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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

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## *SIGN APPLICATION PACKET*

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The scenic beauty of the Lake Tahoe Region is widely recognized as a national treasure. The visual quality of the natural landscape is the primary contributor. As an area dependent on tourism, the appearance and aesthetic features of the communities in the Region take on an economic importance. These design standards and guidelines are intended to create and maintain community settings that are visually attractive to both visitors and residents.

The TRPA uses the best available science and planning practices to review each project 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. To streamline many of its permitting processes, TRPA has entered into agreements with certain local agencies. For sign projects within the City of South Lake Tahoe and signs within the Tahoe City Community Plan, those jurisdictions will review the sign applications for conformance with the appropriate standards.

The sign standards and guidelines in this packet are applicable to the Lake Tahoe Basin. In some cases where a community plan has been adopted for a specific area, the sign standards and guidelines may be different and the community plan document should be consulted. Wherever sign ordinances do not match, the superior sign standard must be met. The sign application form in this packet should be used for submittals to TRPA.

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.

### **Timeline for Appeals**

If an applicant wishes to appeal a final decision by TRPA, a Notice of Appeal form and filing fee **must** be submitted within 21 days from the day TRPA issues its final decision to the applicant. After 21 days, no appeals can be made and the Agency's decision must be honored.

## APPLICATION REQUIREMENTS

Prior to submitting a complete application to TRPA you should understand the basic information contained in this packet.

If a project involves more than the installation, relocation or alteration of a sign, additional application requirements may be necessary. If your proposal to install, or modify a sign involves expansion of a building, grading, or excavation of more than 3 cubic yards of material, or creating or relocating land coverage, a standard commercial, public service or tourist accommodation application will be required.

If a new sign or sign modification is part of a change in commercial operation at the site, you may be required to file a Commercial Application or a Qualified Exempt Declaration. To determine whether or not the change in operation requires a full application you need to know: **1)** The trip generation rate for the existing commercial use, and **2)** the trip generation rate for the use you are contemplating. If the proposed use of the property would result in 100 or more new vehicle trips being created as determined by TRPA trip tables, you must file a Commercial Application. If the resulting trips generated are less than 100, you must file a Qualified Exempt Declaration.

If you need assistance in determining what information constitutes a complete application, or if a change in commercial operation generates additional vehicle trips, please contact TRPA staff for help at (775) 588-4547.

### Submit a complete application to TRPA to avoid time-consuming and costly delays

Applications lacking any of the following items will not be accepted. TRPA may require additional information during review of this application. A checklist of these items must be turned in and is included in the application at the back of this packet.

1. Completed application form **with original signatures**, authorization (if applicable) and this checklist.
2. Application fee.
3. Site plan: Minimum size 8½" x 11", showing:
  - a. All property lines and recorded easements.
  - b. Map scale and north arrow.
  - c. Assessor's Parcel Number(s), property owner, and property address.
  - d. Location of all existing and proposed coverage (buildings, driveways, parking areas, etc.).
  - e. Location of all existing and proposed signs.

**NOTE:** If construction of the sign involves the creation of additional land coverage or the relocation of land coverage on the property, the site plan should be no smaller than 18" x 24" and contain the following additional information:

1. a. Land Capability or IPES information:
  - i. Allowable coverage by land capability district or IPES.
  - ii. Existing Land coverage by land capability district.
  - iii. Proposed land coverage by land capability district.
2. Building and/or sign elevations showing:
  - a. Height of sign(s) or sign structure above the nearest roadway curb elevation.
  - b. Dimensions of sign structure(s).
  - c. Dimensions of sign(s).
  - d. Lighting scheme.
  - e. Sign copy and color scheme; only pantone color (or equivalent) for internally illuminated signs.
  - f. 3" x 5" color photographs of all existing signs.
3. Value of existing and proposed signs. Sign value is determined by a sales receipt for the sign, a cost estimate provided by a qualified professional, or the replacement cost as determined by in the current edition of the *Signwriters' Pricing Guide*, whichever is greater.

## EXEMPT ACTIVITIES

The following activities are exempt from TRPA review and do not need to be approved:

- Changing copy on a “changeable copy” sign.
- Maintenance and cleaning of signs.
- Signs advertising credit available on the premises provided that the sign is not greater than one square foot in area.
- For each parcel, one identification sign containing no advertising matter, non-electrical, non-illuminated, not greater than 2 square feet in area which is permanently affixed in a plane parallel to a wall.
- Construction site identification signs, which may identify the project, the owner or developer, architect or other designer, engineer, contractor and subcontractors, funding sources, and other related information. Not more than one such sign may be erected per site and it shall not exceed 32 square feet in area or 8 feet in height.
- Signs or tablets with names of buildings and dates of erection, when cut into masonry or when constructed of bronze or other metals.
- Residential signs not exceeding 4 square feet in area.
- Any sign not visible from a street, public recreation area, bicycle trail, or from Lake Tahoe.
- Signs located within structures, including inside window signs intended to be seen from outside of the building when such signs are limited to 5 percent of the area of each window.
- Signs on private property 12” X 18” or smaller which limit access, provide direction, parking admittance or pertain to security provisions; signs 18” x 18” or smaller defining an entrance or exit; and octagonal stop signs 24” or smaller.
- Replacement of street signs and other regulatory or directional signs when the area or height of the replacement sign does not exceed the area or height of the sign to be replaced.

## QUALIFIED EXEMPT ACTIVITIES

The following activities are exempt from TRPA review but require submittal of a Qualified Exempt declaration, which is available at TRPA offices or online at [www.trpa.org](http://www.trpa.org) under “Permits and Documents”:

- Installation or replacement of subdivision identification names or letters provided the name or lettering is installed on an existing wall or similar structure, is not over 12 inches high, and is not internally illuminated.
- Replacement of sign faces on signs approved by TRPA after October 1, 1990 pursuant to the Code of Ordinances provided the new sign face remains in compliance with the Code.

## EXISTING SIGNS

Existing signs that are not consistent with TRPA sign standards are considered “non-conforming” signs and must be brought into conformance at the soonest possible date.

Signs must immediately conform to the Code in all respects if:

- The sign is new.
- The sign is damaged or destroyed greater than 50% of its value.
- The sign is relocated on the property.
- The sign is structurally altered or modified:
  - Greater than 50% of the sign’s copy (as a percentage of the total sign area) is changed, exclusive of “changeable copy” signs.
  - A business or use for which the sign advertises is expanded or modified in such a manner that the value of the expansion or modification is greater than 50% of the value of existing improvements.

## GENERAL SIGN GUIDELINES AND STANDARDS

The TRPA Regional Plan and Code of Ordinances include general guidelines and specific standards for the installation or modification of signs. The Agency is mandated to protect Lake Tahoe from the cumulative effects of environmental degradation such as scenery impaired by development. These standards are helping protect the very reasons people visit, live and work in Lake Tahoe.

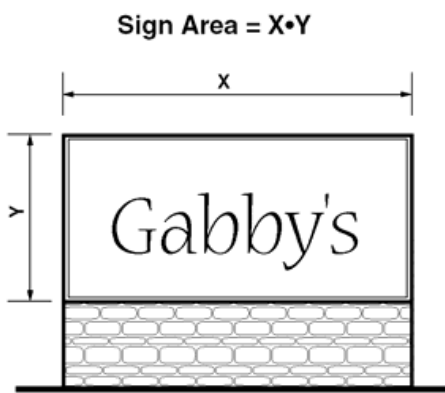
The following summarizes the most pertinent guidelines and standards. In reviewing this information keep in mind that some items are mandatory requirements of the TRPA Code while others are suggestions to improve the visual character of the Lake Tahoe Region. If you have questions about specific language in the Plan or Code please contact TRPA at (775) 588-4547.

**Sign Design.** Signs design should conform to the architectural character of the building in terms of historic time period, style, location, size, configuration, materials and color. Signs attached to a building should be designed to blend into the building's design, and not obscure or conceal architectural elements. Standardized or corporate signing which does not relate to the building's architecture is discouraged.

**Sign Area.** Sign area includes the sum of all display areas within any type of perimeter or border enclosing the outer limits of any writing, representation, emblem, figure or character. The structure supporting a sign is not included in determining sign area except that the area of signs installed in sign cans shall include the outside dimensions of the can itself. Any two-sided sign where the sides are not more than 36 inches apart, or where the interior angle between the two sides is 45 degrees or less, and which are identical on both sides shall only count one of the two sides as sign area.

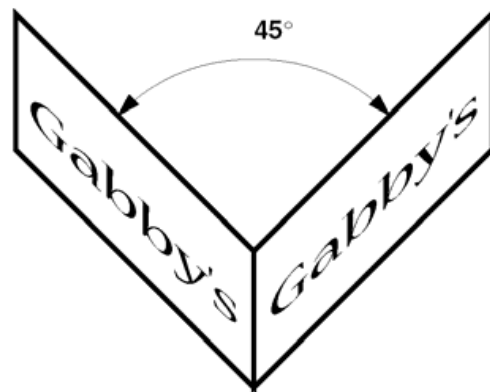
**MEASURING SIGN AREA**

Sign area = X multiplied by Y



**Measuring Sign Area**

**COUNTING SIGN SIDES**



**Counting Sign Area**

To reduce the visual competition between signs, sign area should be limited to the minimum amount necessary to identify the use. Total sign area permitted for each building can be divided for use in more than one sign. The use of a number of smaller signs rather than one larger sign is encouraged when such use would not contribute to visual clutter and would more clearly identify the business.

**Maximum Area of Sign Copy.** Signs should have no more than 60% of the sign area in copy. Sign copy includes all letters, numbers, characters, symbols and other graphics which are part of the sign.

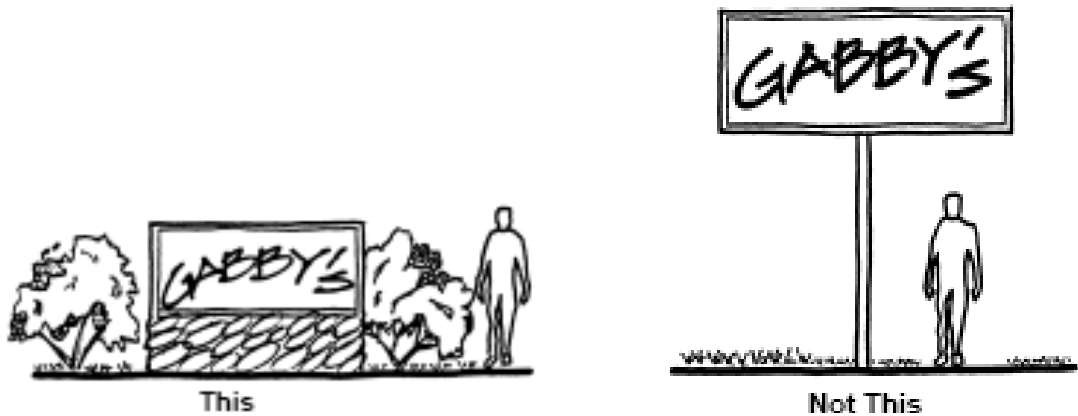
**Color.** Bright colors are discouraged on signs except when used as accent colors. Sign colors on permit applications should be specified using the Pantone Matching System (PMS) standard color charts (attached).

**Sign Lighting.** Signs should be externally illuminated. Both direct and indirect lighting methods are acceptable provided that the illumination is not harsh or unnecessarily bright. The light source for externally illuminated signs should be positioned so that light does not shine directly on adjoining properties, cause glare, or shine in the eyes of motorists or pedestrians.

**Internally Illuminated Signs.** Internally illuminated signs are discouraged, as is the use of plastic as the principle sign material. Internally illuminated signs should only be used when just the individual letters and/or symbols are illuminated (i.e. the background is of a dark color, not translucent or illuminated) and the illumination is of low intensity. Can-type or cabinet signs with translucent backlit panels may only be approved if the panel is a dark color. Acceptable dark colors generally include dark shades of red, green, blue, brown, gray, orange, violet, and black. Accepted colors from the Pantone Matching System (PMS) standard color chart are attached.

Freestanding Signs. Freestanding signs should be low-profile monument signs. The optimum height for viewing by motorists is approximately 4 feet. Signs should be integrated with the landscaping, and architecturally related to, and compatible with the main structure. Additional sign height may be approved when a freestanding sign is incorporated into a landscape planter, pedestal or monument design.

### USE LOW-PROFILE MONUMENT SIGNS



Sign Height. For a freestanding sign, the height is measured as the vertical distance from the curb grade of the nearest street to the highest point of the sign or sign structure. For a building sign, the height is measured as the vertical distance from the building grade to the highest point of the sign or sign structure.

Pedestrian-Oriented Signs. Each property may be allowed one pedestrian-oriented sign per public entrance provided that the sign is displayed at or near the entrance, is not more 5 square feet in area, is not internally illuminated, and has a height less than 10 feet from the grade.

Directional Signs. Directional signs which are no greater than 4 square feet in area, no greater than 6 feet in height, contain no advertising copy, and are not located within the yard setbacks required by the applicable local jurisdiction may be allowed, and shall not be included in total allowable sign area for each use.

Gasoline Price Signs. One price sign on each street frontage providing direct vehicular entrance to the site may be allowed. Such signs may be incorporated into a freestanding sign, however, the gasoline price sign shall not exceed 10 feet in height and 15 square feet in area for each side. Portable gasoline price signs are prohibited. Sign area utilized for gasoline price signs shall be included in the total freestanding sign area allowed for the use.

### **THE FOLLOWING ARE PROHIBITED:**

- Off-premises signs
- Moving signs or signs illuminated by moving, flashing lights
- Roof signs
- Signs on natural features
- Portable signs
- Searchlights
- Banners, Pennant strings, streamers, balloons or moving, fluttering devices.

Additional restrictions may apply. Contact TRPA if you have questions.

### **SIGNS IN RESIDENTIAL PLAN AREAS**

Subdivision Entrance Signs. Residential subdivisions may be allowed one freestanding sign or wall-mounted sign per public street entrance. Sign area shall be no greater than 40 square feet. Freestanding signs shall comply with standards listed in tables A and B below.

Multi-residential Signs. Signs for multi-residential uses of 5 or more dwelling units shall conform to the standards listed in tables A and B below.

Non-residential Uses. Each primary use may be allowed one square foot of building sign area per lineal foot of frontage up to 30 square feet.

One freestanding sign may be permitted if:

- The street frontage is greater than 100 feet.
- The sign identifies a building with multiple tenants.
- The use does not contain a structure on which to place a building sign.
- The building is set back at least 50 feet from the right-of-way.
- The sign is set back beyond the building setback closest to the roadway.

Two freestanding signs may be permitted if:

- The street frontage is greater than 300 feet; and
- The project area has more than one major entry point; and
- The freestanding signs face different streets and are 1,000 feet apart; and
- The distance between freestanding signs is at least 100 feet.

**TABLE A**

**MAXIMUM ALLOWABLE SIGN HEIGHT FOR FREESTANDING SIGNS FOR NON-RESIDENTIAL USES IN RESIDENTIAL PLAN AREAS**

Distance of Sign from Property Line	Maximum Sign Height
5' 0" – 10' 0"	6 Feet
10' 1" – 15' 0"	8 Feet
15' 1" or greater	10 Feet

**TABLE B****MAXIMUM ALLOWABLE SIGN AREA FOR FREESTANDING SIGNS FOR NON-RESIDENTIAL USES IN RESIDENTIAL PLAN AREAS**

Distance of Sign from Property Line	Maximum Sign Area
5 Feet	15 Square Feet
6 Feet	16 Square Feet
7 Feet	17 Square Feet
8 Feet	18 Square Feet
9 Feet	18 Square Feet
10 Feet	20 Square Feet
11 Feet	21 Square Feet
12 Feet	22 Square Feet
13 Feet	23 Square Feet
14 Feet	24 Square Feet
15 Feet	25 Square Feet
16 Feet	26 Square Feet
17 Feet	27 Square Feet
18 Feet	28 Square Feet
19 Feet	29 Square Feet
20 Feet or greater	30 Square Feet

**SIGNS IN COMMERCIAL, PUBLIC SERVICE AND TOURIST PLAN AREAS**

Building Signs. Each primary use may be allowed one square foot of building sign area for each one lineal foot of building frontage up to a maximum of 40 square feet of sign area per building frontage. The maximum height of building signs shall be 15 feet above grade, with a maximum of four building signs permitted per primary use.

Freestanding Signs. Freestanding signs may be allowed subject to the following standards:

One freestanding sign may be permitted if:

- The street frontage is greater than 100 feet.
- The sign identifies a building with multiple tenants.
- The use does not contain a structure on which to place a building sign.
- The building is set back at least 50 feet from the right-of-way.
- The sign is set back beyond the building setback closest to the roadway.

Two freestanding signs may be permitted if all of the following apply:

- The street frontage is greater than 300 feet;
- The project area has more than one major entry point;
- The freestanding signs face different streets and are 1,000 feet apart; and
- The distance between freestanding signs is at least 100 feet.

**TABLE C**

**MAXIMUM ALLOWABLE SIGN HEIGHT FOR FREESTANDING SIGNS IN COMMERCIAL, PUBLIC SERVICE  
AND TOURIST PLAN AREAS**

Distance of Sign from Property Line	Maximum Sign Height
5' 0" – 10' 0"	6 Feet
10' 1" – 15' 0"	10 Feet
15' 1" or greater	12 Feet

**TABLE D**

**MAXIMUM ALLOWABLE SIGN AREA FOR FREESTANDING SIGNS IN COMMERCIAL, PUBLIC SERVICE AND  
TOURIST PLAN AREAS**

Distance of Sign from Property Line	Maximum Sign Area
5 Feet	25 Square Feet
6 Feet	26 Square Feet
7 Feet	27 Square Feet
8 Feet	28 Square Feet
9 Feet	29 Square Feet
10 Feet	30 Square Feet
11 Feet	31 Square Feet
12 Feet	32 Square Feet
13 Feet	33 Square Feet
14 Feet	34 Square Feet
15 Feet	35 Square Feet
16 Feet	36 Square Feet
17 Feet	37 Square Feet
18 Feet	38 Square Feet
19 Feet	39 Square Feet
20 Feet or greater	40 Square Feet



## PANTONE COLORS FOR INTERNALLY ILLUMINATED SIGNS

This list identifies acceptable colors for internally illuminated sign background (not including neon signs) using the Pantone Matching System. The Pantone System is a global standard for color matching in design graphics. Other brands may be substituted provided they can be identified as comparable to a color(s) on this listing.

105	174	234
112	175	235
118	180, 1805	241
119	181, 1815	242
125	187	248
126	188	249
132	193	254
133	194	255
139, 1395	195	259
140, 1405	201	260, 2603, 2607
145	202	261, 2613, 2617
146	208	262, 2623, 2627
147	209	267
153	215	268, 2685
154	216	269, 2695
160, 1605	221	273, 2735
161, 1615	222	274, 2745
167, 1675	228	275, 2755
168, 1685	229	276, 2765
280	349	439
281	350	440
282	356	444
287	357	445
288	363	446
289	364	447
294	370	Warm Gray 9
295	371	Warm Gray 10
296	377	Warm Gray 11
301	378	Cool Gray 8
302, 3025	385	Cool Gray 9
303, 3035	392	Cool Gray 10
308	410	Cool Gray 11
309	411	448, 4485
315, 3155	412	449, 4495
316, 3165	417	450, 4505
322	418	455
323	419	456
329, 3292, 3295, 3298	424	462, 4625
330, 3302, 3305, 3308	425	463, 4635
335	426	464, 4645
336	431	469, 4695
341	432	470, 4705
342, 3425	433	476
343, 3435	438	477
478	546, 5463, 5467	
483	547, 5473, 5477	
484	548, 5483, 5487	
490	553, 5535	
491	554, 5545	
497, 4975	555, 5555	
498, 4985	560, 5605	
499, 4995	561, 5615	
504	567	
505	568	
506	574, 5743, 5747	

511, 5115  
512, 5125  
518, 5185  
519, 5195  
520, 5205  
525, 5255  
526, 5265  
527, 5275  
532  
533  
534  
539, 5395  
540, 5405  
541, 5415

575, 5753, 5757  
576, 5763, 5765  
581, 5815  
582, 5825  
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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)

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

\_\_\_\_\_ At \_\_\_\_\_ On \_\_\_\_\_  
Owner or Person Preparing Application County Date

**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: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SIGN APPLICATION CHECKLIST

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. Completed application form <b>with original signatures</b> , authorization (if applicable) and this checklist.  |
| _____     | _____ 2. Application Fee: Please refer to the TRPA Filing Fee Schedule available at TRPA offices or online.<br>Filing Fee: \$ _____ + Information Technology (IT) surcharge: \$ _____ = \$ _____ |
| _____     | _____ 3. Site plan: Minimum size 8½" x 11", showing:   |
|           | _____ a. All property lines and recorded easements.  |
|           | _____ b. Map scale and north arrow.  |
|           | _____ c. Assessor's Parcel Number(s), property owner, and property address.  |
|           | _____ d. Location of all existing and proposed coverage (buildings, driveways, parking areas, etc.).   |
|           | _____ e. Location of all existing and proposed signs.  |

**NOTE:** If construction of the sign involves the creation of **ADDITIONAL LAND COVERAGE** or the relocation of land coverage on the property, the site plan should be no smaller than 18" x 24" and contain the following **ADDITIONAL** information:

- |       |  |
|-------|--|
| _____ | _____ 1. Site plan: Minimum size 18" x 24" on blackline or blueprint paper professionally prepared and containing the following information: |
|       | _____ a. Land Capability or IPES information:  |
|       | _____ b. Allowable coverage by land capability district or IPES.   |
|       | _____ c. Existing land coverage by land capability district.   |
|       | _____ d. Proposed land coverage by land capability district.   |

- |       |  |
|-------|--|
| _____ | _____ 4. Building and/or sign elevations showing:                                      |
|       | _____ a. Height of sign(s) or sign structure above the nearest roadway curb elevation. |
|       | _____ b. Dimensions of sign structure(s).  |
|       | _____ c. Dimensions of sign(s).  |

- \_\_\_\_\_ d. Lighting scheme.
  - \_\_\_\_\_ e. Sign copy and color scheme; only pantone color (or equivalent) for internally illuminated signs.
  - \_\_\_\_\_ f. 3" x 5" color photographs of existing signs.
- \_\_\_\_\_ 5. Value of existing signs.