

COMMERCIAL PROJECT APPLICATION

I. PROCESS FOR SUBMITTAL OF COMMERCIAL PROJECTS

- Step 1:** **Determine if your project needs a TRPA permit.** Some activities may be considered “Exempt” or Qualified Exempt” from TRPA review. For more information, review the [Exempt Activity Information Packet](#) and the [Qualified Exempt Activity Information Packet](#).
- Step 2:** **Gather information about your parcel.** Visit the [parcel tracker](#) to look up land capability, backshore boundary, land coverage, BMP compliance status, allowable uses, local plan area statement, local fire agency, general permit records, etc. If the land capability, land coverage, and uses have not been verified on your property, you will first need to apply for a [Verification and Banking of Uses](#) application and [Land Capability Verification](#) application.
- Step 3:** **Review rules related to land coverage, height, BMPs, etc. in the TRPA [Code of Ordinances](#).**
- Step 4:** **Check to see if your property is located within the FEMA [100-year floodplain](#).** Additional development, grading, and filling of lands within the floodplain are prohibited.
- Step 5:** **Historic Determination.** If the property has a structure that is 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 6:** **Determine whether your application can be submitted to your local building department or TRPA.** [Where should I go to apply for single family dwelling project?](#)
- Step 7:** **Provide evidence additional Commercial Floor Area (CFA) has been obtained.** You may transfer additional CFA onto the property or ^{transfer} and convert other development rights (i.e. tourist accommodation units (TAUs), residential units of use (RUUs)). Please see the [Conversion Application Packet](#) for further explanation on this process.
- Step 8:** **Prepare existing and proposed site plans, floor plans, and elevation drawings.** The application checklist lists all elements that must be included on these plans.
- Step 9:** **For lakefront properties, prepare a scenic assessment to be submitted with your application.** More information and instructions can be found in the [baseline scenic assessment information packet](#).
- Step 10:** **Determine your level of review.** Certain commercial 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 Review: applicable for projects involving the allocation or transfer of commercial floor area of 3,000 square feet or more.
- Hearings Officer Review: applicable for projects involving the allocation or transfer of commercial floor area less than 3,000 square feet. Any changes, expansions or intensifications of special uses and any addition/modification to a designated historic resource or historic district.
- Step 11:** **Complete the application, determine your [application fees](#), gather all required checklist items, and submit to TRPA.**

- Step 12:** **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 additional information is needed.
- Step 13:** **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 14:** **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 15:** **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

COMMERCIAL PROJECT APPLICATION

New Construction Rebuild/Addition/Modification Plan Revision

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:** _____

Property Access/Restriction Information (gates, dogs, etc.) Yes No

Brief Project Description _____

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.

- Fire protection agency pre-approval
- Completed and signed application form
- [Application filing fee](#)
- Detailed project description, including construction methodology, access and snow removal plan
- Results of [Historic Determination](#), if structure greater than 50 years in age
- [Applicable findings](#) with explanation and rationale
- [Initial Environmental Checklist](#)
- Proof of verified land capability
- Proof of verified land coverage
- Results of Soils Hydrologic application, if excavating deeper than 5 feet
- Complete the Change in Operation Form, enclosed within this application
- Complete the [Active Transportation Plan Checklist](#)
- Photographs of the existing site conditions
- Evidence that development rights (CFA, TAU, etc.) will be transferred to the site, converted on-site, or otherwise allocated
- 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:**
 - 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.)
 - Area of modified or new floor area covered by a roof (square footage)
 - Trees greater than 14" dbh and rock outcrops
 - Existing and proposed topographic contour lines at 2-foot intervals
 - Construction staging area
 - Location of existing and proposed freestanding and building signs
 - Existing and proposed Commercial Floor Area and/or Tourist Accommodation Unit calculations

- **Best Management Practices (BMP) plan:**
 - [BMP calculation spreadsheet](#) (in color), please note that other methods of calculations are acceptable if 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
 - Elevation of the bottom of foundation or support footing (if new)
 - Outline of existing grade vs. finished grade

- **Existing and Proposed Floor Plans showing:**
 - Scaled dimensions
 - All exterior entrances/exits
 - Existing and proposed commercial floor area
 - 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
 - Lakefront project only: (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 (see Section 2.2.2 of the TRPA Code of Ordinances for more information)**
 - 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

This form is required for any type of change in operation and determines the number of Daily Vehicle Trip Ends (DVTEs) that are associated with your project. If your project generates more than 100 new DVTEs in the South Shore of Lake Tahoe or 200 DVTEs around the rest of the lake, a traffic analysis may be required.

Locate the trip rate table which best fits the previous and proposed operations of the project site. In cases where the two rates are listed, the rate generating the most vehicle trips ("worst-case") will be used. [Click here to access the current Trip Table.](#)

VEHICLE TRIP CALCULATION:

Previous/Existing Use at Project Site: _____

Gross Floor Area: _____ square feet Number of Employees: _____ Number of Business Vehicles: _____

Business Days: _____ Business Hours: _____

Number of vehicle trips associated with existing use: _____

Proposed Use at Project Site: _____

Gross Floor Area: _____ square feet Number of Employees: _____ Number of Business Vehicles: _____

Business Days: _____ Business Hours: _____

Number of vehicle trips associated with proposed use: _____

Previous Use: _____	Proposed Use: _____
Trip Table Rate: _____ / _____ square feet	Trip Table Rate: _____ / _____ square feet
Previous Trips: (_____ x _____) / _____ = _____	Proposed Trips: (_____ x _____) / _____ = _____
Net change in vehicle trips: _____ – _____ = _____ vehicle trips generated OR reduced	

Example:

Jane has bought Tom's Discount Clothing store and wants to develop a restaurant. The existing square footage for the building is 1,225 square feet and the proposed square footage is 1,500 square feet.

Previous Use: Tom's Discount Clothing Store = 1,225 sq. ft. (Discount Stores)	Proposed Use: Jane's Italian Restaurant = 1,500 sq. ft. (High Turnover Restaurants)
Trip Table Rate: 56.04 / 1,000 square feet	Trip Table Rate: 127.15 / 1,000 square feet
Previous Trips: (56.04 x 1,225) / 1,000 = 68.65	Proposed Trips: (127.15 x 1,500) / 1,000 = 190.65
Net change in vehicle trips: 190.65 – 68.65 = 122 additional vehicle trips are generated	

FILING FEE CALCULATION WORKSHEET

FEE MULTIPLIERS	
Level of Review <small>See TRPA Code of Ordinances Chapter 2</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 Community Plan Areas is available at our offices or online at www.trpa.org .	1.25

Sample Calculation

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

Need to calculate your base fee? Please click [here](#) to access the filing fee schedule.

(_____	X _____	X _____	X _____)	+ _____	+ _____	+ <u>\$117</u>	= _____
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 modifications to lakefront properties requiring scenic analysis

**Stormwater Fee applied if identified on the filing fee schedule