TAHOE REGIONAL PLANNING AGENCY

TRPA
PO Box 5310
128 Market Street
Stateline, NV 89449

INDIVIDUAL PARCEL EVALUATION SYSTEM (IPES) INFORMATION PACKET

I. Overview

TRPA implemented the IPES system in 1989 to evaluate vacant residential parcels to determine suitability for development. Although most vacant parcels have already been evaluated and assigned an IPES score and percent of allowable coverage, TRPA continues to evaluate those parcels without a score. Re-evaluations of existing scores may only be requested in specific circumstances, as described below. To learn more about land capability and IPES, visit TRPA.gov.

Need Assistance? We're here to help. To speak with a permitting technician, call 775-589-5333, email trpa@trpa.gov, or schedule an appointment.

II. IPES Evaluation Process

Step 1: **Look up existing property information.** Visit the Parcel Tracker and use the location address to determine what records are available relating to your property, such as: general permit records, prior land capability verifications, IPES score, and more. In some cases, your local building department may have land capability data in their records.

If the land capability or IPES score has already been verified on your property (or was approved as part of a past permit), there is no need for another evaluation. Please note, only stamped plans approved after July 1, 1987 can be used to verify land capability.

Step 2: **Determine what type of evaluation you need.** If an IPES score or land capability information is not available on your property, one of these evaluations will be needed:

1. **Initial IPES:** The parcel has never had an IPES score or the parcel contained several legal lots of record that were scored together and are now being split. Evaluates the most likely 1/3-acre building site (or the entire property if less than 1/3 acre in size). Use this packet to learn more about the process and how to apply.
2. **Information Only IPES:** An "info only" score can be given if a lot reconfiguration is being considered (lot line adjustment, merger, etc.). The score can be made official once the lot line adjustment has been approved by TRPA and recorded with the County. Use this packet to learn more about the process and how to apply.
3. **IPES Re-evaluation:** Existing IPES scores may only be re-evaluated to consider a change in access or change in utility location. Use this packet to learn more about the process and how to apply.

4. **Different Building Site:** A re-evaluation based on relocation of the 1/3-acre building site. The new building site may not overlap with the original more than 25%, so this option is only available for parcels larger than 25,410 square feet. Use this packet to learn more about the process and how to apply.
5. **Determination of Allowable Coverage:** An evaluation of the parcel area outside the 1/3-acre building site (for parcels greater than 14,520 square feet only). This may be requested for a property with an existing score or may be done in conjunction with an Initial IPES evaluation (in which case both application fees apply). Use this packet to learn more about the process and how to apply.
6. **Land Capability Verification:** Verification of land capability only for residential and non-residential properties. Visit TRPA's Applications and Form webpage for more information.
7. **Full Site Assessment:** Verification of both land capability and existing coverage for single-family residential properties built before 1987. Visit TRPA's Applications and Form webpage for more information.
8. **Verification & Banking Application:** Verification of land capability, existing coverage, and existing uses on multi-family and non-residential uses. Visit TRPA's Applications and Form webpage for more information.

Step 3: **Prepare a topographic survey of the property.** The application checklist included in this packet lists all elements that must be included on these plans. These plans must be prepared by a professional, licensed engineer or land surveyor. Sample plans are available online.

Step 4: **Complete and submit applications online through the TRPA Accela Citizen Access portal.** 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 5: **Application Intake.** Applications will be reviewed for completeness within 30 days of submittal (or 15 days for applications meeting Minor Application criteria). Updates to Incomplete applications will be reviewed within 30 days of submitting updates. Failure to provide a complete application within 60 days of receiving an Incomplete Application notice may result in the withdrawal of the application. If an application is withdrawn, applicants will only be eligible for a partial refund per the TRPA Refund Policy (typically no more than 75% of the base fee paid).

Step 6: **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 is 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 additional information. When additional information is requested, the time for review is paused until the applicant is able to provide all required information.

Step 7: **Receive your results.** Results will be sent to your mailing address. If you are planning a project on your house, share your results with your architect to help guide the design process. The results will include an IPES score, which indicates whether the parcel is buildable or not, as well as a percent of base allowable coverage. You may be able to transfer in additional coverage, up to the maximum listed in TRPA Code Section 30.4.2-1. The minimum score to be buildable varies by jurisdiction, as listed below:

Placer County = 691 or higher
City of South Lake Tahoe, Douglas County, El Dorado County, Washoe County = 1 or higher

Step 8: **Appeal Procedures:** If an applicant wishes to appeal a final decision by TRPA, a notice of appeal and filing fee must be submitted within 180 days of the date the decision was issued. No appeals will be considered outside that window, including for IPES scores issued during the original evaluation period.

III. IPES Evaluation Checklist Items

Submit applications online through the TRPA Accela Citizen Access portal.

Failure to submit ALL of the required checklist items below will cause delays in processing your application. Project proposals are not reviewed by a planner until all checklist items are submitted by an applicant and deemed complete by TRPA Intake Staff.

- ☐ **Completed and signed PDF application form.** If the subject property is owned by a trust, LLC, or other entity, provide documentation that the person signing the application is an authorized signatory of that entity. (e.g. power of attorney, management contract, LLC documentation with the state, etc.**)**
- ☐ **Application filing fee.**
- ☐ **Topographic survey (minimum size 24" x 36") prepared by a licensed professional (i.e. surveyor, engineer, architect) 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. High and low water line, if adjacent to lake.
    e. Trees greater than 14" dbh and rock outcrops.
    f. Existing topographic contour lines at two-foot intervals.
    g. For parcels larger than one acre, indicate the proposed 1/3-acre building site.
    h. Proposed access, utilities, parcel configuration, or new building site (for re-evaluations).

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IPES EVALUATION APPLICATION

SUBMIT APPLICATIONS TO TRPA ONLINE THROUGH THE ACCELA CITIZEN ACCESS PORTAL.

Need Assistance? We're here to help. To speak with a permitting technician, call 775-589-5333, email trpa@trpa.gov, schedule an appointment, or visit the TRPA front lobby.

Select one: ☐ **Initial IPES** ☐ **Information Only IPES** ☐ **Re-evaluation**

☐ **Different Building Site** ☐ **Determination of Allowable Coverage**

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:_____

Property Access & Restriction Information: (gates, dogs, etc.) ☐ **YES** ☐ **NO**

If yes, describe:_____

Application Continues on the 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: _____