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# SUBDIVISION INFORMATION PACKET

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## I. OVERVIEW

Subdivisions within the Lake Tahoe Region are fairly limited. The most common subdivisions are commercial or residential condominiums structures. This packet explains the Tahoe Regional Planning Agency (TRPA) permit process to subdivide existing structures.

**To subdivide a structure, the project area must meet the following:**

- Subdivisions may not result in an increase of development potential.
- Comply with zoning, density, and parking requirements within the [local plan](#).
- Have existing or planned stormwater infrastructure, known as [Best Management Practices](#) (BMPs).
- Meet standards for basic services such as sewer, water, and electricity and have paved access. ([TRPA Code of Ordinances](#) Chapter 32)
- All signage associated with the project area shall be brought into conformance with TRPA's sign ordinance ([Chapter 38](#)) and applicable [local plan](#).
- Meet standards for lighting, snow storage, and landscaping ([Chapter 30](#)), and combustion appliances (fireplaces, heaters, etc.)([Chapter 93](#)).
- Any loss of [affordable, moderate, or achievable housing](#) as a result of the subdivision must be mitigated. Mitigation would be on a unit per unit basis and may be any one of the following or a combination thereof:
  1. Construction of low cost housing units;
  2. Conversion of existing structures to low cost housing; or
  3. Restricting the subdivided units to low cost housing.Mitigation alternatives #1 and #2 above would require separate applications to TRPA and would be subject to the current TRPA ordinances.

Shorezone structures (boat slips, etc.) may not be subdivided unless the subdivision is part of an adopted marina master plan.

Please note that, in addition to an approval from TRPA, all local jurisdictions have rules and requirements relating to subdivisions. You are advised to check with your local building and planning department as to their requirements. A separate application for modification of existing structures, tourist accommodation for timeshares, or construction of new units must also be submitted if a remodel is proposed. That application will be reviewed concurrently with the Subdivision application.

For any questions regarding information within this packet, please call 775-589-5333 or email [TRPA@trpa.gov](mailto:TRPA@trpa.gov) to speak with a permitting technician.

## II. PROCESS FOR SUBDIVISIONS

**Step 1:** **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 more.

The Parcel Tracker also includes a link to the applicable [Local Plan](#). Local plans describe planning considerations at the neighborhood scale, including allowed land uses, uses requiring a special use permit, and other design standards for the area.

Generally-applicable development standards, such as land coverage, height, Best Management Practices (BMPs), and design guidelines are outlined in the [TRPA Code of Ordinances](#).

The [Local Plan](#), [Parcel Tracker](#), [TRPA.gov Permitting Tab](#), [Permit Review Map](#), [design review guidelines](#), and [Procedure Manual](#) are frequently-used resources.

**Step 2:** **Complete any necessary verifications or determinations.** These may be necessary before submitting a project application. If a property has never received a TRPA permit, a [Land Capability Verification or Site Assessment](#) will likely be required. These provide information on development potential and verify what is legally existing on the property today.

Depending on the parcel and project specifics, additional verification or determination may include: existing coverage verifications, development rights verifications or allocations, soils hydrology determinations, or historic resource determinations. 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.

The [Parcel Tracker](#) is the best resource to determine if the necessary verifications have already been made.

**Step 3:** **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](#). Floodplain boundaries may need to be determined in a project area.

**Step 4:** **Check the title report.** Prior to submitting a project application, it is important to review a current title report. Any easements on the property will need to be shown on submitted plans. An applicant must receive authorization from all interested parties (e.g. parties or entities to whom the bond, assessment, back taxes, fees or liens are owed) for *certain* activities such as development right transfers.

**Step 5:** **Understand which fees to expect and how much.** All applicable project and activity fees are listed in the [fee schedule](#), which is updated annually. Fee categories include service

fees, project review fees (i.e. application fees), mitigation fees, monitoring fees, administrative fees, and shorezone fees. To learn more about which fees to expect with a project, see the [TRPA Permitting Procedure Manual](#).

**Step 6:** **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, elevations, floor plans, coverage tables, BMP calculation sheets, and scenic assessments should look like. Application [filing fees](#) are also due at the time of submittal.

**Step 7:** **Completeness review.** Once an application is received, TRPA will complete an initial review of materials within 30 days, or 15 days for minor applications. 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 8:** **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 (or 40 days for minor applications), 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 9:** **Conditional permit or determination issued.** Once the review is completed, a conditional permit or determination will be issued. Conditional permits 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 final plans are stamped. Such conditions may include revisions to plans, payment of fees, a security deposit, or submittal of additional information. Conditional permits typically need to be acknowledged within three years of approval.

At this step in the process, the permittee should submit a building permit application and any other required applications to the applicable County or City. Designs should be consistent with the TRPA permit and conditions.

**Step 10: Permit acknowledgement.** This is the final phase of the permit approval process. At this phase, the property owner or permittee is “acknowledging” that they understand and will abide by all conditions of the permit during their project. Applicants need to address all the requirements of the conditional permit with the planner. Once the conditions have been met, the planner will stamp the plans and sign the permit. Mitigation and monitoring fees may be required with permit acknowledgement.

### III. SUBDIVISIONS CHECKLIST ITEMS

To submit an online Subdivision 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.**
- Verified land capability, land coverage, and development rights.** 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.**
- Evidence that the applicable development rights for the project have been acquired.**
- Applicable [findings](#) with explanation and rationale.**
- [Initial Environmental Checklist](#).**
- 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. Existing and proposed development rights associated with the property.
  - k. Location of exterior lighting, snow storage, and landscaping.
  - l. Labels of landscaping by specifics.
  - m. Exterior lighting specifications.
- Proposed subdivision map (minimum size 18” x24”):**
  - a. Common areas.
  - b. Parking calculations.
- Existing and proposed floor plans showing the following:** (Sample plans are available [online](#).)
  - a. Scaled dimensions.

- b. All exterior entrances/exits.
  - c. Existing and proposed development rights associated with the property.
  - d. 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) matching the permanent BMPs shown on the site plan.
  - b. Existing and proposed BMPs.
- RESIDENTIAL ONLY:**
- a. Five year rental and sale history.
- NOTICING MATERIALS:**
- 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.



# SUBDIVISION 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: \_\_\_\_\_

**Project Description/Proposal:**

	Existing	Proposed with Subdivision
<b>Density per acre</b>		
<b>Development rights associated with the affected parcel</b>  CFA = Commercial Floor Area TAU = Tourist Accommodation Unit RUU = Residential Unit of Use PRU = Potential Residential Unit of Use  If unsure, check the <a href="#">Parcel Tracker</a> .	CFA: _____  TAU: _____  RUU: _____  PRU: _____  Other: _____	CFA: _____  TAU: _____  RUU: _____  PRU: _____  Other: _____
<b>Amount of deed-restricted units on the affected parcel</b>   If unsure, check the <a href="#">Parcel Tracker</a> .	Affordable: _____  Moderate: _____  Achievable: _____	Affordable: _____  Moderate: _____  Achievable: _____

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