



PLACER COUNTY COMMUNITY DEVELOPMENT RESOURCE AGENCY

TAHOE REGIONAL PLANNING AGENCY (TRPA) PROJECT PLAN REVIEW SUBMITTAL REQUIREMENTS

The following items are required for a complete permit application. ***Incomplete submittals will not be accepted.*** The plans shall be drawn to 1/4", 3/16", or 1/8" scale. The site/plot may be 1" = 10, 20, 30, 40 or 50 foot scale based on lot size. The recommended plan sheet size is 24"x 36". All plan specific notes shall be on the applicable plan.

- **PLAN SET REQUIREMENTS:** For a TRPA Project, one (1) set of plans which includes a site plan, floor plans, and elevations is required. In addition, the Building Department requires two (2) full sets of plans, along with one (1) partial set for the Assessor's Department (full details are provided with a Building Permit application package). Additional plan sets may be required- please contact the Tahoe City office of the Engineering and Surveying Department at (530) 581-6227 for more information. NOTE: It is strongly recommended to have site plans and Best Management Practice (BMP) calculations prepared and stamped/signed by a licensed surveyor or engineer, as this will significantly expedite the review process.

PLANNING DEPARTMENT REQUIREMENTS:

- COVERAGE DOCUMENTATION:** Applicant must provide one of the following; Site Assessment, Individual Parcel Evaluation Score, a prior TRPA project data sheet, or a TRPA stamped approved site plan since 1987 with coverage allowances (must provide most current document).
- FINDINGS REQUIRED TO APPROVE A PROJECT:** New Single Family Dwelling Findings Table (sheet 6 of 13) of the TRPA Packet. Applicant to provide document demonstrating compliance with the findings required for approval of the project proposed.
- HEIGHT FINDINGS:** Applicant to demonstrate compliance in writing with the height findings required for heights above 24 feet as required by TRPA Code of Ordinance, Chapter 22 Height Standards.
- COMPLETE APPLICATION:** Project Review Application Form must be filled out completely including owner's signature.
- COMPLETE APPLICATION:** Project Review Conformance Checklist and V(g) Findings sheet to be completed by Applicant/Owner
- EXCESS LAND COVERAGE FEE:** Applicant to provide a construction cost estimate for materials to construct bearing elements (provided in written form).
- TREE REMOVAL:** All trees on the site clearly identified including notations for trees to be removed.

Please call the Tahoe City office of the Planning Department at (530)581-6280 with any questions regarding the above requirements.

BUILDING DEPARTMENT REQUIREMENTS:

- WOOD HEATERS:** List Manufacturer Type along with Emission Standards that meet below requirements: Wood heaters installed in the Region shall meet the following emission standards for total suspended particulates of smoke emissions: Catalytic wood heaters shall not cause emissions of more than 4.1 grams per hour. (b) Non-catalytic wood heaters shall not cause emissions of more than 7.5 grams per hour. **Definition of a Wood Heater:** A wood fired appliance, which includes, but is not limited to, a freestanding conventional masonry or prefabricated zero clearance fireplace, any similar fireplace whose operation requires it to be built into the structure as a component of the building, franklin stove, air tight stove, fireplace insert, or any other stove or appliance designed to burn solid fuel for heating and/or enjoyment purposes.
- GAS HEATERS / CENTRAL FURNACES / WATER HEATERS:** The following standards apply to natural gas or propane fired water heaters or central furnaces to be installed in the Region. TRPA shall maintain a list of gas heaters that are in compliance with the air quality standards, the list shall include the names and model numbers of the heaters. A heater certified by the South Coast Air Quality Management District of California under SCHEMED Rules 1111 and 1121
- NORTH TAHOE FIRE PROTECTION DISTRICT:** Plans are required to be stamped for preliminary approval for defensible space and Fire Department access requirements. Plans without the stamp will not be accepted.
- APPLICANT HAS CONFIRMED THE TRPA APPROVED PLANS ARE IDENTICAL TO THE PLANS SUBMITTED FOR BUILDING PERMIT APPROVAL:** These plans shall be maintained identical through the approval process.

- RETAINING WALLS/STEM WALLS ASSOCIATED WITH THE STRUCTURE:** Cuts greater than 5' require Soils / Hydrology Scoping Report to be completed by a Licensed Professional to address the following: Proposed excavation depth (including maximum depth of footings) Explanation of methodology in selection of soil boring / monitoring locations. Amount of excavated spoil material (cubic yards) and location of temporary storage of spoil material. Location of stream environment zone (SEZ) within ¼ mile of the project area. One copy of a topographic profile through the entire site showing the cross-section through the proposed excavation, to scale with no vertical exaggeration. Statement of need for the proposed excavation. Minimum of five photographs of the existing slope, any adjacent cut slopes and the proposed location(s) of the test pit(s).

Please call the Tahoe City office of the Building Department at (530)581-6200 with any questions regarding the above requirements.

ENGINEERING AND SURVEYING DEPARTMENT REQUIREMENTS:

- RETAINING WALLS EXTERNAL TO (DETACHED FROM) THE STRUCTURE:** For walls over 4' tall, as measured from the bottom of the footing to the top of the retained soil, provide two sets of engineering calculations, signed and stamped by a licensed engineer or architect, along with two copies of the site plan. The calculations are in addition to, and separate from, any calculations which may be required by other departments. If any proposed cuts or excavations are greater than 5', please provide a Soils/Hydrology Report from TRPA.
- GRADING, EXCAVATION, OR FILL:** Note on the site plan the volume, in cubic yards, of any excavation or fill proposed for the project, along with existing and proposed contour lines and grade changes. For excavations greater than 4', fills greater than 3', or any excavation or fill exceeding 200 square feet in area or 3 cubic yards in volume, provide three additional copies of the site plan. If any proposed cuts or excavations are greater than 5', please provide a Soils/Hydrology Report from TRPA. It is TRPA policy to maintain as much of the natural grade as possible- grade changes for landscaping or aesthetic purposes should be avoided.
- PAVING OF DRIVEWAYS OR OTHER AREAS:** Provide TRPA approval of proposed driveway coverage (either a TRPA-approved site assessment or a TRPA driveway permit). All on and off site paved areas (both existing and proposed) should be clearly shown on site plan, with coverage values (square footages) noted.
- DRIVEWAY DESIGN:** Show all driveway dimensions (widths, lengths, radii) and slopes (both on and off site) on the site plan. A centerline profile may be necessary to ensure design compliance. See TRPA Code of Ordinances Chapter 24 for requirements, or if serving multiple residences, etc.
- DRIVEWAY/PAVEMENT BEST MANAGEMENT PRACTICES (BMPs):** Show properly designed driveway runoff conveyance systems (swales, grading, slotted channel drains, etc.) and infiltration devices (infiltration trenches, drywells, retention basins, etc.), on the site plan. Provide BMP calculations for all BMPs (the TRPA BMP worksheet is required). The calculations must be labeled in coordination with the site plan to clearly denote the various paved areas and their respective BMPs.
- HOUSE/STRUCTURE BMPs:** The site plan shall show properly designed BMPs, such as infiltration trenches, drywells, retention basins, mulch layers, etc., for all impervious surfaces and decks. Provide BMP calculations for all BMPs (the TRPA BMP worksheet is required). The calculations must be labeled in coordination with the site plan to clearly denote the various impervious areas and their respective BMPs.
- TEMPORARY WATER QUALITY BMPs:** Show temporary erosion/sediment control (temporary BMPs) on the site plan. Show temporary BMP details as well as proposed installation locations.
- VEGETATION PROTECTION BMPs:** Show vegetation protection fencing on the site plan. Show vegetation fencing details as well as proposed installation locations.

Please call the Tahoe City office of the Engineering and Surveying Department at (530)581-6227 with any questions regarding the above requirements.

I understand an application missing any items will be deemed incomplete and the plan check will not be scheduled until all the items marked are received by the Community Development Resource Agency. This may affect applicable fees and codes since the operative date of application will be the date on which a complete application is received.
All the items required on this checklist are present and complete.

Please print name clearly: _____

Signature: _____

Accepted as Complete: County staff initial: _____

Date: _____

Relationship to Owner (Agent, Contractor, etc.): _____

Phone #: _____

Date: _____

Accepted as Complete: County staff initial: _____

Date: _____