



OFFICE  
128 Market St.  
Stateline, NV

Phone: (775) 588-4547  
Fax: (775) 588-4527

MAIL  
PO Box 5310  
Stateline, NV 89449-5310

trpa@trpa.org  
www.trpa.org

HOURS  
Mon. Wed. Thurs. Fri  
9 am-12 pm/1 pm-4 pm  
Closed Tuesday

New Applications Until 3:00 pm

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## ALLOCATION ASSIGNMENT INFORMATION PACKET

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### **All applications are subject to an Information Technologies (IT) surcharge**

#### **How to Apply for a Tahoe Regional Planning Agency (TRPA) Permit**

This packet explains the TRPA process for participating in the Allocation Assignment Program. The TRPA uses the best available science and planning practices to review each project individually so that Lake Tahoe can continue to be an Outstanding National Resource Water for this and future generations. TRPA's thorough project review standards are designed to balance the impacts of the built environment with the protection of Lake Tahoe's fragile, natural environment. The Agency values every project applicant and works hard to serve the public promptly and fairly. Please read this packet thoroughly. We hope it answers most of your application questions. If not, please call TRPA at (775) 588-4547. Planners are available to assist you by phone or at our offices Monday through Friday, 9:00 a.m. to 5:00 p.m. Applications are received from 9:00 a.m. to 4:00 p.m.

Please be aware that we may require information beyond that presented in this packet. While this document strives to cover most relevant regulations found in the TRPA Code of Ordinances, errors and omissions may exist. Compliance with TRPA ordinances may apply beyond those identified in this packet in order to lawfully approve a project proposal. Once your application is submitted, TRPA will contact you if additional information is required to adequately review your project.

#### **Participating in the Allocation Assignment Program**

The TRPA initiated the Allocation Assignment Program to encourage the retirement of sensitive lots and to provide an alternative means for owners of vacant, eligible parcels to obtain a residential building allocation. A building allocation must be obtained prior to submittal of an application to construct a residential dwelling.

In exchange for retiring a sensitive lot (a vacant parcel with an Individual Parcel Evaluation System or *IPES* score of 725 or less) and thereby restricting it from future development, TRPA can issue a building allocation to be utilized on a more stable parcel. These allocations are obtained from a "pool" which is separate from allocations that could be obtained from a local jurisdiction. In some cases, participating in this program will allow a property owner to obtain an allocation in less time than if obtained from a local jurisdiction. 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.

Participation in this program requires the owner of a parcel to be developed to either own a sensitive parcel, or enter into a separate agreement with another owner of a sensitive parcel. The owner of the sensitive parcel must submit this application, or authorize a representative to do so.

## Prior to Application Submittal

Prior to submitting your project application you will need the following items:

- ✓ Determine the IPES Scores of the parcel to be retired and the parcel to be developed. The IPES Score will determine if the parcels are considered “sensitive” or “non-sensitive” in accordance with the TRPA Code of Ordinances. Parcels that have been identified as “sensitive” have development restrictions that may affect the project you are proposing. The IPES Score will also determine the allowable land coverage for the parcel which will be needed to design a project. Depending on the IPES Scores, restrictions on transfer of coverage may apply. The parcel to be developed must have a buildable IPES Score to be eligible to receive a building allocation pursuant to this program.
- ✓ Acquire the Latest Grant Deed for both Parcels. Submit the most recent grant deed for both the sensitive parcel and the parcel to be developed. The Grant Deed must contain the legal description, book, page, document number and date recorded with the County Recorder’s office.
- ✓ Acquire a Preliminary Title Report for parcel to be retired. Submit a Preliminary Title Report that was issued within thirty days of the date that you submit the application.
- ✓ Complete the appropriate forms. The Project Review Application form must be completed along with the forms in this packet, and all checklist items provided. For additional information about checklist items, refer to the TRPA *Master Checklist/Design Criteria and Guidelines* documents available at TRPA offices or online at [www.trpa.org](http://www.trpa.org) under “Permits and Documents”. Note that checklist item numbers are sequential but may not be all inclusive; not all checklist items found in the TRPA *Master Checklist//Design Criteria and Guidelines* documents apply to all projects.
- ✓ Obtain the required signatures. The owner of the sensitive parcel must sign the application and, if applicable, complete and sign the Authorization For Representation. Forms without an original signature from the property owner will not be accepted. **Faxed signatures and xerox copies will not be accepted.**

### **Complete Application**

TRPA staff will review an application for completeness within 30 days from the date of submittal. If additional items are needed or checklist items are lacking, a notice will be sent to you and/or your representative indicating what additional information is needed to make the application complete. If the application is determined to be complete, a notice will be sent to you or your representative confirming this determination. Once complete, your application is now ready to be reviewed by TRPA staff for conformance with TRPA rules and regulations. A complete application notice is NOT a conceptual approval of your application, nor is it a determination that the information submitted for review is accurate or approvable. Please note if the application for the project on the receiving parcel is incomplete, the transfer application will also be considered incomplete. TRPA cannot and will not hold incomplete projects for an indefinite period of time.

### **Request for Additional Information**

Once review of your application has begun, additional information may still be required. TRPA staff attempts to identify all information needed to review a project at the "complete application" stage, however, some items cannot be identified until the review of the application has commenced. If additional information is required, you and/or your representative will be notified of a timeline to provide the needed information.

### **Project Review**

The amount of time to process an individual application depends on the complexity of the project and the number of applications submitted to TRPA or the local jurisdiction for review. Submitting a clear, complete and accurate application can speed the processing time through TRPA. The time of year you submit your application can also influence the processing time. The summer building season is very hectic and tends to lengthen the processing time for an individual application. During winter, the presence of snow on the ground may limit TRPA's ability to evaluate the site if necessary. You are strongly encouraged to submit your application(s) well in advance of the building season. Ideally, submit your application the winter prior to the year in which you wish to build.

### **Conditional Permit**

A conditional permit is an approval of your Allocation Assignment subject to specific conditions. If there are improvements (e.g. a shed or foundation) or encroachments (e.g. compacted dirt parking or a fence) on the sensitive parcel to be retired from development, a condition of approval will require that the improvement or encroachment be removed and the land restored prior to an allocation being issued. In some cases, a fence may be required to be constructed on the sensitive lot to prevent future encroachments.

The conditional permit is based on the application and information submitted to TRPA for review. The conditional permit is valid for three years. Within the three year time period, you must demonstrate that all the conditions of approval have been met, pay any required fees, acknowledge the permit (by signature), and exercise the allocation.

### **Final Permit Acknowledgment**

Once all the conditions of the permit have been met, TRPA will provide the final acknowledgment of the assignment and issue an allocation to the parcel to be developed.

### **Timeline for Appeals**

If an applicant wishes to appeal a final decision by TRPA, pursuant to Rule 11.2 of the TRPA Rules of Procedure, a Notice of Appeal form and filing fee must be submitted within twenty-one (21) days from the date TRPA issues its final decision (date on correspondence). After 21 days, no appeals can be made and the Agency's decision is final.

*ALLOCATION ASSIGNMENT SUPPLEMENTAL FORM*

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**Please also complete the attached Project Review Application Form**

**Sensitive Parcel Owner(s) of Record** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Location of Sensitive Parcel/Assessor's Parcel Number (APN)** \_\_\_\_\_

Street Address \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_  
County \_\_\_\_\_ Previous APN \_\_\_\_\_  
(if changed by county assessor since 1987)

**Parcel to be Developed Owner(s) of Record** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Location of Parcel to be Developed/Assessor's Parcel Number (APN)** \_\_\_\_\_

Street Address \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_  
County \_\_\_\_\_ Previous APN \_\_\_\_\_  
(if changed by county assessor since 1987)

**Agent Authorized To Represent The Owner (s)** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Legal Descriptions:** Each application must include a copy of the latest recorded grant deed for both properties (Sensitive and To Be Developed Parcels).

**Property Restrictions/Easements** (List any deed restrictions, easements or other restrictions):  None

\_\_\_\_\_ (initial here): I hereby declare under penalty of perjury that all property restrictions and easements have been fully disclosed.

Sensitive Parcel: \_\_\_\_\_

Parcel to be Developed: \_\_\_\_\_

**Sensitive Parcel Prior Approvals** (List any prior CTRPA/TRPA approvals/permits):  None ([go to file search](#))

Description: \_\_\_\_\_ TRPA File No: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_ TRPA File No: \_\_\_\_\_ Date: \_\_\_\_\_

**Parcel to be Developed Prior Approvals:**  None ([go to file search](#))

Description: \_\_\_\_\_ TRPA File No: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_ TRPA File No: \_\_\_\_\_ Date: \_\_\_\_\_



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## PROJECT REVIEW APPLICATION FORM

NEW APPLICATION     PLAN REVISION     NEW DEVELOPMENT     REBUILD, ADDITION, REMODEL

- |  |  |
|--|--|
| <input type="checkbox"/> Banking/Verification of Coverage and Uses       | <input type="checkbox"/> Tourist Accommodation               |
| <input type="checkbox"/> Single Family Residential Addition/Modification | <input type="checkbox"/> Linear Public Service Facility      |
| <input type="checkbox"/> New Single Family Residential                   | <input type="checkbox"/> Public Service Facility             |
| <input type="checkbox"/> Multi-Family Residential                        | <input type="checkbox"/> Allocation Assignment               |
| <input type="checkbox"/> Commercial                                      | <input type="checkbox"/> Lot Line Adjustment/ROW Abandonment |
| <input type="checkbox"/> Sign  | <input type="checkbox"/> Subdivision of Existing Structures  |
| <input type="checkbox"/> Grading   | <input type="checkbox"/> Recreation                          |
| <input type="checkbox"/> Transfer of Bankable Rights                     | <input type="checkbox"/> Resources                           |
| <input type="checkbox"/> Shorezone and/or Lakezone Project               | <input type="checkbox"/> Buoy Project                        |

**Applicant** \_\_\_\_\_

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

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

**Representative or Agent** \_\_\_\_\_

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

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

**Owner** \_\_\_\_\_  Same as Applicant

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

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

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

Street Address \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_

County \_\_\_\_\_ Previous APN \_\_\_\_\_  
(if changed by county assessor since 1987)

**Brief Description of Project:** \_\_\_\_\_

**Plan Area Statement/Community Plan:** \_\_\_\_\_ ([view maps](#))

**Property Restrictions/Easements** (List any deed restrictions, easements or other restrictions):  None  
\_\_\_\_\_ (initial here): I hereby declare under penalty of perjury that all property restrictions and easements have been fully disclosed.

**Prior Approvals** (List any prior CTRPA/TRPA approvals/permits for the subject property):  None ([go to file search](#))

Description: \_\_\_\_\_ TRPA File No: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_ TRPA File No: \_\_\_\_\_ Date: \_\_\_\_\_

**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. (Edited 6/10)

Signature: **(Original signature required)**

\_\_\_\_\_ At \_\_\_\_\_ Date: \_\_\_\_\_  
Person Preparing Application County

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**AUTHORIZATION FOR REPRESENTATION (Original signatures required):**

The following person(s) own the subject property (Assessor's Parcel Number(s) \_\_\_\_\_) or have sufficient interest therein 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): **(Original signature required.)**

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

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

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**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# ALLOCATION ASSIGNMENT APPLICATION CHECKLIST

APPLICATIONS LACKING ANY OF THE FOLLOWING ITEMS WILL NOT BE ACCEPTED. TRPA OR YOUR LOCAL JURISDICTION MAY REQUIRE ADDITIONAL INFORMATION ABOVE AND BEYOND THE CHECKLIST ITEMS TO REVIEW THIS APPLICATION.

Each item and number corresponds to TRPA's *Master Checklist* available at our offices or online at [www.trpa.org](http://www.trpa.org). Click "Permits & Documents" and look for the *Master Checklist* under "other documents." Refer to the *Master Checklist* for more information on any item.

SENSITIVE PARCEL ASSESSOR'S PARCEL NUMBER (APN): \_\_\_\_\_

PARCEL TO BE DEVELOPED ASSESSOR'S PARCEL NUMBER (APN): \_\_\_\_\_

- | Applicant | TRPA  |   |
|-----------|-------|---|
| _____     | _____ | 2. Complete Application with original signed authorization and checklist. (Both Project Review Application form and enclosed forms must be completed.)  |
| _____     | _____ | 3. Application Fee: Please refer to the <a href="#">TRPA Filing Fee Schedule</a> (275k pdf) available at TRPA offices or online.<br>Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____ |
| _____     | _____ | 4. Verified IPES Score for the sensitive parcel <u>and</u> parcel to be developed (Written Documentation).  |

For Items 37a, b, and c below, please attach required response.

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 38a. Is the sending parcel free of nuisance and hazard (i.e. Foundations, excavations, spoil piles)?   |
| _____ | _____ | 38b. Sending parcel's existing land coverage information including:<br>_____    _____    i. Indicate square footage of hard coverage.<br>_____    _____    ii. Indicate square footage of soft coverage (dirt roads, paths, and parking).  |
| _____ | _____ | 38c. Does the receiving parcel meet the basic service requirements of Chapter 27 of the TRPA Code of Ordinance, including but not limited to the following:<br>_____    _____    i. Served by paved roadway.<br>_____    _____    ii. Adequate water rights and water supply system.<br>_____    _____    iii. Sewer service.<br>_____    _____    iv. Electrical service. |
| _____ | _____ | 38d. Copy of latest recorded grant deed for both the sending and receiving parcels, including legal description, book, page, document number and date recorded with county.  |
| _____ | _____ | 43. Title Reports for both the parcel to be retired (sensitive parcel) and the receiving parcel—issued within thirty days from the date of application submittal.  |