



MULTI-FAMILY DWELLING INFORMATION PACKET

For any questions regarding information within this packet, please call 775-589-5333 to speak with a permitting technician.

I. PROCESS FOR MULTI-FAMILY DWELLING

- Step 1:** Determine if your project needs a TRPA permit. Some activities may be considered “[Exempt](#)” or “[Qualified Exempt](#)” from TRPA review and not require a TRPA permit.
- Step 2:** 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, compliance status, applicable fire district and local plan, backshore delineation, and more.
- Step 3:** Understand site considerations such as land coverage, height, Best Management Practices (BMPs), and design guidelines. Visit TRPA.gov to learn more or review the [TRPA Code of Ordinances](#) and the applicable [local plan](#).
- Step 4:** Understand scenic considerations. Properties that are visible from Lake Tahoe or a scenic roadway corridor (e.g. State Routes, US Highway 50, Pioneer Trail, etc.), recreation areas, or bikeways must comply with additional site and design standards. To learn more, review [Scenic Considerations](#) online.
- Step 5:** Determine if land capability and coverage have been verified for your property. Visit the [Parcel Tracker](#) and use the location address to determine if the land capability and coverage have been verified. In some cases, your local building department may have land capability and coverage data in their records.
- If land capability and coverage have not been verified on your property, you will first need to apply for a [site assessment](#).
- Step 6:** Determine if your property is located within the FEMA 100-year floodplain. Additional development, grading, and filling of lands within the floodplain are prohibited. Areas within the FEMA 100-year floodplain can be viewed [online](#).
- Step 7:** Complete a historic determination. If the project includes alteration of structures greater than 50 years in age, you will first need to apply for a [historic determination](#) to assess if the property is an eligible historic resource.
- Step 8:** Determine where to apply for a permit. Some applications can be submitted to your local building department. To streamline the permit process, TRPA has entered into

agreements with other agencies to carry out environmental review on our behalf. [Use this guide](#) to know where to apply.

Step 9: **Determine level of review.** Per [TRPA Code of Ordinances](#) Chapter 2, some residential projects will require additional review beyond staff level. A Hearings Officer review requires public hearing and notification to affected property owners.

Governing Board: Projects requiring substantial tree harvesting or tree removal plans; mobile home developments involving the creation or modification of ten or more units.

Hearings Officer: Multi-residential or employee housing greater than four units; changes, expansion or intensifications of special uses; and any addition/ modification to a designated historic resources or historic district.

Step 10: **Provide evidence that the appropriate development rights have been obtained or are available on the property.** Each residential unit will need a [development right](#). Development rights may be acquired through a deed-restricted bonus unit, from the local jurisdiction, or through a transfer or conversion of development rights. Review the [Transfer or Conversion Information Packets](#) or [TRPA.gov](#) for more information.

Step 11: **Determine if the project will create an increase in Vehicle Miles Traveled (VMT), using the [Project Impact Assessment Tool](#).** See the [Project Impact Assessment Guidelines](#) for more information.

Step 12: **Prepare existing and proposed site plans, floor plans, and elevation drawings.** The application checklist included in this packet lists all elements that must be included on these plans. There are sample plans available [online](#).

Step 13: **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 14: **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 15: **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). Construction may not begin until these conditions are met, the permit is signed, and the plans are stamped. Such conditions may include revisions to plans, payment of fees and a security deposit, or submittal of additional information. Once you have met all the conditions, contact your Planner to set up an appointment to acknowledge the permit.

Step 16: **Request a Pre-grade Inspection.** This is an on-site meeting between the TRPA Compliance Inspector and homeowner/contractor to review the installation of construction BMPs, go over permit conditions, and discuss general construction practices. All construction projects, except for work that is exempt or qualified exempt, require a pre-grade inspection. Inspections can be requested [online](#).

Step 17: Request a Final Inspection. Once you have completed construction (including revegetation, BMPS, etc.), the Compliance Inspector will inspect the project to ensure all permit conditions have been met. The security deposit will be released once the project passes final inspection. Inspections can be requested [online](#).

II. MULTI-FAMILY DWELLING CHECKLIST ITEMS

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

- ☐ **Completed and signed application form.**
- ☐ **Application [filing fee](#).**
- ☐ **Detailed project description, including construction methodology, access and snow removal plan.**
- ☐ **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.**
- ☐ **Photographs of existing development and site conditions.**
- ☐ **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. Location of existing and proposed public bicycle and pedestrian facilities.

- ☐ **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.
 - c. 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)
 - 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.
 - c. [Active Transportation Plan](#) Checklist.
- ☐ **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.

☐ **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.



MULTI-FAMILY DWELLING APPLICATION

Some applications can be submitted to your local building department. To streamline the permit process, TRPA has entered into agreements with other agencies to carry out environmental review on our behalf. [Use this guide](#) to know where to apply.

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.

☐ **New Construction**

☐ **Rebuild/Addition/Modification**

☐ **Plan Revision**

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: _____

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

Request EXPEDITED REVIEW as a minor application:

☐ YES

☐ NO

TRPA offers an expedited review process for some site and building improvements 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](#)”.

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: _____