



OFFICE
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HOURS
Mon. Wed. Thurs. Fri
9 am-12 pm/1 pm-4 pm
Closed Tuesday

New Applications Until 3:00 pm

PLAN AREA STATEMENT/MAP AMENDMENT APPLICATION FORM

All applications are subject to an Information Technologies (IT) surcharge

How to Apply for a Tahoe Regional Planning Agency (TRPA) Permit

This packet explains the TRPA process for requesting amendments to a TRPA Plan Area Statement or Plan Area Map. An amendment must be approved by the TRPA Governing Board in order to change any language in the Plan Area Statements, including changes in permissible uses, maximum densities, maximum Community Noise Equivalent Level (CNEL) standards, the assignment of Persons At One Time (PAOT), or to relocate, or otherwise modify any plan area or special area boundaries.

The TRPA uses the best available science and planning practices to review each application individually so that Lake Tahoe can continue to be an Outstanding National Resource Water for this and future generations. TRPA's thorough project review standards are designed to balance the impacts of the built environment with the protection of Lake Tahoe's fragile, natural environment. The Agency values every project applicant and works hard to serve the public promptly and fairly. Please read this packet thoroughly. We hope it answers most of your application questions. If not, please call TRPA at (775) 588-4547. Planners are available to assist you by phone Monday through Friday, 9:00 a.m. to 5:00 p.m. Front counter hours are Monday, Wednesday, Thursday, Friday 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Closed Tuesdays. Applications are accepted until 3:00 p.m.

Please be aware that we may require information beyond that presented in this packet. Once your application is submitted, TRPA will contact you if additional information is required to adequately review your project.

Errors and Omissions

While this document strives to cover most relevant regulations found in the TRPA Code of Ordinances, errors and omissions may exist as a result of the adoption of new ordinances, revision of existing ordinances, incomplete document updates, or original omission at the time of document preparation. Compliance with TRPA ordinances may apply beyond those identified in this packet in order to lawfully approve a project proposal.

Application Process

Amendments to Plan Area Statements or Plan Area Maps must be reviewed and acted on by the TRPA Advisory Planning Commission (APC) and the TRPA Governing Board. The APC makes recommendations to the Governing Board with respect to all planning matters.

Modification of plan area boundaries, special area boundaries, plan area name and number, land use qualification, management strategy, special designations, planning statement, special policies, and additional recreation development shall be by plan amendment (Code of Ordinances (Code) Subsection 11.8.1). Plan amendments become effective upon adoption by the Governing Board.

Modification of Permissible Uses, Maximum densities, and assigned maximum Community Noise Level (CNEL) shall be by ordinance (Code Subsection 11.8.2). Ordinances become effective 60 days after adoption by the Governing Board.

Modification of description, planning considerations, and improvement programs shall be by resolution (Code Subsection 11.8.3).

Review the TRPA Rules of Procedure to understand the different protocols for each

Environmental Document

Provide a completed Initial Determination of Environmental Impact Checklist (IEC) based on evidence submitted with the application. All “yes” and “no, with mitigation” answers will require further written comments.

Once a complete application has been submitted, TRPA staff will review the requested amendment to determine the potential for significant adverse effects on the environment. If staff determines the requested amendment could not have a significant adverse effect on the environment, no further environmental document will be required and the amendment will be scheduled for review by the APC.

If the complete application contains insufficient information for staff to determine that the amendment could not have a significant adverse effect on the environment, staff may require that additional information be submitted in accordance with section 5.4 of the Rules of Procedure. Depending on the extent and nature of that additional information, the preparation of an Environmental Assessment, in accordance with Section 3.4 of the TRPA Code of Ordinances, may be required.

If staff determines that the requested amendment may have a significant effect on the environment, an Environmental Impact Statement (EIS) must be prepared in accordance with Section 3.7 of the TRPA Code of Ordinances.

Timeline for Appeals

If an applicant wishes to appeal a final decision by TRPA, pursuant to Rule 11.2 of the TRPA Rules of Procedure, a Notice of Appeal form and filing fee must be submitted within twenty-one (21) days from the date TRPA issues its final decision (date on correspondence). After 21 days, no appeals can be made and the Agency’s decision is final.

Guide To Required Findings

Purpose: The Tahoe Regional Planning Compact requires TRPA to make findings before taking certain actions. In addition, the Regional Plan package, including the Code of Ordinances and Plan Area Statements, sets forth other findings which must be made. TRPA Code of Ordinances Chapter 4 sets forth procedures describing how TRPA shall make the findings required. Applicable findings with the appropriate TRPA Code of Ordinance Section are shown in the Findings Table in this information packet. An explanation as to why the finding can be made for particular findings applicable to your project shall be provided.

Applicability: Prior to approving any project or taking any other action specified herein, TRPA shall make the findings required by the provisions of the Regional Plan package, including the Goals and Policies, the Code, and specifically Chapter 6 and any other requirement of law. All such findings shall be made in accordance with Chapter 4 of the TRPA Code of Ordinances.

Procedure For Findings: Findings shall be made as follows:

Written Findings: All required findings shall be in writing and shall be supported by substantial evidence in the record of review. The findings required shall be submitted with the application. TRPA must concur with the findings prior to the approval of the proposed matter.

Statement: Required findings shall be accompanied by a brief statement of the facts and rationales upon which they are based

Example Finding:

- 30.5.1.C Public Service Facilities: Land Coverage and disturbance for public service facilities may be permitted in Land Capability Districts 1a, 1c, 2 and 3 if TRPA **finds** that:
- (a) The project is necessary for public health, safety or environmental protection;
 - (b) There is no reasonable alternative, including relocation, which avoids or reduces the extent of encroachment in Land Capability Districts 1a, 1c, 2 and 3; and
 - (c) The impacts of the coverage and disturbance are fully mitigated in the manner prescribed by Subparagraph 30.5.1.C.

REQUIRED FINDINGS TABLE

Include an attached Written Statement and Rationale for making each finding applicable to the project proposal. Refer to the TRPA *Master Findings Document* available at our offices or online at www.trpa.org. Click on “Permits & Documents” and look for the *Master Findings Document* under “Other Documents.” Refer to the *Master Findings Document* to complete this portion of the application.

Applicability	Code Section
<i>Findings Required</i>	
To approve any project	4.4.1
To amend the Regional Plan	4.5
To amend or adopt Ordinances, Rules or Other Plans	4.6
<i>Plan Area Amendments</i>	
Substantially consistent with Plan Area Designations	11.8
Substantially consistent with Special Designations	11.8
Expansion of Urban Area	11.08.4.B
Expansion of Multi-family use	11.8.4.C (1) (2) (3)



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PROJECT REVIEW APPLICATION FORM

NEW APPLICATION PLAN REVISION NEW DEVELOPMENT REBUILD, ADDITION, REMODEL

- | | |
|--|--|
| <input type="checkbox"/> Banking/Verification of Coverage and Uses | <input type="checkbox"/> Tourist Accommodation |
| <input type="checkbox"/> Single Family Residential Addition/Modification | <input type="checkbox"/> Linear Public Service Facility |
| <input type="checkbox"/> New Single Family Residential | <input type="checkbox"/> Public Service Facility |
| <input type="checkbox"/> Multi-Family Residential | <input type="checkbox"/> Allocation Assignment |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Lot Line Adjustment/ROW Abandonment |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Subdivision of Existing Structures |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Transfer of Bankable Rights | <input type="checkbox"/> Resources |
| <input type="checkbox"/> Shorezone and/or Lakezone Project | <input type="checkbox"/> Buoy Project |

Applicant _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Representative or Agent _____

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Owner _____ Same as Applicant

Mailing Address _____ City _____ State _____

Zip Code _____ Email _____ Phone _____ FAX _____

Project Location/Assessor's Parcel Number (APN) _____

Street Address _____ Subdivision _____ Lot # _____

County _____ Previous APN _____
(if changed by county assessor since 1987)

Brief Description of Project: _____

Plan Area Statement/Community Plan: _____

Property Restrictions/Easements (List any deed restrictions, easements or other restrictions): None
_____ (initial here): I hereby declare under penalty of perjury that all property restrictions and easements have been fully disclosed.

Prior Approvals (List any prior CTRPA/TRPA approvals/permits for the subject property): None
Description: _____ TRPA File No: _____ Date: _____

Description: _____ TRPA File No: _____ Date: _____

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. (Edited 7/10)

I understand that I am responsible for all fees set forth in the TRPA Filing Fee Schedule (including cost recovery, filing fees and deposit accounts) associated with this application.

Signature: **(Original signature required.)**

_____ At _____ Date: _____
Person Preparing Application County

AUTHORIZATION FOR REPRESENTATION (Original signatures required):

The following person(s) own the subject property (Assessor's Parcel Number(s) _____) or have sufficient interest therein 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): **(Original signature required.)**

_____ Date: _____
_____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ By: _____

Initial Filing Fee: \$ _____ Receipt No: _____
Per the TRPA Filing Fee Schedule, additional costs/fees may apply

Comments: _____

APPLICATION CHECKLIST TEMPLATE

APPLICATIONS LACKING ANY OF THE FOLLOWING ITEMS WILL NOT BE ACCEPTED. TRPA OR YOUR LOCAL JURISDICTION MAY REQUIRE ADDITIONAL INFORMATION ABOVE AND BEYOND THE CHECKLIST ITEMS TO REVIEW THIS APPLICATION.

Each item and number corresponds to TRPA's Master Checklist available at our offices or online. Refer to the *Master Checklist* for more information on any item.

PROJECT NAME: _____

CURRENT ASSESSOR'S PARCEL NUMBER (APN): _____

PREVIOUS ASSESSOR'S PARCEL NUMBER (APN): _____

Applicant TRPA

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Complete Application with <u>original</u> signed authorization and checklist. |
| _____ | _____ | 2. Application Fee: Please refer to the TRPA Filing Fee Schedule available at TRPA offices or online. Use the schedule to make the calculations on the attached Filing Fee Worksheet and submit the complete fee with this application. |
| _____ | _____ | 3. Provide a written statement of the purpose for requesting an amendment, provide a detailed project description. If the amendment involves modifications to the Plan Area Map, submit a revised Plan Area Map reflecting the proposed amendment. See <i>TRPA Code of Ordinances Chapters 12 and 13 as applicable</i> . |
| _____ | _____ | 4. For individual properties affected by amendments to Plan Area Maps, provide the following: |
| _____ | _____ | i. Legal description of the subject property, including assessor's parcel number(s) on latest tax roll. |
| _____ | _____ | ii. Area of subject parcel(s). |
| _____ | _____ | iii. Current local zoning. See applicable Plan Area Statement or Community Plan. |
| _____ | _____ | iv. Map showing land capability districts. |
| _____ | _____ | v. Date the subject property was recorded by the County Recorder in its current parcel configuration. |
| _____ | _____ | vi. Provide a list of existing property uses on adjacent parcels as well as a map to display this information. Generally, the map should include properties within 1,000 feet in each direction from subject parcel(s), to appropriately reflect surrounding land uses. The map shall be submitted on an 8-1/2"x11" sheet of paper, must reproduce clearly, and be of professional quality. |
| _____ | _____ | vii. Identify any legal suit, court judgment, or estate settlement involving the subject property. |
| _____ | _____ | viii. Identify anticipated changes in the following areas given maximum development potential, i.e., highest allowable density including: |
| _____ | _____ | (1) The amount of allowable land coverage. See TRPA Code of Ordinances Sections 30.4.1.A or 53.3.4. |
| _____ | _____ | (2) Disturbance in stream environment zones (SEZ). |

- _____ (3) Vehicle miles traveled (VTM). See TRPA Code of Ordinances Chapter 65.
- _____ (4) Vehicle trips (DVTE). See TRPA Trip Table in Master Findings. Design Guidelines and TRPA Code of Ordinances Chapter 65.
- _____ (5) Air emissions from stationary sources. See TRPA Code of Ordinances Section 65.1.6.
- _____ (6) Existing noise levels and exposure of people to noise; See TRPA Code of Ordinances Chapter 68.
- _____ (7) Housing demand.
- _____ (8) Parking demand.
- _____ (9) The obstruction of any scenic vista or view open to the public. Identify any TRPA scenic travel routes, public recreation areas, or Class 1 bicycle trails the subject property is visible from. See TRPA Code of Ordinances Chapter 66.1.3.
- _____ (10) Use of existing recreation facilities.
- _____ (11) Allowable building height. See TRPA Code of Ordinances Chapter 37.
- _____ (12) Allowable density. See TRPA Code of Ordinances Chapter 31.
- _____ (13) Disturbance in the shorezone. See TRPA Code of Ordinances Chapters 83 and 84 as applicable.

_____ viiii. Identify the estimated changes in or impacts on the following: See TRPA Code of Ordinances Chapter 32.

- _____ (1) Additional sewer use.
- _____ (2) Electrical power supply.
- _____ (3) Existing storm drain systems.
- _____ (4) Additional water use.
- _____ (5) Natural gas supply.
- _____ (6) Schools.
- _____ (7) Fire protection.
- _____ (8) Security and law enforcement.
- _____ (9) Transportation facilities, including roads, highways, bike trails, and transit systems.

_____ 5. Applicable findings explanation and rationale.

FILING FEE CALCULATION WORKSHEET

Please calculate your filing fee in the worktable at the bottom of this page. Include full payment with your complete application.

Fees and multipliers for permit applications are re-evaluated on a regular basis to ensure TRPA's review costs are recovered and that applicants are not unfairly charged. Please refer to the current TRPA Filing Fee Schedule available at TRPA offices or online at www.trpa.org.

FEE MULTIPLIERS	
Level of Review See TRPA Code of Ordinances Chapter 2	Multipliers
Staff Level Review	1.00
Hearings Officer Review	1.40
Governing Board Review	1.80
Plan Revisions	
Minor—A non-substantive change to a permitted project. A project that will not cause changes to any TRPA permit conditions, does not require new field review by TRPA staff, does not require a public hearing, and does not involve any modifications to building size, shape, land coverage, location, or scenic rating score.	0.40
Major—A substantial change that does not significantly exceed the original scope of the project. Revisions that significantly exceed the original scope of a project, or which require a public hearing, must be treated as new or modified projects, as the case may be.	0.70
Special Planning Areas	
For projects located in an adopted community plan area, or subject to an adopted redevelopment, specific, or master plan. A map of Community Plan Areas is available at our offices or online at www.trpa.org .	1.25

Sample Calculation

$\left(\$ 2,000.00 \times 1.4 \times 0.70 \times 1.25 \right) + \$ 400 + \$ 88 = \$ 2,938.00$						
Base Fee	Level of Review Multiplier	Plan Revisions Multiplier	Special Planning Area Multiplier	Shoreland Scenic Review	I.T. Surcharge	Application Fee due on submittal

Applicant Calculation

Using the base fee from the TRPA Filing Fee Schedule and the fee multiplier table above, calculate your filing fee total on the worktable below. You must fill all blanks with a number, or "N/A" if the multiplier or surcharge does not apply to your application.

$\left(\$ \quad \times \quad \times \quad \times \quad \right) + \$ \quad + \$ \quad = \$ \quad$						
Base Fee	Level of Review Multiplier	Plan Revisions Multiplier	Special Planning Area Multiplier	Shoreland Scenic Review	I.T. Surcharge	Application Fee due on submittal