

VERIFICATION INFORMATION & APPLICATION FORM

(Any projects including Banking must be processed by TRPA)

TRPA allows land coverage and development rights to be verified and banked for use on-site at a later date or for transfer to another parcel. This packet explains application requirements for both the verification processes. Note that any application including banking must be processed by TRPA.

I. PROCESS FOR SUBMITTAL OF VERIFICATION APPLICATIONS

- Step 1:** Look up existing parcel information. Visit the [parcel tracker](#) to see if any records are available relating to land coverage, land capability, or development rights.
- Step 2:** Check the property's title report to see if there are any bonds, assessments, back taxes, fees, or liens associated with the property. The applicant must receive authorization to convert development rights from all interested parties (e.g. parties or entities to whom the bond, assessment, back taxes, fees, or liens are owed).
- Step 3:** Determine whether your application can be submitted to your local building department or TRPA. [Where should I go to apply for verification?](#)
- Step 4:** Prepare a site plan and floor plans (if applicable). The application contains a checklist with all elements that must be included on the site plan and floor plans.
- Step 5:** Gather all evidence that the land coverage and/or development rights are 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 verification application in this packet and gather all required checklist items.
- Step 7:** Submit a [Land Capability Verification](#) application for concurrent review, if land capability has not been previously verified.
- Step 8:** Determine your [application fees](#).
- Step 9:** Submit your application(s) and required checklist items to TRPA.
- Step 10:** Work with a Planner. Once your application is received it will be assigned to a planner for field verification and further review.
- Step 11:** Receive your results or permit. Upon completion of review, verification results will be sent in the mail.

II. DEFINITIONS AND INFORMATION

DEFINITIONS RELATED TO COVERAGE AND DEVELOPMENT RIGHTS

Land Coverage: A man-made structure, improvement, or covering, either created before February 10th, 1972 or created thereafter with a permit, 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.

Hard Coverage: Man-made structures, improvements or coverings

Soft Coverage: Compacted areas without structures

Commercial Floor Area: The gross square footage of floor area within the outer wall of a commercial building, not including stairwells and airshafts. It may also include the square footage of other facilities relating to such building, including but not limited to decks that are designated for commercial use under a permit. A type of Development Right.

Tourist Accommodation Unit: A unit, with one or more bedrooms and with or without cooking facilities, primarily designed to be rented by the day or week and occupied on a temporary basis. A type of Development Right.

Residential Unit of Use: Existing residential unit constructed prior to TRPA or thereafter with a TRPA permit. Must contain cooking facilities, bathing and toilet facilities, and living and sleeping areas. May be associated with a single-family house containing one residential unit or a multi-residential development containing more than one unit per parcel. Other uses that contain residential units of use are listed in Chapter 21 of the TRPA Code or Ordinances. A type of Development Right.

Potential Residential Units of Use: Attached to certain parcels in the basin, it's the ability to develop a vacant lot for a new residential dwelling. A potential residential unit of use together with a residential allocation becomes an existing residential unit of use upon construction. (Previously known as Residential Development Rights)

Verified/Legally Existing: Legally present or approved on the effective date of the Regional Plan or subsequently legally constructed, commenced, or approved pursuant to necessary permits.

Banked: Verified legally existing land coverage or development rights that have been physically removed but remain associated with a parcel. These banked rights may be used onsite (if eligible) or transferred to another parcel for use at a later time.

Derelict: An abandoned structure or other development. Evidence of abandonment includes lack of maintenance, access, utility connections, habitability, or ability to function in the applicable use category.

Excess Land Coverage: Verified coverage that exceeds the base allowable.

Potential Land Coverage: The land coverage that is allowed as base coverage but does not physically exist. Potential land coverage is a percentage prescribed by either the Bailey or IPES score. Potential coverage does not have to be verified or banked prior to transfer.



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.trpa.org

VERIFICATION APPLICATION FORM

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) _____

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:** _____

Check each box that applies and complete the associated checklist	
	Verification
Existing Land Coverage	<input type="checkbox"/>
Commercial Floor Area	<input type="checkbox"/>
Tourist Accommodation Units	<input type="checkbox"/>
Residential Units of Use	<input type="checkbox"/>
Potential Residential Unit of Use	<input type="checkbox"/>

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

The following section contains checklists of required items to be submitted with your application. **NOTE:** If applying for verifications in more than one category a **total** of three (3) site plans will be sufficient to complete the review.

LAND COVERAGE VERIFICATION

- Completed and signed application form**
- [Application filing fee](#)
- Verified land capability or IPES score, if available**
- 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)
 - Parcel area in square feet
 - Verified land capability districts (if available)
 - High and low water line, if adjacent to lake
 - Location of all existing land coverage (i.e. walks, 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
 - Topographic contour lines at 2-foot intervals
- 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.

COMMERCIAL FLOOR AREA VERIFICATION

- Completed and signed application form**
- [Application filing fee](#)
- Verified land capability, if available**
- One (1) copy 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)
 - Verified land capability districts (if available)
 - Location and dimension of all existing structures
- Three (3) copies of the existing floor plans with scaled dimensions and calculation of total floor area**
- Photographs of existing development showing interior commercial areas**
- Evidence that the existing development was legally established (including but not limited to: original appraisal records from the County Assessor's Office, County/City permit records, utility records, tax records, dated photos or aerial photography. Provide ALL available evidence.**

TOURIST ACCOMMODATION UNITS VERIFICATION

- Completed and signed application form**
- [Application filing fee](#)
- Verified land capability, if available**
- One (1) copy 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)
 - Verified land capability districts (if available)
 - Location and dimension of all existing structures
- Three (3) copies of the existing floor plans with scaled dimensions and calculation of total number of units**
- Photographs of existing development showing interior units**
- Evidence that the existing development was legally established (including but not limited to: original appraisal records from the County Assessor's Office, County/City permit records, utility records, tax records, dated photos or aerial photography. Provide ALL available evidence.**

RESIDENTIAL UNITS OF USE VERIFICATION

- Completed and signed application form**
- [Application filing fee](#)
- Verified land capability or IPES score, if available**
- 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)
 - Verified land capability districts (if available)
 - Location and dimension of all existing structures
 - For Single Family properties, delineation of units (separate floor plans may be necessary)
- If more than one unit, three (3) copies of the existing floor plans with scaled dimensions and calculation of total number of units**
- Photographs of the interior of the residence(s) (kitchens, bathrooms, etc.)**
- Evidence that the existing development was legally established (including but not limited to: original appraisal records from the County Assessor's Office, County/City permit records, utility records, tax records, dated photos or aerial photography. Provide ALL available evidence.**

POTENTIAL RESIDENTIAL UNITS OF USE VERIFICATION

- Completed and signed application form**
- [Application filing fee](#)
- Verified land capability or IPES score, If available**
- One (1) copy 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)
 - Verified land capability districts (if available)
 - Location and dimension of all existing structures