



ENVIRONMENTAL IMPROVEMENT PROGRAM PROJECT INFORMATION PACKET

I. OVERVIEW

The Lake Tahoe Environmental Improvement Program (EIP) is an unparalleled partnership working to achieve the environmental goals of the region. Local, state, and federal government agencies, private entities, scientists, and the Washoe Tribe of Nevada and California have collaborated for more than 20 years to restore the environmental health of Lake Tahoe.

EIP projects are those projects that directly contribute to environmental thresholds in the region such as water quality, transportation, wildlife, ecosystem conservation, and scenic resources. These projects are typically publicly funded.

This information packet is for [recognized EIP projects](#) that require TRPA review and approval. To streamline the permitting process, the Tahoe Regional Planning Agency (TRPA) has entered into agreements with Tahoe Basin agencies and land managers to carry out environmental review on our behalf.

Under the MOUs, utility and land management agencies are given authority to review certain projects for conformance with TRPA standards on their own, thus streamlining protection standards in the Basin and increasing efficiency. Each MOU will include both Exempt Activities and Qualified Exempt Activities. Exempt Activities listed within an MOU and carried out by that agency do not require an application submitted to TRPA.

Visit the [TRPA Where to Apply](#) webpage to view MOUs currently in effect with partner agencies. To learn more about the EIP, visit the [EIP page on LakeTahoInfo.org](#).

For any questions regarding information within this packet, please call 775-589-5333 or email TRPA@trpa.gov to speak with a permitting technician.

II. EIP PROJECT CHECKLIST ITEMS

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

- Completed and signed application form.**
- Detailed project description.**

- Fire protection agency pre-approval.** To determine the property's fire district, visit the [Parcel Tracker](#) and search the property address.
- Verified land capability or IPES score, if applicable, and land coverage.** Visit the [Parcel Tracker](#) and use the location address to determine if the land capability has been verified on the property.
- Results of a historic determination if the structure is greater than 50 years of age.**
- Results of a soils-hydrologic determination if excavating deeper than five feet.**
- Applicable [findings](#) with explanation and rationale.**
- [Initial Environmental Checklist](#).**
- Photographs of existing development.**
- Exported results of the [Project Impact Analysis](#) to assess Vehicle Miles Traveled (VMT) and mobility mitigation.**
- [Active Transportation Plan](#) Checklist.**
- List of affected parcels by Assessor Parcel Number(s).**
- Existing and proposed site plan (minimum size 24" x 36") showing the following:** (Sample plans are available [online](#).)
 - a. Property lines, easements, building setbacks, parcel area in square feet.
 - b. Map scale and north arrow.
 - c. Assessor's Parcel Number (APN), property address and property owner(s) name(s).
 - d. Driveway, driveway slope, and edge of pavement at street.
 - e. Verified land capability districts or IPES score summary.
 - f. Verified backshore and Stream Environment Zones (SEZ) boundaries and setback(s) boundary and high/low water lines. (for lakefront only)
 - g. Limits of 100-year floodplain, if applicable.
 - h. All existing and proposed development including overhang coverage reductions at 3:1.
 - i. Coverage calculations (existing, proposed, allowable) broken down by land capability district and type. (i.e. buildings, decks, walks, etc.)
 - j. Area of modified floor area covered by a roof. (in square footage)
 - k. Trees greater than 14" dbh and rock outcrops.
 - l. Existing and proposed topographic contour lines at two-foot intervals.
 - m. Construction staging area.
 - n. Existing and proposed development rights associated with the property.
 - o. Parking space calculations. (if applicable)
 - p. Location of existing and proposed signage. (if applicable)
- Existing and proposed building elevations showing the following:** (Sample plans are available [online](#).)
 - a. Finish floor elevations with respect to contour elevations on site plan.
 - b. Drawing scale and view aspect.
 - c. Roof pitch of each roof plane and the slope across the building site. (if more than one roof pitch, provide a roof plan)
 - d. Allowed and proposed height calculations.
 - e. Elevation of the highest roof ridge and lowest elevation of foundation wall at natural grade.

- f. Elevation of the bottom of foundation or support footing. (if new)
 - g. Outline of existing grade vs. finished grade.
- **Existing and proposed floor plans showing the following:** (Sample plans are available [online](#).)
 - a. Scaled dimensions.
 - b. All exterior entrances/exits.
 - b. Existing and proposed development rights associated with the property
 - a. TRPA-approved wood stove, fireplace, space and water heaters
- **Best Management Practices (BMP) plan:** (Sample plans are available [online](#).)
 - a. BMP calculation spreadsheet (in color and in excel format) matching the permanent BMPs shown on the site plan.
 - b. Existing and proposed BMPs.
 - c. Temporary construction BMPs.
 - d. Engineered stamp for any retaining wall exceeding three feet.
- **Grading Plan:** (Sample plans are available [online](#).)
 - a. Total cut and fill in cubic yards, indicate the maximum depth of excavation.
 - b. Location of all existing and proposed utilities.
 - c. Results of a soils-hydrologic assessment. (For excavation greater than five feet.)
- **Restoration plan if project includes coverage relocation or removal.**
- **NEW CONSTRUCTION OR NEW UNIT OF USE ONLY:**
 - a. Evidence that a building allocation has been issued by the local jurisdiction or a Residential Unit of Use will be transferred to the site and/or converted.
 - b. Exported results of the [Project Impact Analysis](#) to assess Vehicle Miles Traveled (VMT) and mobility mitigation.

□ **PROJECTS VISIBLE FROM SCENIC RESOURCE AREA ONLY (STATE OR FEDERAL HIGHWAYS, RECREATION AREAS, ETC.):**

Sample plans are available [online](#). For more information on scenic considerations, review information [online](#).

Scenic information:

- a. Photos taken from the scenic resource area.
- b. Color and material samples for all structures, labeled with the corresponding Munsell color numbers.
- c. Landscape plan.

Scenic Impact Assessment.

□ **LAKEFRONT PROPERTIES ONLY**

Sample plans are available [online](#). For more information on scenic considerations, review information [online](#).

Scenic information:

- a. Items listed above for projects visible from scenic resource area.
- b. Scenic Assessment contrast rating score worksheet/spreadsheet.
- c. Elevation drawings of all existing structures (buildings, walls, fences, etc.) for any façade facing Lake Tahoe. Include level of review, proposed contrast rating score, allowed visible area, and proposed visible area on the plans.

d. Elevation outline or equivalent.

□ **PROJECTS REQUIRING NOTICING OR HEARING ONLY**

Noticing materials for Hearings Officer, Governing Board, or Enhanced Staff Review. (i.e. special use, historic resource, etc.) See [TRPA Code of Ordinances](#) section 2.2.2 for projects requiring review and approval by a Hearings Officer or Governing Board. See [TRPA Rules of Procedure](#) section 12.14 for projects requiring public noticing.

- a. List of names, addresses, and APNs of property owners within 300' of the project area perimeter.
- b. Stamped, addressed envelopes to the same (mailing addresses) with no return address.
- c. A 8 ½ x 11" plan reduction of site plan, elevations, and floor plans.

□ **TECHNICAL REPORTS**

The following technical reports may or may not be required for this project. EIP planners can assist you in determining if any of these reports are needed.

- a. Biology Report including information regarding existing vegetation communities and animal species, potential for special-status species, and TRPA critical habitat.
- b. Noxious Weed Risk Assessment, with recommendations.
- c. Wetland Delineation.
- d. Archaeology Report, including letters from federal agency and/or state historic preservation offices.
- e. Geotechnical Report including information on seismicity, topography, geology, soils, slope stability, and/or stream conditions.
- f. Hydrology Report including information on groundwater, watersheds, drainage areas and features, infiltration, and/or precipitation.
- g. Noise Study.
- h. Tree Removal Plan.
- i. Revegetation Plan.
- j. Monitoring Plan.
- k. Maintenance Plan.



Mail
 PO Box 5310
 Stateline, NV 89449-5310

Location
 128 Market Street
 Stateline, NV 89449

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



ENVIRONMENTAL IMPROVEMENT PROGRAM PROJECT 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.

EIP Project Number: _____

Project Name: _____

**Applicant/Project
Implementer** _____

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 _____

Primary Project Location/Assessor's Parcel Number (APN): _____

Street Address _____

County _____ Previous APN(s) _____

Other affected APNs: _____

Is this property visible from a designated [TRPA Scenic Resource Area](#)?

YES NO

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

Project Description/Proposal:

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: _____