability districts 4-7 or on a parcel with a buildable IPES score, unless it meets the criteria in TRPA Code of Ordinances Section 51.5.3.B.5

3. RESIDENTIAL ALLOCATION

Residential Allocation transfers must be in conformance with the TRPA Code of Ordinances Chapter 51. Allocation transfers must meet the following requirements:

- The sending parcel must be located in low land capability (class 1-3 or IPES 725 or below), or be unsuitable for development due to the inability to meet TRPA or local government development standards.
- The receiving site is located in land capability districts 4-7 or on a parcel with a buildable IPES score.
- Residential use is permissible on the receiving parcel.
- An allocation may be transferred only one time.

IV. TRANSFER CHECKLIST ITEMS

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

1. LAND COVERAGE TRANSFER

- Completed and signed application form.**
- Application [filing fee](#).**
- Verified land capability or IPES score, if available.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property.
- Evidence that coverage has been verified and banked on the sending parcel.**
- Evidence that the coverage is associated with a proposed project.**

- Copy of the latest grant deed for both the sending and receiving parcel, including legal description, owner name, book page, document number, and date recorded with the county.**
- Lot Book Guarantee or title report for the sending parcel, issued within 30 days of the date of the transfer application.**
- Evidence that lienholders have been notified of the transfer.**

2. DEVELOPMENT RIGHTS TRANSFER

Tourist accommodation units (TAUs), single and multi-family residential units of use (RUUs), commercial floor area (CFA), bonus units, potential residential unit of use (PRU), or a residential allocation.

- Completed and signed application form.**
- Application [filing fee](#).**
- Verified land capability or IPES score, if available.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property. The requirement for the receiving parcel may be waived if the transfer is only for banking.
- Evidence that coverage has been verified and banked on the sending parcel.**
- Copy of the latest grant deed for both the sending and receiving parcel, including legal description, owner name, book page, document number, and date recorded with the county.**
- Lot Book Guarantee or title report for the sending parcel, issued within 30 days of the date of the transfer application.**
- Evidence that lienholders have been notified of the transfer, if applicable.**
- [Conversion exchange rate worksheet](#), if conversion is proposed with transfer.**

3. RESIDENTIAL ALLOCATION TRANSFER

- Completed and signed application form.**
- Application [filing fee](#).**
- Verified land capability or IPES score, if available.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property.
- Copy of the latest grant deed for both the sending and receiving parcel, including legal description, owner name, book page, document number, and date recorded with the county.**
- Lot Book Guarantee or title report for the sending parcel, issued within 30 days of the date of the transfer application.**



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

TRANSFER APPLICATION

Applications 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 or Representing Agent _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____

SENDING PARCEL

Sending Parcel Location/Assessor's Parcel Number (APN): _____

Street Address _____

County _____ Previous APN(s) _____

Sending Parcel Owner _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____

Sending Parcel 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:** _____

RECEIVING PARCEL

Receiving Parcel Location/Assessor's Parcel Number (APN): _____

Street Address _____

County _____ Previous APN(s) _____

Receiving Parcel Owner _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____

Receiving Parcel 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 the receiving parcel located in a [TRPA recognized town center](#)? YES NO

Does the proposed transfer result in Bonus Units? YES NO

Bonus units are incentives to transfer development from outside of town centers or sensitive lands. ([TRPA Code of Ordinances Chapter 52.](#))

Intended purpose of the transfer: (check one)

- Bank on the receiving parcel (associated with a potential future project or transfer, not applicable for coverage transfers)
- Use on the receiving parcel (associated with an approved project)

Which type(s) of development right or land coverage will be transferred? Check all that apply.

Enter the amount and land capability from where the development right or land coverage was located on the sending site. If unsure, check the Parcel Tracker and use the location address.

If transferring multiple types of development rights or land coverage you must submit ALL required items on the applicable checklists for the transfer type.

Land Coverage

Amount: _____

Land Capability: _____

Tourist Accommodation Units

Amount: _____

Land Capability: _____

Commercial Floor Area

Amount: _____

Land Capability: _____

Residential Unit of Use

Amount: _____

Land Capability: _____

Potential Residential Unit of Use

Amount: _____

Land Capability: _____

Residential Allocation

Amount: _____

Land Capability: _____

Bonus Unit

Amount: _____

Land Capability: _____

Request EXPEDITED REVIEW as a minor application:

YES

NO

TRPA offers an expedited review process for the *transfer of banked development rights and transfer of banked land coverage from non-sensitive land* under a “minor application”. (TRPA Rules of Procedure 5.4.) Transfer of land coverage from sensitive land is not eligible for expedited review. Minor applications will have shorter review times. For more information and to see which transfer activities are eligible, see the [“Minor Applications Information Packet”](#).

Request CONCURRENT REVIEW as a bundled application:

YES

NO

TRPA offers a concurrent review process for the *transfer of banked development rights and transfer of banked land coverage from non-sensitive land* if the transfer is necessary for a proposed project and if the proposed project application will be submitted at the same time as the transfer. (TRPA Rules of Procedure 5.5.) Project applications submitted to local jurisdictions are not eligible for concurrent review. For more information and to see which transfer activities are eligible, see the [“Bundled 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: _____