

ALLOCATION ASSIGNMENT INFORMATION PACKET

I. OVERVIEW

TRPA initiated the Allocation Assignment Program to encourage the retirement of sensitive lots, a vacant parcel with an Individual Parcel Evaluation System or IPES score of 725 or less, and to provide an alternative means for owners of vacant eligible parcels to obtain a residential allocation.

In exchange for retiring a sensitive lot, thereby permanently restricting the parcel from future development, TRPA can issue a residential allocation to be utilized on a more stable, buildable parcel. Retiring a parcel from future development requires the owner to either donate or sell the sensitive parcel to a public entity with a land acquisition program or record a deed restriction which limits all future use of the property to open space.

To learn more about sensitive lots or the development rights system, visit TRPA.gov.

For any questions regarding information within this packet, please call 775-589-5333 to speak with a permitting technician.

II. PROCESS FOR AN ALLOCATION ASSIGNMENT

Step 1: **Determine if your project requires TRPA review and approval.** Some activities may be considered “Exempt” or “Qualified Exempt” from TRPA review and will not require a TRPA permit. Reference the [Exempt Activity Information Packet](#) and the [Qualified Exempt Activity Information Packet](#). Activities that are “Exempt” or “Qualified Exempt” from TRPA environmental review and approval are listed in Code section 2.3 (and chapter 82 for the shorezone). Activities not listed as an exempt or qualified exempt activity will require a TRPA permit.

Step 2: **Look up existing property information for both the sensitive parcel to be retired and the parcel proposed to receive the allocation.** Visit the [Parcel Tracker](#) and use the location address to determine what records are available relating to your property, such as: general permit records, compliance status, IPES and land capability, development rights, known deed restrictions, and more.

Step 3: **Determine if the receiving property is located within the FEMA 100-year floodplain.** Additional development, grading, and filling of lands within the floodplain are prohibited. Areas within the FEMA 100-year floodplain can be viewed [online](#). Floodplain boundaries may need to be determined in a project area.

Step 4: **Check the title report.** Prior to submitting a project application, it is important to review a current title report. An applicant must receive authorization from all interested parties (e.g. parties or entities to whom the bond, assessment, back taxes, fees or liens are owed) for *certain* activities such as development right transfers.

Step 5: **Understand which fees to expect and how much.** All applicable project and activity fees are listed in the [fee schedule](#), which is updated annually. Fee categories include service fees, project review fees (i.e. application fees), mitigation fees, monitoring fees, administrative fees, and shorezone fees. To learn more about which fees to expect with a project, see the TRPA Permitting Procedure Manual.

Step 6: **Complete and submit your online application to TRPA via the [Accela Citizen Access Database](#) available at www.trpa.gov.** Each project category has a [TRPA Application and Form](#) listing specific items that are required at the time of submittal. Application [filing fees](#) are also due at the time of submittal.

Step 7: **Completeness review.** Once an application is received, TRPA will complete an initial review of materials within 30 days. The initial review ensures all checklist items, correct fees, and the correct application was provided, as well as ensuring the application was submitted to the correct agency. If the application is missing any checklist items, TRPA will send an incomplete letter to the applicant listed on the application.

Step 8: **Application assignment and review.** Once your application is complete it will be assigned to a planner for review. This planner will be the lead on the project, meaning the primary point of contact and the person completing project review and issuing the permit. You can view who is assigned to your project by visiting the [Parcel Tracker](#) and typing in the TRPA file number received when the application was submitted.

TRPA holds itself up to the standard of issuing a permit in 120 days or less, determined from the time that all information needed to review the project is provided (i.e. once the completeness review is final).

Review times vary based on application volumes and staffing. The planner will review the project to ensure it meets the requirements of the TRPA code of ordinances and local plan.

If additional information is required to ensure the project meets code requirements, the planner will send an email requesting the additional information. When additional information is requested, the time for review is paused until the applicant is able to provide all required information.

Step 9: **Conditional permit or determination issued.** Once the review is completed, a conditional permit or determination will be issued. Conditional permits will be issued with conditions that must be satisfied before the permit can be “acknowledged” (i.e. finalized). You will be required to record a deed restriction (prepared by TRPA) permanently removing the land coverage or development right from your property. Conditional permits typically need to be acknowledged within three years of approval.

Step 10: Permit acknowledgement. This is the final phase of the permit approval process. At this phase, the property owner or permittee is “acknowledging” that they understand and will abide by all conditions of the permit during their project. Applicants need to address all the requirements of the conditional permit with the planner. Once the conditions have been met, the planner will sign the permit.

III. ALLOCATION ASSIGNMENT CHECKLIST ITEMS

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

- Completed and signed application form.**
- Application [filing fee](#).**
- Detailed project description.**
- Verified land capability or IPES score, if applicable, for BOTH the sending parcel and receiving parcel.** 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 parcels, including legal description, owner name, book, page, document number, and date recorded with county.**
- Title Report the sending parcel issued within thirty days from the date of application submittal.**



ALLOCATION ASSIGNMENT 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.

Intended purpose of the allocation transfer: (check one)

- Bank on the receiving parcel (associated with a potential future project or transfer)
- Use on the receiving parcel (associated with approved project)

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:** _____

Is the sending parcel free of nuisance and hazard (i.e. foundations, excavations, spoil piles, etc)?

YES NO

If no, explain: _____

Will the sending parcel be donated or sold to a public entity with a land acquisition program, such as the California Tahoe Conservancy, Nevada State Lands, or USDA Forest Service?

YES NO

If yes, explain: _____

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: _____

Does the receiving parcel meet the basic service requirements of Chapter 32 of the TRPA Code of Ordinances, including but not limited to paved roadway, sewer and electrical services, etc.?

YES NO

If no, explain: _____

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: _____