

## SOILS/HYDROLOGY SCOPING REPORT APPLICATION GUIDE

TRPA Code of Ordinances prohibits excavation that will interfere with the existing groundwater level or the seasonal-high groundwater level, except for in certain instances set forth in [TRPA Code](#) Section 33.3.6.A.2. This Soils Hydro Scoping Report Application must be submitted for any project that proposes excavation in excess of five feet in depth, or where there exists a reasonable possibility of interference with groundwater (located near a stream environment zone, an area with known high groundwater, etc.).

### I. APPLICATION PROCESS

- Step 1:** Prepare a topographic site plan and profile showing the location and maximum depth of the proposed excavation.
- Step 2:** Hire a Qualified Professional (geotechnical engineer, soil scientist, hydrologist, etc.) to investigate your site and prepare a soil/hydrologic report detailing the existing hydrologic surface conditions, subsurface conditions (if investigated), and general hydrologic conditions in the vicinity. This step is optional but can help you understand the hydrologic conditions of your site before beginning design of your project. A report by a qualified professional may expedite review of your application once submitted to TRPA.
- Step 3:** Complete the application form in this packet, determine your [application fees](#), gather all required checklist items, and submit to TRPA.
- Step 4:** **Initial TRPA Staff Review.** TRPA staff will conduct an initial review to determine if groundwater data is available on comparable properties in the vicinity (scoping reports on neighboring properties, monitoring well data, etc.). If so, TRPA may approve the proposed excavation depth without subsurface investigation (waiver).
- Step 5:** **Field Investigation (if necessary).** If a subsurface investigation is deemed necessary, TRPA staff will coordinate a field meeting to review a boring or excavation. Soil borings must go to the depth of the proposed excavation plus an additional 25% of the proposed depth (at the discretion of TRPA staff). Please note that field investigations will not be conducted when snow is on the ground.
- Step 6:** **Receive your results.** In cases where high groundwater is found during the field investigation, your requested excavation depth may not be approved.
- Step 7:** **Appeal Procedures:** If an applicant wishes to appeal a final decision by TRPA, a [notice of appeal](#) and filing fee must be submitted with 21 days of the date the decision was issued.

## II. APPLICATION CHECKLIST

- Completed and signed application form**
- [Application filing fee](#)
- Detailed project description, including the following:**
  - Proposed depth of excavation (including maximum depth of footings)
  - Bottom elevation of each excavation exceeding five feet
  - Statement of need for the proposed excavation
  - Proposed boring/excavation location, to be used if subsurface investigation is necessary
- One (1) copy of a topographic site plan (preferred size 24" x 36") showing the following:**
  - Property lines, easements, building setbacks, and edge of pavement at street
  - Map scale, north arrow
  - Assessor's Parcel Number (APN), property address, property owner(s) name(s)
  - Existing topographic contour lines at 2-foot intervals
  - Finish topographic contour lines at 2-foot intervals
  - Verified Land Capability Districts, SEZ delineation, and backshore boundary line, if available
  - High water line, if adjacent to the lake
  - Trees greater than 14" diameter at breast height and all rock outcroppings
  - Existing and proposed building footprint
  - Label showing area where maximum depth is proposed
- One (1) topographic profile through the entire site showing the cross-section through the proposed excavation, to scale with no vertical exaggeration.**
- Photographs of the existing slope, any adjacent cut slopes, and the proposed location of test pits**



**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.org

## SOILS HYDROLOGY REPORT APPLICATION FORM

**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 (if any) \_\_\_\_\_

**Property Access/Information** (gate, dogs, etc.) \_\_\_\_\_

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

## APPLICATION 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. 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 Application 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: \_\_\_\_\_

### FOR OFFICE USE ONLY

File Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
Filing Fee: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_