

SITE ASSESSMENT INFORMATION & APPLICATION

Prior to applying for a permit to modify or expand the footprint of your residence, you must first determine if you have land coverage available. Land coverage is a man-made structure, improvement, or covering that prevents normal precipitation from directly reaching the surface of the land. Such structures, improvements or coverings could include roofs, decks, paved surfaces, walkways, driveways, parking lots, tennis courts and patios. Land coverage can also include compacted soil used for walking or driving on. TRPA limits the amount of coverage in order protect lake clarity by maximizing the amount of land available to infiltrate water and filter nutrients.

I. APPLICATION PROCESS

Step 1: **Determine if a site assessment is needed.** If land capability or land coverage has already been verified on your property (or was approved as part of a past permit), there is no need for another evaluation. Visit the [parcel tracker](#) to view TRPA records relating to land coverage, land capability, and IPES. In some cases, your local building department may have land capability and coverage data in their records.

Step 2: **Determine what type of evaluation you need.** If coverage or land capability information is not available on your property, one of these evaluations will be needed:

Full Site Assessment: Verification of both land capability and existing coverage for single-family residential properties built before 1987. The Land capability verification will assign a score ranging from 1-7, based on an evaluation of soil type and slope. This score correlates to a percentage of base allowable coverage (ranging from 1-30 percent). The land coverage verification will determine if the existing coverage is legal existing (i.e. created before February 10th, 1972 or created thereafter with a permit). It is possible to have additional coverage (beyond the base allowable) grandfathered on your property.

Partial Site Assessment: Verification of land coverage only. Choose this option if land capability has already been verified on your parcel.

Verification & Banking Application: This [application](#) is used for verifications on multi-family, commercial, or other non-residential uses. This application can also be used to verify and bank development rights.

Individual Parcel Evaluation System (IPES): Most vacant single-family residential parcels were evaluated under the IPES system starting in 1987 and were assigned a score and percent of base allowable coverage. A site assessment is not needed for properties with an IPES score. If you have a vacant residential parcel that has not yet received an IPES score, you can apply for an [IPES evaluation](#).

Step 3: **Determine where to submit your site assessment application.** To streamline review, TRPA has [delegated review](#) to local building departments around the lake. If your property is in El Dorado County (outside city limits) or Placer County, submit your site assessment application at the building department office. For properties in the City of South Lake Tahoe, Washoe County and Douglas County, as well as all lakefront properties, submit your application to TRPA.

- Step 4:** **Prepare a site plan.** The application checklist details all elements that must be included on the site plan. Professional surveys are not required, but the site plan must be accurate and to scale. [View a sample site plan.](#)
- Step 5:** **Gather all evidence that the land coverage is legally existing.** Such evidence may include: original appraisal/assessor records from the County Assessor’s Office, county/city permit records, utility records, tax records, dated photos or aerial photography. Provide ALL available evidence.
- Step 6:** **Complete the application form in this packet and gather all required checklist items.**
- Step 7:** **Determine your [application fees.](#)**
- Step 8:** **Submit your application and required checklist items to TRPA.**
- Step 9:** **Work with a Planner.** Once your application is received it will be assigned to a planner for field verification and further review. It may not be possible to conduct a site visit when there is snow on the ground.
- Step 10:** **Receive your results.** Upon completion of review, site assessment results will be sent to your mailing address. If you are planning a project on your house, share your results with your architect to help guide the design process.
- Step 11:** **Appeal Procedures:** Land Capability can be re-reviewed at any time through the [land capability challenge](#) process. Land coverage can be re-reviewed at any time through a partial site assessment (only **additional** evidence will be reviewed). If you disagree with the final staff determination, you may appeal to the Governing Board (through an [appeal application](#)) within 21 days of the date the results were issued.

II. APPLICATION CHECKLIST

- Completed and signed application form**
- Completed Land Capability Verification Form, if applying for a full site assessment**
- [Application filing fee](#)
- Three (3) copies of the existing site plan (preferred size 24" x 36") showing the following:**
 - Property lines, easements, building setbacks, and edge of pavement at street
 - Map scale, north arrow
 - Assessor’s Parcel Number (APN), property address, property owner(s) name(s)
 - Topographic contour lines at 2-foot intervals
 - Parcel area in square feet
 - High and low water line, if adjacent to lake
 - Location of all existing land coverage (decks, driveways, garage, paths, sheds, building, etc.)
 - Existing land coverage calculations, including overhang reductions and off-site coverage
 - Trees greater than 14" dbh and rock outcrops
- Evidence that the existing development was legally established.** Including but not limited to: original appraisal/assessor records from the County Assessor’s Office, County/City permit records, utility records, tax records, dated photos or aerial photography. Provide ALL available evidence.

SITE ASSESSMENT APPLICATION

- Full (Land Capability and Coverage Verification) Partial (Coverage Verification only)

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 (if any) _____

Property Access/Information (gates, dogs, etc.) _____

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:** _____

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.: _____