

INDIVIDUAL PARCEL EVALUATION SYSTEM (IPES) INFORMATION & APPLICATION

The IPES system was implemented in 1989 as a way 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.

I. APPLICATION PROCESS

Step 1: **Determine if your property has an IPES score.** Look up your property in the [parcel tracker](#) to view and print your IPES summary.

Step 2: **Determine what type of evaluation you need.** If your property does not have an IPES score, determine which type of evaluation you will need:

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).

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.

IPES Re-evaluation: Existing IPES scores may only be re-evaluated to consider a change in access or change in utility location.

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.

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).

Land Capability Verification: If your existing IPES summary indicates the presence of a Stream Environment Zone (SEZ), have this area officially delineated using the [Land Capability Verification](#) application prior to designing your project. Sketches contained in the original field notes show the approximate location of SEZ areas but are not accurate enough to be used for a project.

Site Assessment: If your property was developed prior to 1989, it is not eligible for an IPES score. Apply for a [site assessment](#) to determine your land capability classification and have coverage verified.

Verification & Banking Application: This [application](#) is used for coverage and development right verifications on multi-family, commercial, or other non-residential uses.

- Step 3:** **Prepare a topographic survey of your property.** The application checklist details all elements that must be included on the site plan.
- Step 4:** **Complete the application form, determine your [application fees](#), gather all required checklist items, and submit to TRPA.**
- Step 5:** **TRPA staff review.** TRPA staff will need to describe the soil profile on your property as part of this application. In some instances, this can be done using a hand augured soil boring, but often a test pit or series of test pits will be required. TRPA staff will notify you if test pits are needed and will provide direction on location and depth.
- Step 6:** **Receive your results.** 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 = 726 or higher
 City of South Lake Tahoe, Douglas County, El Dorado County, Washoe County = 1 or higher
- Step 7:** **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.

II. APPLICATION CHECKLIST

- Completed and signed application form**
- [Application filing fee](#)
- Three (3) copies of the topographic survey (preferred size 24" x 36") showing the following:**
 - Property lines, easements
 - Map scale, north arrow
 - Assessor's Parcel Number (APN), property address, property owner(s) name(s)
 - Topographic contour lines at 2-foot intervals
 - Parcel area in square feet
 - High and low water line, if adjacent to lake
 - Trees greater than 14" dbh and rock outcrops
 - For parcels larger than one acre, indicate the proposed 1/3-acre building site
 - Proposed access, utilities, parcel configuration, or new building site (for re-evaluations)

IPES APPLICATION

- 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 (if any) _____

Property Access/Information (gates, dogs, etc.) _____

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:** _____

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.: _____