



PLACER COUNTY PLANNING SERVICES DIVISION

AUBURN OFFICE
3091 County Center Dr, Auburn, CA 95603
530-745-3000/FAX 530-745-3080
Website : www.placer.ca.gov
E-mail : planning@placer.ca.gov

TAHOE OFFICE
775 North Lake Blvd., Tahoe City, CA 96146
PO Box 1909, Tahoe City, CA 96145
530-581-6280/FAX 530-581-6282

SITE ASSESSMENT APPLICATION

Owner's Name _____

Mailing Address _____

Phone Number _____

COPY OF THE DEED REQUIRED IF ACQUIRED WITHIN LAST 6 MONTHS

SEND CORRESPONDENCE TO:

Name _____

Mailing Address _____

Phone Number _____

DESCRIPTION OF PROPERTY

Assessor's Parcel Number _____

Subdivision _____

Address _____

All property corners must be located and staked for this site assessment. Use boards 3 feet long driven solidly into the ground at the property corners. In cases where there is heavy brush or tree cover, surveyors tape (brightly colored plastic ribbon) shall be tied to the stakes. If this is not done for the site visit, a re-inspection fee will be charged to revisit the property. The address must be posted on the property.

TRPA SITE ASSESSMENT CHECKLIST

- 1) Complete Application (with original signed authorization.)
 - a) Copy of deed if property was acquired within last six months.
- 2) Application Fee: Call Tahoe Planning Office at 530-581-6280 for current fee
- 3) Four (4) copies of the site plan, minimum size of 18" X 24" on blackline or blueprint paper.

The site plan must include the following:

- All property lines, easements, and building setbacks.
- Map scale, north arrow, and vicinity map.
- Property owner's name(s).
- Assessor's Parcel Number (APN) and property address.
- Parcel area in square feet.
- Contour lines in two feet intervals.
- Location and dimensions of all existing land coverage (i.e. walks, decks, garage, paths, sheds, buildings, etc.)
- Coverage reductions (i.e. 3:1 height reduction).
- Existing land coverage calculations (with breakdown for type of coverage, i.e. buildings, paving, decks, walks, etc.).
- Location and dimension of the driveway.
- Edge of pavement at street.
- Trees greater than six inches (6") in diameter at breast height (dbh) and any rock outcroppings.

I/We hereby authorize TRPA and Placer County to access subject property for purpose of this site assessment. 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 I have been authorized in writing by the owner(s) of the subject property to represent this application, and understand that should any information or representation submitted in connection with this application be incorrect or untrue, TRPA or Placer County may rescind any approval or take other appropriate action. I further understand that additional information may be required by TRPA or Placer County to review this activity.

Owner(s) signature(s): (Original signature required.)

_____	Date _____
_____	Date _____
_____	Date _____

AUTHORIZATION FOR REPRESENTATION

The following person(s) own the subject property (APN _____) or have sufficient interest therein to make application to TRPA or Placer County:

Print Owner(s) Name(s)

I/We authorize _____ to act as my/our representative in connection with this application to TRPA or Placer County for the subject property and agree to be bound by said representative. I understand that additional information may be required by TRPA or Placer County, beyond that submitted by my representative, to review this activity. Any cancellation of this authorization shall not be effective until receipt of written notification of same by TRPA or Placer County. I also understand that should any information or representation submitted in connection with this application be incorrect or untrue, TRPA or Placer County may rescind any approval or take appropriate action. I further accept that if this activity is approved, I, as the permittee, will be held responsible for any and all permit conditions.

Owner(s) signature(s): (Original signature required.)

_____	Date _____
_____	Date _____
_____	Date _____

SITE ASSESSMENT INFORMATION SHEET

What is a site assessment?

To streamline review of residential projects, the Tahoe Regional Planning Agency (TRPA) entered into an agreement or Memoranda of Understanding (MOU) Placer County. Under the MOU, these local jurisdictions complete review of most residential projects which require a TRPA permit. The purpose of the site assessment is to provide baseline coverage information (as well as other site-specific information) to the local jurisdiction prior to review of any project on a parcel. A site assessment must only be completed once for each parcel. A site assessment includes the following items:

- ◆ An existing land coverage verification. Land coverage includes legally established structures, driveways, walks and other coverings that compact the soil, prohibit water infiltration, and prevent the growth of vegetation. Existing land coverage can be “hard” such as asphalt or “soft” such as compacted gravel parking. For land coverage to be recognized by TRPA, it must have existed prior to February 10, 1972 or have been created pursuant to a TRPA permit after that date.
- ◆ A land capability verification (LCV), including a calculation of total allowable land coverage. TRPA uses the Bailey Land Capability System to rate land into one of seven capability districts based on sensitivity to development as determined by soil type and slope. Classes 1, 2, and 3 are defined as “sensitive” and Classes 4, 5, 6, and 7 are defined as “non-sensitive.” Each of the capability classes has a corresponding percentage of coverage, ranging from 1% to 30%, that may be allowed. If a LCV has already been completed for a parcel since July 1, 1987, only a “partial” site assessment is required (i.e. existing land coverage verification only).
- ◆ A Best Management Practices (BMPs) assessment for existing development. BMPs are an important tool in controlling soil erosion and managing surface runoff, thereby preventing nutrients and sediments from being transported to rivers and streams and, ultimately, to Lake Tahoe. All property owners in the Lake Tahoe Region must properly install and maintain BMPs on their properties, including infiltration trenches under roof driplines, paved driveways, infiltration devices to catch driveway runoff, gravel under raised decks and stairways, slope stabilization measures, revegetation of bare ground, and parking barriers to restrict parking to paved surfaces.
- ◆ Other applicable aspects of site evaluation. As applicable, TRPA staff will complete a scenic assessment, note the presence of historic resources, review previous permit files, and examine aerial photographs.
- ◆ Determination of jurisdiction. A determination will be made if projects on the parcel can be reviewed at the local level or will require TRPA review and approval. In general, projects visible from a TRPA scenic unit (i.e. the waters of Lake Tahoe, Highways 28, 50, 89, 207, 267, or 431, Pioneer Trail, or a TRPA designated Recreation Area or Bike Trail) or involving potentially significant historic resources (i.e. structures greater than 50 years old) must be reviewed by TRPA.

When is a Site Assessment Required?

A site assessment must be completed prior to submitting a residential project application to one of the local jurisdictions for review. A site assessment is not required if: (1) a TRPA permit was issued for the property since July 1987, and (2) existing and allowable land coverage for the property has been verified by TRPA or (Placer County since July 2000).

A site assessment is not required for a project which must be reviewed by TRPA. Projects involving the following categories must be reviewed by TRPA, therefore, site assessments will not be accepted for: (1) non-residential properties, (2) lakefront properties, (3) multi-family dwellings with greater than 4 units, (4) vacant parcels, and (5) parcels within a Planned Development (PD) not approved under current TRPA rules and ordinances.

An Overview of the Site Assessment Process

The property owner or the authorized representative must submit a complete site assessment application, including an “as built” site plan and an application fee to the appropriate local jurisdiction. TRPA or local jurisdiction staff will then visit the site in order to verify existing land coverage, assess BMPs, and to determine land capability classes. Staff then calculates the results of the field work and complete any relevant research work. Finally, a letter explaining the results of the site assessment is sent to the applicant and/or the authorized representative.

TRPA staff make every effort to process site assessment applications in a timely manner, typically 4-6 weeks. However, due to workload constraints, weather conditions, and/or unforeseen circumstances, some applications may take longer to process. Please be advised that the property must be free of snow before fieldwork can be completed. TRPA staff appreciates your patience and asks you to avoid status calls as each call takes time away from processing applications.

Where to go for additional information.

If you have any questions, please feel free to contact TRPA staff at (775) 588-4547 or the appropriate local department. At TRPA, Planning Technicians are available to assist you by telephone or at the front counter Monday through Friday, 9:00 a.m. to 5:00 p.m.

Placer County Planning Services Division

Phone Numbers

(530) 581-6280
(530) 581-6204 fax
Tuesday – Friday
8 a.m. – 5 p.m.

Additionally, information packets, guides, and worksheets are available from TRPA or Placer County on a variety of topics including land coverage and land capability, Best Management Practices (BMPs), excess land coverage mitigation, exempt/qualified exempt activities, and single family dwelling additions.



OFFICE OF PLACER COUNTY ASSESSOR

Kristen Spears, Assessor

2980 Richardson Drive, Auburn, CA 95603-2640

Telephone: (530-889-4300

E-mail: assessor@placer.ca.gov

FAX(530) 889-4305

Web address: <http://www.placer.ca.gov/assessor>

LIMITED AGENCY AUTHORIZATION FOR ACCESS TO BUILDING RECORDS

This form must include the Assessor Parcel Numbers, indicate all owner's names as they appear on the last recorded document, owner's original signature(s), and a daytime telephone number. The original form must be filed and approved by the Placer County Assessor's Office before any records will be released. This form will be retained by the Assessor's Office and will remain active for up to one year from the effective date.

I/We _____, hereby authorize the Placer County Planning Division to access the Placer County Assessor's Office real property assessment records for the parcels listed below which are owned by me. This authorization is for the purpose of reviewing assessment records related to building improvements and physical characteristics only. I understand that other information may be included in the file(s) to be reviewed. I agree to hold the Assessor harmless from the disclosure of any or all information included with the records reviewed pursuant to this authorization.

Please list each Assessor's Parcel Number (APN). **Attach additional sheets if necessary with a reference to this authorization:**

(Assessor's Parcel Number)

(Assessor's Parcel Number)

(Assessor's Parcel Number)

(Assessor's Parcel Number)

This authorization is effective on: _____, and will remain valid for one year from the effective date. (Date)

I certify (or declare) under penalty of perjury under the laws of the State of California that I have the authority to sign on behalf of the party or organization identified by the Assessor' Parcel Number(s) listed above. I also understand that the Assessor may require additional information be furnished on this request.

Assessee Name: _____ Assessee Title: _____

Signature: _____ Executed On: _____

Phone Number _____ Email _____

Completed Agency Authorization forms should be returned with the Site Assessment application to the Placer County Planning Division, Tahoe Office, P. O. Box 1909, Tahoe City, CA 96145.