

TAHOE REGIONAL PLANNING AGENCY (TRPA) MOU PROJECT PLAN CHECKLIST

The following items are required for a complete permit application. Incomplete submittals will not be accepted.

- 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.**

For information about this requirement, please contact North Tahoe Fire at 530-581-6913

- PLAN SET REQUIREMENTS:** For a TRPA Project, one (1) set of plans including a site plan, floor plans, and elevations is required. 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. 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.

- COMPLETE APPLICATION:** Project Review Application Form must be filled out completely including owner's signature.

For more information about plan and application requirements please contact Front Counter Services at 530-581-6200

- FINDINGS REQUIRED TO APPROVE A PROJECT:** Refer to the New Single Family Dwelling Findings Table (See pages 3 and 6 of 13) of the TRPA Application 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 26 feet as required by TRPA Code of Ordinance, Chapter 37 Height Standards.
- V(g) FINDINGS:** Project Review Conformance Checklist and V(g) Findings sheet to be completed by Applicant/Owner
- 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).
- TREE REMOVAL:** All trees on the site clearly identified including notations for trees to be removed.
- EXCESS LAND COVERAGE FEE:** For projects involving excess coverage, applicant to provide a construction cost estimate for materials to construct bearing elements (provided in written form).

For information about findings, height, and coverage requirements, contact the Planning Division at 530-581-6280

- 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).

- ❑ **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

For information about structural retaining walls and wood heaters contact the Building Division at 530-581-6200

- ❑ **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 34 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. 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.
- ❑ **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.

For information about Best Management Practices (BMPs), Grading, and Driveway Design contact the Engineering and Surveying Division (ESD) at 530-581-6227