



## SOILS HYDROLOGY INFORMATION PACKET

### I. OVERVIEW

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 Hydrology 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.). The application will result in a report detailing allowable excavation depth and considerations.

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

### II. PROCESS FOR A SOILS HYDROLOGY SCOPING REPORT

- Step 1:** **Prepare a topographic survey.** The application checklist included in this packet lists all elements that must be included on these plans. There are sample plans available [online](#).
- Step 2:** **Hire a qualified professional. (geotechnical engineer, soil scientist, hydrologist, etc.) (Optional)** The professional will need 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 and submit your online application to TRPA via the [Accela Citizen Access Database](#) available at [www.trpa.gov](http://www.trpa.gov).** Each project category has a [TRPA Application and Form](#) listing specific items that are required at the time of submittal. TRPA created [sample plans](#) to help applicants determine what site plans should look like. Application [filing fees](#) are also due at the time of submittal.
- Step 4:** **Completeness review.** Once an application is received, TRPA will complete an initial review of materials within 30 days. The initial review ensures all checklist items, correct fees, and the correct application was provided, as well as ensuring the application was submitted to the correct agency. If the application is missing any checklist items, TRPA will send an incomplete letter to the applicant listed on the application.
- Step 5:** **Application assignment and review.** Once your application is complete it will be assigned to a planner for review. This planner will be the lead on the project, meaning the primary

point of contact and the person completing project review and issuing the permit. You can view who is assigned to your project by visiting the [Parcel Tracker](#) and typing in the TRPA file number received when the application was submitted.

TRPA holds itself up to the standard of issuing a permit in 120 days or less, determined from the time that all information needed to review the project is provided (i.e. once the completeness review is final).

Review times vary based on application volumes and staffing. The planner will review the project to ensure it meets the requirements of the TRPA code of ordinances and local plan.

If additional information is required to ensure the project meets code requirements, the planner will send an email requesting the additional information. When additional information is requested, the time for review is paused until the applicant is able to provide all required information.

**Step 6: 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 7: 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 8: Receive your results.** In cases where high groundwater is found during the field investigation, your requested excavation depth may not be approved.

**Step 9: 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.

### III. SOILS HYDROLOGY APPLICATION CHECKLIST ITEMS

To submit an online Soils Hydrology 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 the following:**
  - a. Proposed depth of excavation (including maximum depth of footings)
  - b. Bottom elevation of each excavation exceeding five feet
  - c. Statement of need for the proposed excavation
  - d. Proposed boring/excavation location, to be used if subsurface investigation is necessary

- ☐ **Site plan (minimum size 24" x 36") prepared by a licensed professional (i.e. surveyor, engineer, architect) 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. High and low water line, if adjacent to lake.
  - e. Trees greater than 14" dbh and rock outcrops.
  - f. Existing topographic contour lines at two-foot intervals.
  - g. Finish topographic contour lines at 2-foot intervals.
  - h. Verified Land Capability Districts, SEZ delineation, and backshore boundary line, if available.
  - i. Existing and proposed building footprint.
  - j. Label showing area where maximum depth is proposed.
- ☐ **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.gov

## SOILS HYDROLOGY SCOPING REPORT APPLICATION

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.

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

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