

## TRANSFER INFORMATION PACKET & APPLICATION FORM

TRPA 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 separate TRPA application.

### I. PROCESS FOR SUBMITTAL OF VERIFICATION & BANKING APPLICATIONS

- Step 1:** Determine the land capability or IPES score for both the sending and receiving parcels. If your land capability or IPES score has already been determined, you can find the information on the [parcel tracker](#) or with your local building department. Otherwise, apply for a [land capability verification](#) or [IPES score](#).
- 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. For eligibility requirements, consult Chapter 51 in the [TRPA Code of Ordinances](#). View the location of your property on the [TRPA mapmaker](#).
- 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 at the back of this packet. More information about conversions is available in the [Conversions Information and Application Packet](#).
- Step 6:** Determine your [application fees](#)
- Step 7:** Submit your application(s) and required checklist items to TRPA
- Step 8:** Work with a Planner. Once your application is received it will be assigned to a planner for review.
- Step 9:** 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.

## II. TRANSFER ELIGIBILITY CRITERIA

### LAND COVERAGE

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

- **The land coverage must be removed, restored, and banked prior to transfer**
- **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**
- **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.**

### DEVELOPMENT RIGHTS (TOURIST ACCOMMODATION UNITS, COMMERCIAL FLOOR AREA, RESIDENTIAL UNITS OF USE, POTENTIAL UNITS OF USE)

Development Right transfers must be in conformance with Chapter 51 of the TRPA Code of Ordinances. 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 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

### RESIDENTIAL ALLOCATION

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



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## TRANSFER APPLICATION FORM

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

**Applicant or Agent** \_\_\_\_\_  same as owner

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**Intended purpose of transfer:**

- Bank on receiving parcel
- Use on receiving parcel (associated with approved project)

Is the receiving parcel located in a [town center](#)?  Yes  No

Does the proposed transfer result in Bonus Units?  Yes  No

## 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 of sending parcel 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 Sending Parcel 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.

### Sending Parcel Owner(s) Signature(s):

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

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

Check the box that applies and complete the checklist for the transfer type.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Land Coverage Transfer<br>Amount: _____  | <input type="checkbox"/> Tourist Accommodation Units<br>Amount: _____       | <input type="checkbox"/> Commercial Floor Area<br>Amount: _____  |
| <input type="checkbox"/> Residential Unit of Use<br>Amount: _____ | <input type="checkbox"/> Potential Residential Unit of Use<br>Amount: _____ | <input type="checkbox"/> Residential Allocation<br>Amount: _____ |

## APPLICATION CHECKLISTS

The following section contains checklists of required items to be submitted with your application.

### LAND COVERAGE TRANSFER

- Completed and signed application form
- [Application filing fee](#)
- Verified land capability or IPES score for sending and receiving parcels
- 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 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 transfer

### DEVELOPMENT RIGHTS TRANSFER (TOURIST ACCOMMODATION UNITS, COMMERCIAL FLOOR AREA, RESIDENTIAL UNITS OF USE, POTENTIAL RESIDENTIAL UNITS OF USE)

- Completed and signed application form
- [Application filing fee](#)
- Verified land capability or IPES score for sending and receiving parcels
- Evidence that the development rights have been verified and/or 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 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 transfer, if applicable
- Conversion exchange rate worksheet, if conversion is proposed with transfer

### RESIDENTIAL ALLOCATION TRANSFER

- Completed and signed application form
- [Application filing fee](#)
- Verified land capability or IPES score for sending and receiving parcels
- 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 county
- Lot Book Guarantee or title report for the sending parcel, issued within 30 days of the date of the transfer application

## CONVERSION EXCHANGE RATES WORKSHEET

**Project Location/Assessor's Parcel Number (APN):** \_\_\_\_\_

Development rights may be converted pursuant to TRPA Code of Ordinances section 51.4 based on the following conversion exchange rates:

Existing Development Right	Equivalent Development Rights			
	CFA	TAU	SF	MF
300 sq. ft. Commercial Floor Area (CFA)	300 sq. ft.	1	1	3/2
1 Tourist Accommodation Unit (TAU)	300 sq. ft.	1	1	3/2
1 Single Family Detached Dwelling Unit (SF)	300 sq. ft.	1	1	3/2
1 Multi-Family Attached Dwelling Unit (MF)	200 sq. ft.	2/3	2/3	1

	Existing Verified Development Rights	Proposed Development Rights	Resulting Fraction of Development Rights
Commercial Floor Area (CFA)			
Tourist Accommodation Units (TAU)			
Single Family Residential Units of Use (SF RUU)			
Multi-family Residential Units of Use (MF RUU)			

**Example:** Jane owns a property that has 3,500 sq.ft. of banked CFA and two single family RUUs verified as legally existing. She proposes to convert all development rights to multi-family RUUs.

	Existing, Verified Development Rights	Proposed Development Rights	Resulting Fraction of Development Rights
Commercial Floor Area (CFA)	3,500 sq.ft		
Tourist Accommodation Units (TAUs)			
Single Family Residential Units of Use (SF RUU)	2		
Multi-family Residential Units of Use (MF RUU)		20	0.5

**300 sq.ft. of CFA: 1.5 MF RUUs = 3,500 sq.ft of CFA : 17.5 MF RUUs**

**1 SF RUU : 1.5 MF RUUs = 2 SF RUUs : 3 MF RUUs**