TAHOE REGIONAL PLANNING AGENCY

Mail
PO Box 5310
Stateline, NV 89449-5310

Location
128 Market Street
Stateline, NV 89449

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

LOT LINE ADJUSTMENT & RIGHT-OF-WAY ABANDONMENT INFORMATION PACKET

I. OVERVIEW

This packet is for lot line adjustments and right-of-way abandonment projects only.

For information on lot consolidations or mergers, see applicable information packet available online. For projects involving the division of land (i.e.) the creation of new lots of record including condominium lots), see the subdivision application.

Please be advised, TRPA will not approve a lot line adjustment that increases development potential or results in a parcel becoming more non-conforming.

II. PROCESS FOR LOT LINE ADJUSTMENTS & ROW ABANDONMENT

Step 1: **Determine if land capability and land coverage have been verified for each affected parcel.** Visit the Parcel Tracker and use the location address to determine what records are available relating to land coverage and land capability. In some cases, your local building department may have land capability and coverage data in their records.

If land capability and land coverage have not been verified on your property, you will first need to apply for a site assessment (single family residential properties only) or a coverage verification and land capability verification. Please note, if adjusting a lot line between an IPES and Bailey lot, you must have a land capability verification completed for the IPES parcel prior to submitting this application.

Step 2: **Prepare a topographic survey for all properties involved.** The application checklist details all elements that must be included on the site plan.

Step 3: **For right-of-way abandonment projects, complete the enclosed "Supplemental Form A".**

Step 4: **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 5: **Work with a Planner.** Once your application is received it will be assigned to a planner for 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 6*:* **Receive your conditional permit.** Upon completion of review, a conditional permit will be issued with conditions that must be satisfied before the permit can be "acknowledged" (i.e. finalized). Such conditions could include posting a security deposit and providing copies of the map to be recorded with the county. Once you have met all the conditions, contact your Planner to set up an appointment to acknowledge the permit.

Step 7: **Record the lot line adjustment in accordance with County requirements.**

Step 8: **The security will be released once a copy of the recorded map and new parcel numbers are provided to TRPA.**

III. LOT LINE ADJUSTMENT & ROW ABANDONMENT CHECKLIST ITEMS

To submit an online Lot Line Adjustment or Right-of-Way Abandonment Application, click here. The following section contains checklists of items to be submitted with your application.

- ☐ **Completed and signed application form.**
- ☐ **Application filing fee.**
- ☐ **Detailed project description.**
- ☐ **Initial Environmental Checklist.**
- ☐ **Applicable findings with explanation and rationale.**
- ☐ **Verified land capability or IPES score and land coverage for each affected parcel.** Visit the Parcel Tracker and use the location address to determine if the land capability and coverage has been verified on the property.
- ☐ **Copy of the latest grant deed for all affected parcels, including legal description, owner name, book page, document number, and date recorded with county.**
- ☐ **One copy of the topographic site plan (preferred size 24" x 36") showing the following:**
  - **a.** Existing and proposed property lines, easements, building setbacks, and edge of pavement at street
  - **b.** Map scale, north arrow
  - **c.** All affected Assessor Parcels Numbers (APNs) and property address
  - **d.** All existing and proposed parcel sizes (sq.ft.)
  - **e.** Verified land capability districts
  - **f.** Verified backshore boundary and stream environment zones, if applicable
  - **g.** High and low water line for Lake Tahoe, if applicable
- ☐ **Land Coverage Conformance Worksheet.** (See application.)
- ☐ **Supplemental Form A.** (Right-of-way abandonment projects only.) (See application.)

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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.

☐ **Lot Line Adjustment**
Number of Affected Lots:_____

☐ **Right-of Way Abandonment**
Number of Affected Lots:_____
Number of Affected Rights-of-Way: _____

Applicant or Agent_____ ☐ **Same as Owner**

Mailing Address _____City_____State_____

Zip Code _____ Email _____ Phone _____

PARCEL #1

Location/Assessor's Parcel Number (APN)_____

Street Address _____

County _____ Previous APN(s) _____

Owner_____

Mailing Address _____ City_____State_____

Zip Code _____ Email _____ Phone _____

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:_____

PARCEL #2

Location/Assessor's Parcel Number (APN)_____

Street Address _____

County _____ Previous APN(s) _____

Owner_____

Mailing Address _____ City_____State_____

Zip Code _____ Email _____ Phone _____

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:_____

PARCEL #3

Location/Assessor's Parcel Number (APN)_____

Street Address _____

County _____ Previous APN(s) _____

Owner_____

Mailing Address _____ City_____State_____

Zip Code _____ Email _____ Phone _____

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:_____

PARCEL #4

Location/Assessor's Parcel Number (APN)_____

Street Address _____

County _____ Previous APN(s) _____

Owner_____

Mailing Address _____ City_____State_____

Zip Code _____ Email _____ Phone _____

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 *certain lot line adjustments* under a "minor application". (TRPA Rules of Procedure 5.4.) Minor applications will have shorter review times. For more information and to see which activities are eligible as a minor application, see the "Minor Applications Information Packet".

Request CONCURRENT REVIEW as a bundled application: ☐ **YES** ☐ **NO**

TRPA offers a concurrent review process for lot line adjustments if the activity is necessary for a proposed project and if the proposed project application will be submitted at the same time as the lot line adjustment application. (TRPA Rules of Procedure 5.5.) Project applications submitted to local jurisdictions are not eligible for concurrent review. For more information and to see which activities are eligible, see the "Bundled Applications Information Packet".

Application Continues on Next Page

LAND COVERAGE CONFORMANCE WORKSHEET

PART 1: EXISTING PARCEL CONFIGURATION

Parcel #1 Assessor's Parcel Number (APN):_____ Parcel #1 Area (Sq.Ft.):_____

Land Capability District*	Area (Sq.Ft.)	Allowable Coverage (Percentage)	Allowable Coverage (Sq.Ft.)	Existing Coverage

**If this parcel was evaluated under the IPES system, do not fill out the first column. All other columns must be completed.*

Parcel #2 Assessor's Parcel Number (APN):_____ Parcel #2 Area (Sq.Ft.):_____

Land Capability District*	Area (Sq.Ft.)	Allowable Coverage (Percentage)	Allowable Coverage (Sq.Ft.)	Existing Coverage

**If this parcel was evaluated under the IPES system, do not fill out the first column. All other columns must be completed.*

Parcel #3 Assessor's Parcel Number (APN):_____ Parcel #3 Area (Sq.Ft.):_____

Land Capability District*	Area (Sq.Ft.)	Allowable Coverage (Percentage)	Allowable Coverage (Sq.Ft.)	Existing Coverage

**If this parcel was evaluated under the IPES system, do not fill out the first column. All other columns must be completed.*

Parcel #4 Assessor's Parcel Number (APN):_____ Parcel #4 Area (Sq.Ft.):_____

Land Capability District*	Area (Sq.Ft.)	Allowable Coverage (Percentage)	Allowable Coverage (Sq.Ft.)	Existing Coverage

**If this parcel was evaluated under the IPES system, do not fill out the first column. All other columns must be completed.*

PART 2: PROPOSED PARCEL CONFIGURATION

Parcel #1 Assessor's Parcel Number (APN):_____ Parcel #1 Area (Sq.Ft.):_____

Land Capability District*	Area (Sq.Ft.)	Allowable Coverage (Percentage)	Allowable Coverage (Sq.Ft.)	Existing Coverage

**If this parcel was evaluated under the IPES system, do not fill out the first column. All other columns must be completed.*

Parcel #2 Assessor's Parcel Number (APN):_____ Parcel #2 Area (Sq.Ft.):_____

Land Capability District*	Area (Sq.Ft.)	Allowable Coverage (Percentage)	Allowable Coverage (Sq.Ft.)	Existing Coverage

**If this parcel was evaluated under the IPES system, do not fill out the first column. All other columns must be completed.*

Parcel #3 Assessor's Parcel Number (APN):_____ Parcel #3 Area (Sq.Ft.):_____

Land Capability District*	Area (Sq.Ft.)	Allowable Coverage (Percentage)	Allowable Coverage (Sq.Ft.)	Existing Coverage

**If this parcel was evaluated under the IPES system, do not fill out the first column. All other columns must be completed.*

Parcel #4 Assessor's Parcel Number (APN):_____ Parcel #4 Area (Sq.Ft.):_____

Land Capability District*	Area (Sq.Ft.)	Allowable Coverage (Percentage)	Allowable Coverage (Sq.Ft.)	Existing Coverage

**If this parcel was evaluated under the IPES system, do not fill out the first column. All other columns must be completed.*

SUPPLEMENTAL FORM A

Complete this form for right-of-way abandonment projects only.

Right-of-way name:_____ **County/City:**_____

Affected Utilities: *(List all utilities that exist in the abandoned portion of the right-of-way.)*

Right-of-Way Access: *(check if applicable)*

- ☐ The proposed abandonment may (or will) diminish access to Lake Tahoe, or other lakes, streams, public waterways or recreation areas in the Lake Tahoe Region.
- ☐ The proposed abandonment may (or will) diminish access to public or private lands in the Lake Tahoe Region.

Describe all areas affected by the proposed abandonment:

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: _____