



OFFICE  
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Phone: (775) 588-4547  
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MAIL  
PO Box 5310  
Stateline, NV 89449-5310  
www.trpa.org

HOURS  
Monday-Friday  
9:00 am-5:00 pm  
New Applications Until 4:00 pm  
trpa@trpa.org

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## ***HISTORIC RESOURCE ADMINISTRATIVE DETERMINATION APPLICATION***

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### **All applications are subject to an Information Technologies (IT) surcharge**

#### **How to Apply for a Historic Determination**

This packet explains the Tahoe Regional Planning Agency (TRPA) process for determining if a property contains significant historic resources which generally involves buildings greater than 50 years of age. The TRPA uses the best available science and planning practices to review each project individually so that Lake Tahoe can continue to be an Outstanding National Resource Water for this and future generations. TRPA's thorough project review standards are designed to balance the impacts of the built environment with the protection of Lake Tahoe's fragile, natural environment. The Agency values every project applicant and works hard to serve the public promptly and fairly. Please read this packet thoroughly. We hope it answers most of your application questions. If not, please call TRPA at (775) 588-4547. Planners are available to assist you by phone or at our offices Monday through Friday, 9:00 a.m. to 5:00 p.m. Applications are received from 9:00 a.m. to 4:00 p.m.

Please be aware that we may require information beyond that presented in this packet. Once your application is submitted, TRPA will contact you if additional information is required to adequately review your project.

#### **Errors and Omissions**

While this document strives to cover most relevant regulations found in the TRPA Code of Ordinances, errors and omissions may exist as a result of the adoption of new ordinances, revision of existing ordinances, incomplete document updates, or original omission at the time of document preparation. Compliance with TRPA ordinances may apply beyond those identified in this packet in order to lawfully approve a project proposal.

#### **Demolition/Alteration of Cultural Resources**

Not all old buildings are historically significant, but it is important to document those that contribute to the cultural heritage of our region and state prior to their demolition or alteration. In some cases demolition cannot occur unless certain conditions exist. The California, Nevada, and Placer County historic agencies do not accept applications from the general public; therefore, you may submit the following information to TRPA. TRPA will then submit the application to the appropriate agency and forward you the response.

#### **Prior to Application Submittal**

Prior to submitting your project application you will need the following items:

**Complete the appropriate forms.** The Project Review application form must be completed along with the forms in this packet, and all checklist items provided.

**Obtain the required signatures.** The owner of the parcel must sign the application and, if applicable, complete and sign the Authorization For Representation. Forms without an original signature from the property owner will not be accepted. **Faxed signatures and xerox copies will not be accepted.**

### **Complete Application**

TRPA staff will review an application for completeness within 30 days from the date of submittal. If additional items are needed or checklist items are lacking, a notice will be sent to you and/or your representative indicating what additional information is needed to make the application complete. If the application is determined to be complete, a notice will be sent to you or your representative confirming this determination. A complete application notice is NOT a conceptual approval of your application, nor is it a determination that the information submitted for review is accurate or approvable. TRPA will not hold incomplete projects for an indefinite period of time (normally not more than 60 to 90 days depending on the items required to make a complete application).

### **Request for Additional Information**

Once review of your application has begun, additional information may still be required. TRPA staff attempts to identify all information needed to review a historic determination at the "complete application" stage, however, some items cannot be identified until the review of the application has commenced. If additional information is required, you and/or your representative will be notified of a timeline to provide the needed information.

### **Historic Review**

The amount of time to process an individual historic determination depends on the complexity of the project and the volume of applications submitted to the appropriate county or state agency who will be reviewing the information. Submitting a clear, complete and accurate application can speed the processing time through TRPA. You are strongly encouraged to submit your application(s) well in advance of the season in which you would like to submit your construction plans since the historic determination may contain architectural information which you will need to incorporate into your final designs. Ideally, submit your application one year prior to the year in which you wish to build.

### **Timeline for Appeals**

If an applicant wishes to appeal a final decision by TRPA, pursuant to Rule 11.2 of the TRPA Rules of Procedure, a Notice of Appeal form and filing fee must be submitted within twenty-one (21) days from the date TRPA issues its final decision (date on correspondence). After 21 days, no appeals can be made and the Agency's decision is final.



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**HISTORIC DETERMINATION  
REQUEST FOR REVIEW AND COMMENT**

TO BE COMPLETED BY TRPA STAFF AND SENT TO APPROPRIATE HISTORIC AGENCY

Date: \_\_\_\_\_

To:

From: Project Review Committee, TRPA

Applicant \_\_\_\_\_

Project Location/Assessor's Parcel Number (APN) \_\_\_\_\_

Street Address \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_

County \_\_\_\_\_ Previous APN \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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**TAHOE  
REGIONAL  
PLANNING  
AGENCY**

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## PROJECT REVIEW APPLICATION FORM

NEW APPLICATION     PLAN REVISION     NEW DEVELOPMENT     REBUILD, ADDITION, REMODEL

- |  |  |
|--|--|
| <input type="checkbox"/> Banking/Verification of Coverage and Uses       | <input type="checkbox"/> Tourist Accommodation               |
| <input type="checkbox"/> Single Family Residential Addition/Modification | <input type="checkbox"/> Linear Public Service Facility      |
| <input type="checkbox"/> New Single Family Residential                   | <input type="checkbox"/> Public Service Facility             |
| <input type="checkbox"/> Multi-Family Residential                        | <input type="checkbox"/> Allocation Assignment               |
| <input type="checkbox"/> Commercial                                      | <input type="checkbox"/> Lot Line Adjustment/ROW Abandonment |
| <input type="checkbox"/> Sign  | <input type="checkbox"/> Subdivision of Existing Structures  |
| <input type="checkbox"/> Grading   | <input type="checkbox"/> Recreation                          |
| <input type="checkbox"/> Transfer of Bankable Rights                     | <input type="checkbox"/> Resources                           |
| <input type="checkbox"/> Shorezone and/or Lakezone Project               | <input type="checkbox"/> Buoy Project                        |

**Applicant** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Representative or Agent** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Owner** \_\_\_\_\_  Same as Applicant  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Project Location/Assessor's Parcel Number (APN)** \_\_\_\_\_  
 Street Address \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_  
 County \_\_\_\_\_ Previous APN \_\_\_\_\_  
 (if changed by county assessor since 1987)

**Brief Description of Project:** \_\_\_\_\_  
 \_\_\_\_\_

**Plan Area Statement/Community Plan:** \_\_\_\_\_ (view maps)

**Property Restrictions/Easements** (List any deed restrictions, easements or other restrictions):  None  
 \_\_\_\_\_  
 \_\_\_\_\_

**Prior Approvals** (List any prior CTRPA/TRPA approvals/permits for the subject property):  None (go to file search)

Description: \_\_\_\_\_ TRPA File No: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_ TRPA File No: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION:**

I hereby authorize TRPA to access the property for the purpose of site visits. I hereby declare under penalty of perjury that this application and all information submitted as part of this application are 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 be submitted in connection with this application be incorrect or untrue, TRPA may rescind any approval or take other appropriate action. I further understand that additional information may be required by TRPA to review this project.

Signature: (Original signature required.)

\_\_\_\_\_ At \_\_\_\_\_ Date: \_\_\_\_\_  
Person Preparing Application County

**AUTHORIZATION FOR REPRESENTATION (Original signatures required):**

The following person(s) own the subject property (Assessor's Parcel Number(s) \_\_\_\_\_) or have sufficient interest therein 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): (Original signature required.)

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **HISTORIC DETERMINATION APPLICATION CHECKLIST**

APPLICATIONS LACKING ANY OF THE FOLLOWING ITEMS WILL NOT BE ACCEPTED. TRPA OR YOUR LOCAL JURISDICTION MAY REQUIRE ADDITIONAL INFORMATION ABOVE AND BEYOND THE CHECKLIST ITEMS TO REVIEW THIS APPLICATION.

Each item and number corresponds to TRPA's Master Checklist (784 k download) available at our offices or online. Refer to the *Master Checklist* for more information on any item.

PROJECT NAME: \_\_\_\_\_

CURRENT ASSESSOR'S PARCEL NUMBER (APN): \_\_\_\_\_

PREVIOUS ASSESSOR'S PARCEL NUMBER (APN): \_\_\_\_\_

Applicant TRPA

- \_\_\_\_\_ 2. Complete Application with original signed authorization and checklist.
- \_\_\_\_\_ 3. Application Fee: Please refer to the TRPA Filing Fee Schedule (275k pdf) available at TRPA offices or online. Filing Fee: \$ \_\_\_\_\_ + Information Technology (IT) surcharge: \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ 7. Two (2) copies of site plans showing existing and proposed conditions, elevation drawings, and floor plans—drawn to a standard scale, on a minimum page size of 18" x 24", with dimensions labeled and including the following:
  - \_\_\_\_\_ b. Map scale and north arrow.
  - \_\_\_\_\_ c. Assessor's parcel number (APN) and property address.
  - \_\_\_\_\_ n. If there is more than one building on the parcel, include a sketch indicating the location of the structure to be demolished/altered.
- \_\_\_\_\_ 10. Exterior photographs that clearly record the condition of all four sides of the building. If this is one of a cluster of buildings, please include an additional photograph that shows the structure in context with the nearby buildings.
- \_\_\_\_\_ Proof of the age of the building, such as: Assessor's parcel records, the original building permit, or personal records.
- \_\_\_\_\_ Building permits for exterior modifications—Major building modifications, such as additions or changes in the exterior fabric of the building tend to diminish the architectural and historical significance of the building.
- \_\_\_\_\_ History of prior ownership—In order to determine the historical significance of a building, the agencies will need some information about who the former owners of the building were. In some cases a title search, copies of deeds, family documentation or oral history from previous owners may be required.
- \_\_\_\_\_ Written description of proposed demolition or alteration to the buildings on the property.