TAHOE REGIONAL PLANNING AGENCY

TRPA
PO Box 5310
128 Market Street
Stateline, NV 89449

INDIVIDUAL PARCEL EVALUATION SYSTEM (IPES) LIMITED INCENTIVE PROGRAM INFORMATION PACKET

I. Overview

The Tahoe Regional Planning Agency (TRPA) uses the Individual Parcel Evaluation System (IPES) to determine suitability for development on vacant residential parcels. The resulting determination will include a score and amount of allowable coverage. Property owners of vacant parcels can increase their IPES score by providing for off-site water quality improvements under a limited incentive program. This program is only available for vacant single-family residential properties in Placer County. 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 Limited Incentive Program Process

Step 1: **Determine if you have a buildable IPES score.** Look up your IPES score on the parcel tracker at parcels.laketahoeinfo.org. The minimum score to be buildable (i.e. IPES line) 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 2: **Determine if you are eligible for the IPES Limited Incentive program.** Parcels in Placer County that are below the buildable line (691) may be awarded a maximum of 69 points through this program. Parcels that already have a buildable IPES score (in any jurisdiction) are not eligible to participate in this program.

Step 3: **Choose how to participate in the IPES Limited Incentive Program.** There are two options for participation in the program:

Water Quality Mitigation Fund Contribution: Upon payment of a non-refundable and non-transferable fee, TRPA will make the findings that the owner has provided for off-site water quality improvements and unconditionally award the points to the IPES score. The funds are used for area-wide water quality improvement projects.

Implementation of a Water Quality Improvement Project: The owner of a parcel submits a complete project application with cost schedule breakdowns for a proposed off-site water quality improvement project that would mitigate water quality problems, identified in the urban portion of the TRPA Capital Improvements Program. TRPA must approve the proposed project and all necessary authorizations, easements, and permits must be secured by the property owner. Long-term maintenance for the project must be provided. TRPA will determine the appropriate number of points based on the proposal and will award them upon completion of the project.

Step 4: **Complete and submit your online application to TRPA via the Accela Citizen Access Database available at www.trpa.gov.** Each project category has a TRPA Application and Form listing specific items that are required at the time of submittal. TRPA created sample plans to help applicants determine what site plans, elevations, floor plans, coverage tables, BMP calculation sheets, and scenic assessments should look like. Application filing fees are also due at the time of submittal.

Step 5: **Completeness review.** Once an application is received, TRPA will complete an initial review of materials within 30 days. The initial review ensures all checklist items, correct fees, and the correct application was provided, as well as ensuring the application was submitted to the correct agency. If the application is missing any checklist items, TRPA will send an incomplete letter to the applicant listed on the application.

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 was 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 the 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: **Conditional permit or determination issued.** For owners who opt to pay the mitigation fee, upon receipt of payment TRPA staff will update your score and provide a copy of the updated IPES summary. Owners opting to implement a water quality improvement project must first submit a complete project application to TRPA for review and approval. As part of the review, TRPA staff will determine the appropriate number of points to award. Once the project is completed, the IPES score will be updated to reflect the increase in score.

III. IPES Limited Incentive 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 similar entity, provided 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.**

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IPES LIMITED INCENTIVE PROGRAM APPLICATION

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

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Select one: ☐**Water Quality Mitigation Fund Payment**

☐**Off-site Water Quality Improvement Project**

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:_____

Current IPES Score: _____

Additional Points Requested: _____

Mitigation Fee Due: _____

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: _____