

CONVERSION OF DEVELOPMENT RIGHTS INFORMATION PACKET

I. OVERVIEW

The [TRPA Code of Ordinances](#) Chapter 51.4 allows the conversion of several types of development rights. Development Rights are legally existing land use units someone must acquire before they develop a property.

The following types of legally existing development rights are eligible for conversion:

- Commercial Floor Area (CFA)
- Multi or Single-Family Residential Unit of Use (RUUs)
- Tourist Accommodation Units (TAUs)

Only development verified by TRPA as legally existing, awarded as a bonus unit in accordance with Chapter 52 of the TRPA Code, or held in allocation pools with TRPA or the local jurisdiction are eligible to be converted.

For additional information on verifications of existing development, review the [TRPA Banking and Verification of Existing Land Coverage and Uses application packet](#). Visit the [Parcel Tracker](#) and use the location address to determine what records are available relating to property verifications.

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

II. CONVERSION EXCHANGE RATES

Development rights may be converted from one type to another 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

Example:

3,500 sq.ft. of verified CFA can be converted to 11.67 TAUs, 11.67 Single Family RUUs, or 17.5 Multi-family RUUs.

A [Development Rights Conversion Exchange Rate Calculator](#) is available online.

Any remaining development right square feet or unit fractions that result from a conversion shall not be rounded up or down to the nearest whole number. Any remaining development right square feet or unit fractions that result from a conversion may be banked on the sending or receiving parcel.

III. PROCEDURES FOR CONVERSION

Some conversions can be included as part of a project or transfer application, if applicable. Use this guide to determine if a separate Conversion of Development Rights Application will need to be submitted.

1. ONSITE DEVELOPMENT RIGHT CONVERSION ASSOCIATED WITH A PROJECT

A. TRPA Review: If TRPA is reviewing the development project, the conversion of onsite development rights can be processed as a part of the project. The applicant will include a description of the proposed development right conversion in their project description, and complete and submit the [Conversion Exchange Rates Worksheet](#).

A separate Conversion of Development Rights application is not required.

B. Local Jurisdiction review: If a proposed project is being reviewed by the County or City pursuant to an [adopted Memorandum of Understanding \(MOU\)](#), the conversion of development rights on the same site must be reviewed by the TRPA under a separate application.

A separate Conversion of Development Rights application is required.

2. DEVELOPMENT RIGHT CONVERSION ASSOCIATED WITH A TRANSFER

Conversion of development rights may be completed as part of a transfer. The applicant will complete and submit the Conversion Exchange Rates Worksheet included in the transfer application.

A separate Conversion of Development Rights application is not required.

3. ONSITE DEVELOPMENT RIGHT CONVERSION NOT ASSOCIATED WITH A PROJECT

Banked development rights may be converted onsite and remain banked for use or transfer at a later time.

A separate Conversion of Development Rights application is required.

If you are unsure if your project requires a separate conversion application, call 775-589-5333 or email TRPA@trpa.gov to speak with permitting technician.

IV. PROCESS FOR SUBMITTING CONVERSION APPLICATION

If, based on the information in this packet, you have determined that you will need to submit a Conversion of Development Rights Application, follow the steps below. For conversions associated with a transfer or a development project, use the [application](#) associated with the specific project type.

Step 1: Review the [TRPA Code of Ordinances](#). Section 51.4 of the TRPA Code includes all eligibility criteria, requirements, and parcel restrictions related to development right conversions.

Step 2: Determine the land capability or IPES score. Visit the [Parcel Tracker](#) and use the location address to determine what records are available relating to land capability and/or IPES. If the parcel has not received a land capability verification or IPES score, you will need to apply for a [land capability verification](#) first before submitting a conversion application. Conversion applications without a land capability verification or IPES score, where applicable, will not be accepted.

Important: On-site conversions will be limited to existing development located on high capability lands unless the associated project includes the following environmental benefit: (1) reduction in land coverage, (2) no increase in vehicle trips, parking, or cubic volume of structures, or (3) adverse impacts as part of the project. (TRPA Code section 51.4.2.E.)

Step 3: Verify and bank (if necessary) the development rights to be converted. Only development verified by TRPA or held in allocation pools with TRPA or the local jurisdiction are eligible to be converted. For additional information on verifications of existing development, review the [TRPA Verification and Banking](#) information packet. Visit the [Parcel Tracker](#) and use the location address to determine what records are available relating to property verifications.

Step 4: 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 5: 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 6: 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 7: Receive your permit. If the project is approvable under section 51.4 and all required application materials are sufficient, the TRPA Planner will issue a permit and deed restriction (if applicable) by mail or email.

V. CONVERSION CHECKLIST ITEMS

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

- Completed and signed application form.**
- Conversion exchange rate worksheet (attached).** A [Development Rights Conversion Exchange Rate Calculator](#) is available online.
- Application [filing fee](#).**
- Detailed project description, including narrative history of use/activity on the parcel.**
- Verified land capability or IPES score.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property. Land capability must be verified prior to or concurrent with a conversion activity. Submit a [Land Capability Verification](#) application for concurrent review, if land capability has not been previously verified.
- Lot Book Guarantee or Title Report for the parcel, issued within 30 days of the date of conversion application submittal to TRPA (unless development rights are previously banked).**
- Photographs of existing development.**
- Existing and proposed site plan (minimum size 18" x 24") showing the following:**
 - Property lines, easements, building setbacks
 - Parcel size in square feet
 - Assessor's Parcel Number (APN) and property address
 - Property owner(s) name(s)
 - Map scale, north arrow
 - Verified land capability districts or IPES score
 - Location of development rights to be converted
- Existing and proposed floor plans.**



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Stateline, NV 89449-5310

Location
128 Market Street
Stateline, NV 89449

Contact
Phone: 775-588-4547
Fax: 775-588-4527
www.trpa.gov

CONVERSION OF DEVELOPMENT RIGHTS 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 _____

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) _____

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:** _____

Project Description/Proposal:

Request EXPEDITED REVIEW as a minor application:

YES

NO

TRPA offers an expedited review process for *conversion of banked development rights* under a “minor application”. (TRPA Rules of Procedure 5.4.) Minor applications will have shorter review times. For more information and to see which banking activities are eligible, see the “[Minor 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: _____



Mail
 PO Box 5310
 Stateline, NV 89449-5310

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 128 Market Street
 Stateline, NV 89449

Contact
 Phone: 775-588-4547
 Fax: 775-588-4527
 www.trpa.gov

CONVERSION EXCHANGE RATE 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			
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1 Multi-Family Attached Dwelling Unit (MF)	200 sq. ft.	2/3	2/3	1

A [Development Rights Conversion Exchange Rate Calculator](#) is available online.

Complete the following table for your project:

	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.

$$3,500 \text{ sq.ft of CFA} = 17.5 \text{ MF RUUs (300 sq.ft. of CFA : 1.5 MF RUUs)}$$

$$2 \text{ SF RUUs} = 3 \text{ MF RUUs (1 SF RUU : 1.5 MF RUUs)}$$

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