

# SINGLE FAMILY DWELLING PROJECT APPLICATION

## I. PROCESS FOR SUBMITTAL OF SINGLE-FAMILY DWELLING PROJECTS

- Step 1:** **Gather information about your parcel.** Visit the [parcel tracker](#) to look up land capability, backshore boundary delineation, IPES, land coverage, BMP compliance status, allowable uses, and general permit records. If your property does not have an IPES score (vacant lots only) and land capability and land coverage have not been verified on your property, you will first need to apply for a [site assessment](#).
- Step 2:** **Review rules related to land coverage, height, BMPs, etc. in the TRPA [Code of Ordinances](#).**
- Step 3:** **Check to see if your property is located within the FEMA [100-year floodplain](#).** Additional development, grading, and filling of lands within the floodplain are prohibited.
- Step 4:** **Historic Determination.** If the existing residence is greater than 50 years in age, you will first need to apply for a [historic determination](#) to determine if your property is an eligible historic resource.
- Step 5:** **Determine whether your application can be submitted to your local building department or TRPA. [Where should I go to apply for single family dwelling project?](#)**
- Step 6:** **Obtain a Building Allocation from your local building department (for new construction only).** TRPA requires evidence that an allocation has been assigned to your property at time of application. Alternatively, you may transfer in a residential unit of use, pursuant to a separate TRPA application.
- Step 7:** **Prepare existing and proposed site plans, floor plans, and elevation drawings.** The application checklist lists all elements that must be included on these plans.
- Step 8:** **For lakefront properties, prepare a scenic assessment to be submitted with your application.** More information and instructions can be found in the [baseline scenic assessment information packet](#).
- Step 9:** **Complete the application, determine your [application fees](#), gather all required checklist items, and submit to TRPA.**
- Step 10:** **Work with a Planner.** Once your application is received it will be assigned to a Planner for review. The Planner will complete the initial review within 30 days and will let you know if addition information is needed.
- Step 11:** **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 12:** **Request a Pre-grade Inspection [online](#).** 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.
- Step 13:** **Request a Final Inspection [online](#).** 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.



**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.tpa.org

## SINGLE FAMILY DWELLING APPLICATION

New Construction     
  Rebuild/Addition/Modification     
  Plan Revision

**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)** \_\_\_\_\_

**Local Plan:** \_\_\_\_\_

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

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Is this parcel visible from a designated [TRPA scenic corridor](#)?**     No     Yes, visible from \_\_\_\_\_

Roadway Unit # \_\_\_\_\_     Attainment     Non-attainment

Scenic Unit # \_\_\_\_\_     Attainment     Non-attainment

**Bicycle and Pedestrian Facilities:** Are there existing or proposed public bicycle or pedestrian path(s) within 75 feet of the project area (bike paths, lanes, routes, or sidewalks)?     Yes     No    (Check [map](#) to verify)

## 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.: \_\_\_\_\_

## APPLICATION CHECKLISTS

NOTE: APPLICATIONS MISSING ANY OF THE FOLLOWING ITEMS WILL NOT BE ACCEPTED. ADDITIONAL INFORMATION MAY BE REQUIRED IN ORDER TO REVIEW YOUR PROJECT.

- Fire protection agency pre-approval
- Completed and signed application form
- [Application filing fee](#)
- Detailed project description
- Results of [Historic Determination](#), if structure greater than 50 years in age
- [Applicable findings](#) with explanation and rationale
- Proof of verified Land Capability or IPES score
- Proof of verified land coverage
- Evidence that a building allocation has been issued by the local jurisdiction (new construction only) or a Residential Unit of Use will be transferred to the site
- Restoration plan, if project includes coverage relocation or removal
- One (1) copy of the existing and proposed site plan (preferred size 24" x 36") showing the following:
  - Property lines, easements, building setbacks
  - Map scale and north arrow
  - Assessor's Parcel Number (APN), property address and property owner(s) name(s)
  - Driveway, driveway slope, and edge of pavement at street
  - Parcel area in square feet
  - Verified land capability districts or IPES score summary
  - Backshore Boundary and high/low water lines (for lakefront only)
  - Limits of 100-year floodplain, if applicable
  - All existing and proposed development including overhang coverage reductions at 3:1
  - Coverage calculations (existing, proposed, allowable) broken down by land capability district and type (i.e. buildings, decks, walks, etc.)
  - Area of modified floor area covered by a roof (square footage)
  - Trees greater than 14" dbh and rock outcrops
  - Existing and proposed topographic contour lines at 2-foot intervals
  - Construction staging area
- Best Management Practices (BMP) plan:
  - [BMP calculation spreadsheet](#) (in color)
  - Existing and proposed BMPs
  - Temporary construction BMPs
  - Engineered stamp for any retaining wall exceeding 3 feet
- Grading Plan:
  - Total cut and fill in cubic yards, indicate the maximum depth of excavation (for excavation greater than 5 feet, a [soils/hydrologic approval](#) is required)
  - Location of all existing and proposed utilities

- **Existing and Proposed Building Elevations showing:**
  - Finish floor elevations with respect to contour elevations on site plan
  - Drawing scale and view aspect
  - Roof pitch of each roof plane and the slope across the building site (if more than one roof pitch, provide a roof plan)
  - Allowed and proposed height calculations
  - Elevation of the highest roof ridge and lowest elevation of foundation wall at natural grade
  - Elevation of the bottom of foundation or support footing (if new)
  - Outline of existing grade vs. finished grade
  
- **Existing and Proposed Floor Plans showing:**
  - Scaled dimensions
  - All exterior entrances/exits
  - TRPA-approved wood stove, fireplace, space and water heaters
  
- **Scenic Information (if visible from [scenic resource area](#)):**
  - Photos taken from the scenic resource area
  - Color and material samples for all structures, labeled with the corresponding Munsell color numbers
  - Landscape plan
  - Lakefront project only: (see [Baseline Scenic Application/Appendix H](#) for more information)
    - Scenic Assessment contrast rating score [worksheet/spreadsheet](#)
    - One (1) copy of the Elevation drawings of all existing structures (buildings, walls, fences, etc.) for any façade facing Lake Tahoe
    - One (1) copy of the Elevation Outline or Equivalent
  
- **Noticing materials for projects requiring Hearings Officer/Governing Board Review (i.e. special use, historic resource, etc.)**
  - List of names, addresses, and APNs of property owners within 300' of the project area perimeter
  - Stamped, addressed envelopes to the same (mailing addresses) with no return address
  - One (1) set of 8 ½" x 11' plan reductions of site plan, elevations, and floor plans

## FEE CALCULATION WORKSHEET

<b>FEE MULTIPLIERS</b>	
<b>Level of Review</b> See <a href="#">TRPA Code of Ordinances Chapter 2</a>	<b>Multipliers</b>
Staff Level Review	1.00
Hearings Officer Review	1.40
Governing Board Review	1.80
<b>Plan Revisions</b>	
Minor – A non-substantive change to a permitted project. A project that will not cause changes to any TRPA permit conditions, does not require new field review by TRPA staff, does not require a public hearing, and does not involve any modifications to building size, shape, land coverage, location, or scenic rating score.	0.40
Major – A substantial change that does not significantly exceed the original scope of the project. Revisions that significantly exceed the original scope of a project, or which require a public hearing, must be treated as new or modified projects, as the case may be.	0.70
<b>Special Planning Areas</b>	
For projects located in an adopted community plan area, or subject to an adopted redevelopment, specific, or master plan. A map of <a href="#">Community Plan Areas</a> is available at our offices or online at <a href="http://www.trpa.org">www.trpa.org</a> .	1.25

SAMPLE CALCULATION:

( <u>\$2,000</u>	X <u>1.4</u>	X <u>0.70</u>	X <u>1.25</u> )	+ <u>\$520</u>	+ <u>\$125</u>	+ <u>\$114</u>	= <u>\$3,209</u>
Base Fee	Level of Review	Plan Revision	Special Planning Area	Shoreland Scenic Review	Stormwater Fee	I.T. Surcharge	Total Application Fee

BASE FEE CALCULATOR:

Total modified/new floor area covered by a roof \_\_\_\_\_ square feet X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ base fee  
 \$1.30/sq. ft. multiplier for new construction (Vacant IPES Parcel)  
 \$1.43/sq. ft. multiplier for addition/modification/tear down & rebuild

( _____ X _____	X _____	X _____ )	+ _____	+ _____	+ _____	= _____	
Base Fee	Level of Review	Plan Revision	Special Planning Area	Shoreland Scenic Review*	Stormwater Fee**	I.T. Surcharge**	Total Application Fee

\*Shoreland Scenic Review Fee charged for modifications to lakefront properties requiring scenic analysis

\*\*Stormwater Fee & I.T. Surcharge charged on all single-family residential projects