

# UNDERGROUND TANK REMOVAL INFORMATION PACKET

## I. PROCESS FOR UNDERGROUND TANK REMOVAL

- Step 1:** Complete and submit your online application to TRPA via the [Accela Citizen Access Database](#) available at [www.trpa.gov](http://www.trpa.gov). Application filing fees and all checklist items applicable for your project will be required at the time of application submittal.
- Step 2:** **Work with a Planner.** Once your application is received it will be assigned to a planner for review. Visit the [Parcel Tracker](#) and use the location address to check the application status or to see which planner is assigned to your project.
- Step 3:** **Receive your conditional permit.** Upon completion of review, a conditional permit 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 plans are stamped. Such conditions may include revisions to plans, payment of fees and a security deposit, or submittal of additional information. Once you have met all the conditions, contact your Planner to set up an appointment to acknowledge the permit.
- Step 4:** **Request a Pre-grade Inspection.** This is an on-site meeting between the TRPA Compliance Inspector and homeowner/contractor to review the installation of construction BMPs, go over permit conditions, and discuss general construction practices. All construction projects, except for work that is exempt or qualified exempt, require a pre-grade inspection. Inspections can be requested [online](#).
- Step 5:** **Request a Final Inspection.** Once you have completed construction (including revegetation, BMPS, etc.), the Compliance Inspector will inspect the project to ensure all permit conditions have been met. The security deposit will be released once the project passes final inspection. Inspections can be requested [online](#).

## II. UNDERGROUND TANK REMOVAL CHECKLIST ITEMS

To submit an online Underground Tank Removal Application, click [here](#). The following section contains checklists of items to be submitted with your application.

- Completed and signed application form.**
- Application [filing fee](#).**
- Photographs showing area of tank removal.**

- **Site drawing (minimum size 11" x 17") showing the following:**
  - a. Property lines, easements, building setbacks, map scale and north arrow
  - b. Assessor's Parcel Number (APN), property address and owner(s) name(s)
  - c. Trees greater than 14" dbh and rock outcrops
  - d. Location and type of temporary construction BMPs
  - e. Location and size of existing tank(s)
  - f. Location and size of proposed underground tank(s), if applicable



**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

# UNDERGROUND TANK REMOVAL 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, etc.):** \_\_\_\_\_

**Project Description:**

**Amount of material to be excavated (in cubic yards):** \_\_\_\_\_

**Size of tank(s) to be removed:** \_\_\_\_\_

**Location of proposed disposal site (if applicable):** \_\_\_\_\_

**Additional project information:**

**Request EXPEDITED REVIEW as a minor application:**       **YES**       **NO**

TRPA offers an expedited review process for *underground tank removals* under a “minor application”. (TRPA Rules of Procedure 5.4.) Minor applications will have shorter review times. For more information and to see which activities are eligible as a minor application, see the [“Minor Applications Information Packet”](#).

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