



GENERAL PLANNING APPLICATION

Application Type:

- | | | |
|--|--|---|
| <input type="checkbox"/> Major Design Review | <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> City Code Amendment | <input type="checkbox"/> Plan Revision |
| <input type="checkbox"/> Major Variance | <input type="checkbox"/> Plan Area Statement Amendment | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Minor Variance | <input type="checkbox"/> Community/Area Plan Amendment | |

- TRPA Mou Project **[for staff use]**

Project Name: _____

Site Address: _____

Assessor's Parcel Number: _____

Applicant Name: _____ **Applicant Phone #:** _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Applicant Email Address: _____

The applicant will be considered the primary point for correspondence and contact from the City unless requested in writing.

Property Owner Name: _____ **Owner Phone #:** _____

Owner Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Property Owner Email Address: _____

Property Restrictions/Easements (List any deed restrictions, easements or other restrictions):

- None

PROJECT DESCRIPTION:

Existing site conditions: _____

What is the lot size for each parcel in the project area?: _____

What is the current use of the property?: _____

Please list all previous use(s) of the site for the last 10 years: _____

Are there any structures or buildings on the property?: Yes No

If yes, how many?: _____

What are the current uses of each building/structure?: _____

What is the height of each building/structure?: _____

What is the construction date of each building/structure?: _____

Are there any easements on the property?: Yes No

What is the land capability of the property?: _____ Mapped TRPA verified

Are there any trees on the property?: Yes No

Are there any trees proposed to be removed?: Yes No

Does the property contain any natural drainage ways?: Yes No

What land uses surround the property?: _____

How much new floor area is proposed?: _____

If applicable, where is the Commercial Floor Area coming from?: _____

How many new residential units are proposed?: _____ Not Applicable

INFORMATION ON SUBMITTING A COMPLETE APPLICATION

Refer to the appropriate Planning Commercial or Residential Submittal Checklist for your project. All applicable items on the checklist shall be submitted along with this application and associated fees in order to submit the application. If any required information is not provided, the application will not be accepted. By submitting the signed General Planning Application and the Planning Application Submittal Checklist, the applicant is stating that all required documentation is being submitted. Failure to submit a complete plan review package will delay your plan review. Some applications may require unique or additional information which may be requested at the time of submittal or during the application completeness review.

TYPES OF APPLICATION

New development and redevelopment (reuse and building modification) within the City is generally subject to City approval. Individual project applications will be reviewed to determine consistency with the City adopted plans, municipal code and other regulatory documents. There are five categories of project application types, as follows:

Minor Design Review – To provide a comprehensive review process of minor projects (including remodels) and to verify consistency with Design Standards in the City Code.

Major Design Review – To provide a comprehensive review process of major projects (including remodels) and to verify consistency with Design Standards in the City Code.

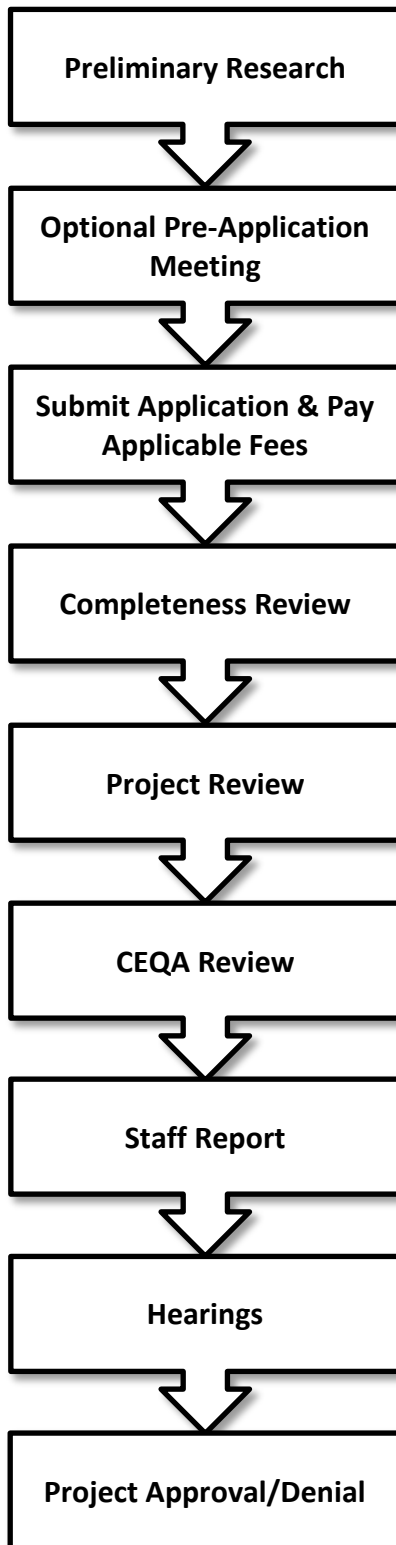
Variance– The City Development Code has many standards regulating such items as building setbacks, design of buildings, parking lots and signs. There are instances when the strict compliance with the standard cannot occur due to a unique situation associated with the property. In those instances, the variance process can be used to seek administrative relief. California State law requires local jurisdictions, when granting variances to local zoning laws, do so only when findings are made. These findings are:

- a special circumstance exists which precludes the property from conforming to the standard and/or
- the strict application of the zoning laws deprives the property of privileges enjoyed by other properties in the vicinity under identical zoning classification.

Special Use Permit– This type of application is for uses that are identified to be potentially incompatible with uses planned for the area. The permit allows the City to approve these uses with conditions that will make it compatible. Conditions may be related to the operation of use as well as its design. Timeshares and Hotel/Condominiums also require approval of Special Use Permits. Approved special use permits are tied to the property where they were approved.

Plan/Code Amendment – Amendments to a Plan Area Statement, Community Plan, Area Plan, General Plan, or Development Code must be considered by the City Council after a recommendation from the Planning Commission is provided.

REVIEW PROCESS



Prior to application submittal the applicant should conduct basic research and contact the Planning Division.

The city offers applicants the option to meet with staff from various departments prior to submitting a formal application in order to obtain, non-binding direction and general information.

Within thirty (30) days of submission your application will have been reviewed for completeness. If your application is deemed incomplete, the project reviewer will send a letter which indicates the additional information required to proceed with the review.

A thorough review is done of your project application. The Planning Division routes your application through the Development Review Team to solicit comments from City departments and other agencies of jurisdiction.

If your project requires environmental review per the California Environmental Quality Act (CEQA), it is done in this phase. The CEQA process can take from one month to a year, depending upon the complexity of the project.

A staff report of the proposed project will be prepared. If the application is to be seen before an administrative body the report will be available 3 days prior to the scheduled public hearing.

Projects with a certain size/scope will be sent for a public hearing before the Zoning Administrator and/or Planning Commission. Some projects require approval from the City Council.

Once the review and hearing phases (if necessary) are complete, the project will be approved or denied. Decisions may be appealed within 15 days. The appeal shall be filed with the City Clerk and should include applicable fees.

ENVIRONMENTAL INFORMATION FORM

Purpose:

The information on this form is used by City planners to determine whether a project is subject to requirements of the California Environmental Quality Act (CEQA) and, if necessary, the level of CEQA review necessary.

Process:

The applicant shall complete the attached “**Environmental Information Form**” which provides environmental information about the project.

Categorical Exemption:

Planning Staff will start the preliminary review and based on the project description and the Environmental Information Form, decide whether the proposed project falls into a category that has been determined by the State of California not to have a significant affect on the environment. If so, the project is considered to be “Categorically Exempt”.

Initial Study:

Should the preliminary review determine that the project is **not** “Categorically Exempt”, the applicant will be required to prepare an “**Environmental Checklist Form**” also known as an Initial Study. The Initial Study is the preliminary analysis to determine whether a Negative Declaration or an Environmental Impact Report is needed.

Negative Declaration:

A Negative Declaration or Mitigated Negative Declaration is prepared when the Initial study shows there is no substantial evidence that the project may have a significant effect on the environment, or when the Initial study identifies a potentially significant effect, but revisions to the project are made before the document is released for public review, avoiding or mitigating the effects. A Negative Declaration or Mitigated Negative Declaration requires a 30 day public review and comment period.

Environmental Impact Report (EIR):

An EIR is prepared when there is substantial evidence that any aspects of the project may cause a significant effect on the environment, and changes to the project do not avoid or mitigate the effect. An EIR requires a 45 day public review and comment period.

City and TRPA joint review:

In some cases, CEQA analysis and environmental impact analysis required by the Tahoe Regional Planning Agency (TRPA) will be conducted concurrently utilizing a joint CEQA/TRPA environmental document.

Please provide the following information, in addition to the information required with the General Planning Application. Where the answer to any question is “yes” please provide additional information below the checklist. Please be as detailed as possible. Note that either a “yes” or “no” answer does not automatically trigger additional environmental review requirements or exempt a project from environmental review requirements. Additional information may be requested, if necessary to make a determination of CEQA compliance.

Project Name: _____

Site Address: _____

Assessor’s Parcel Number: _____

Applicant Name: _____

Date submitted: _____

City General Plan Land Use designation: _____

General Plan Land Use Element: <http://www.cityofslt.us/DocumentCenter/View/5639>

City Plan Area/Community Plan District/Area Plan District: _____

City Zoning Map: <http://www.cityofslt.us/index.aspx?nid=149>

Is the project located in any of the following areas:	Yes	No
Visible from a State scenic highway (Hwy 89)? California Scenic Highway Mapping System: http://www.dot.ca.gov/hq/LandArch/16_livability/scenic_highway_s/index.htm		
Visible from public recreation areas or trails?		
In an area of scenic resources designated in a Community or Area Plan? http://www.cityofslt.us/index.aspx?nid=149		
On farmland or land zoned for agricultural use?		
Within 1/4 mile of residences, schools, hospitals, senior care facilities, or day care centers?		
Within 500 feet of a stream environment zone or riparian habitat?		
On property containing wetlands, marshes, vernal pools, etc.?		
Within the boundaries of a Habitat Conservation Plan, Natural Community Conservation plan or other habitat conservation plan?		
On property listed as a hazardous materials site? California Department of Toxic Substances Control Hazardous Waste and Substance Site List: http://www.dtsc.ca.gov/SiteCleanup/Cortese_List.cfm		
Within a 100-year flood hazard area? FEMA Flood Map Service Center: https://msc.fema.gov/portal		

Within the Airport Influence Area of the Lake Tahoe Airport Land Use Compatibility Plan? http://www.cityofslt.us/DocumentCenter/Home/View/1139		
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Does the project involve any of the following:	Yes	No
An existing or proposed use that is not allowed by the applicable Plan Area Statement, Community Plan, or Area Plan?		
Site grading or excavation?		
Change in building/structure mass		
Change in building/structure height?		
New residential dwelling units?		
Removal of residential dwelling units?		
New sources of dust, smoke, emissions, air pollutants, or odors?		
Tree removal or removal of native vegetation?		
Removal or relocation of rock outcroppings?		
Property containing buildings or structures with distinctive architectural style or features?		
Property known to be associated with people, events, or cultural values significant in United states, or California history?		
Property known to have had previous religious or sacred uses?		
Groundwater extraction or effects on groundwater?		
Alteration of a stream, watercourse, or surface drainage pattern?		
Mineral extraction?		
Displacement of residents?		
New sources of noise?		
Construction noise?		
Construction emissions?		

Construction vibrations?		
Require ongoing government services such as fire or police protection, use of schools, parks or other public facilities.		
A potential increase in traffic?		
New driveways or intersections, including relocation or alteration of existing driveways or intersections?		
Loading areas or other areas where vehicles typically idle?		
New sources of light or glare?		
An increase in energy usage?		
Use, storage, transport, treatment or disposal of hazardous materials		
New public transportation facilities, including roads?		
New water or sewer utility service?		
New stormwater facilities?		
Construction activities affecting 1 acre or more of land, requiring preparation of a Stormwater Pollution Prevention Plan?		
New landscapes that require the use of fertilizer or pesticides?		
New source of solid waste?		

Please provide additional information regarding any “yes” answers (Include additional pages if necessary):



APPLICATION FEE CALCULATION WORKSHEET

Please use the table below to calculate your application fee. Select the applicable permit type and additional actions below and sum the fees in the right column to arrive at your total application fee. Include full payment with your complete application.

1. Major Design Reviews, Variances, and Special Use Permits require Planning Commission public hearing, public noticing and noticing to affected property owners.
2. Tentative Subdivision Maps require Planning Commission and City Council public hearings, public noticing and noticing to affected property owners.
3. All projects are subject to the CEQA review fee. If it is determined that the project is not exempt from CEQA, additional fees may be required.

PERMIT TYPE BASE FEES	CHECK APPROPRIATE FEES
<input type="checkbox"/> Major Design Review <input type="checkbox"/> Major Variance <input type="checkbox"/> Special Use Permit	<input type="checkbox"/> \$2,000
<input type="checkbox"/> Minor Design Review <input type="checkbox"/> Minor Variance	<input type="checkbox"/> \$823
<input type="checkbox"/> Tentative Subdivision Map	<input type="checkbox"/> \$4,673
<input type="checkbox"/> City Permit Revision	<input type="checkbox"/> \$1,828
<input type="checkbox"/> City Permit Extension	<input type="checkbox"/> \$1,421
PROJECT REQUIRES PUBLIC HEARING	+
<input type="checkbox"/> Planning Commission Public Hearing	<input type="checkbox"/> \$308
<input type="checkbox"/> City Council Public Hearing	<input type="checkbox"/> \$308
OTHER FEES	+
<input type="checkbox"/> Categorical Exemption Fee	<input type="checkbox"/> \$263
<input type="checkbox"/> Public Notice Mailing Preparation	<input type="checkbox"/> \$187

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SUM ALL APPLICABLE FEES. FEE DUE ON SUBMITTAL →→→→→

\$ _____



2017 PLANNING APPLICATION SUBMITTAL CHECKLIST

Project #: _____ (for use by City Staff)	MOU Project: <input type="checkbox"/> Yes <input type="checkbox"/> No (for use by City Staff)
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This submittal checklist is provided for your use as a guide in submitting a complete application to the City of South Lake Tahoe. Please bring your completed checklist with you when you submit your planning permit application. This checklist will then be used to ensure that all materials are included in a submittal package before it is accepted for review. Acceptance of an application does not imply approval. However, it will enable the City to perform an efficient and comprehensive review if all items on this checklist are included. Additional information may be requested as part of the project review/plan check process. Incomplete submittals will cause delays in the application review process.

In general, the plans should be:

- Clearly delineated, showing all existing and new construction
- Drawn to scale and fully dimensioned
- Clear and legible; illegible plans will not be accepted

TO BE COMPLETED BY THE APPLICANT

Project Name: _____

Project address: _____

Parcel APN: _____

Application Documents

- Complete city Application form with property owner authorization
- Project Description
- Completed Design Checklist
- Completed Parking Checklist
- Completed Environmental Checklist
- Preliminary Title Report (for Major Design Review and/or Special Use Permits only)
- BMP Calculation Spreadsheet
- Applicable City Findings
- Applicable City Fees
- Provide a digital copy of all application documents on a CD or thumb drive

MOU Projects (if applicable)

- Complete TRPA Application form with property owner authorization
- Proof of TRPA Land Capability and Land Coverage Verification
- TRPA Initial Environmental Checklist (IEC)
- TRPA Change in Operation Form if applicable
- Soils/Hydrological report approval letter from TRPA if applicable
- Stormwater Pollution Prevention Plan (SWPPP) (sites greater than 1 acre) if applicable
- Existing and proposed land coverage calculation by land capability district on site plan
- Applicable TRPA Findings
- Applicable TRPA Fees

Plans

- Three complete full size sets (minimum size:18" X24")
- One reduced set plans and one set in PDF format (on a CD, thumb drive or emailed to planning@cityofslt.us)
- Include revision dates and clouding for all plan revisions if applicable

Title Page containing:

Plan Sheet # _____

- Project name & address, as well as project owner's name, address and phone number
- Assessor Parcel Number (APN)
- Name, title, address, phone number of design professional or plan preparer
- Project, Business or Tenant name
- Description of scope work identifying all work proposed under this permit
- Occupancy group classification
- Type of construction
- Existing and Proposed Gross area per floor
- Zoning district
- Building height
- Size of parcel
- Size of existing building (if applicable) and size of addition or remodel
- Parcel verified land capability district and allowable coverage by district
- Scale used for drawing
- Index of plan sheets
- Vicinity map identifying the subject property, the adjoining streets, and the major streets in the surrounding area within a one-quarter mile radius of the site and North arrow

Site Plan containing all applicable:

Plan Sheet # _____

- Full parcel(s) with all property lines, dimensions, bearings, adjacent street names, and all recorded easements
- Topographic contour lines at 2' intervals
- Stream Environment Zone (SEZ) and Backshore boundaries, and required setbacks
- High and low lake water lines
- Verified land capability district boundaries with area of each district
- Identified removed, relocated or proposed new coverage
- Existing and proposed building/structure footprints (labeled with square footage) and roof lines with all projections and dimensions to property lines
- Decks, porches, balconies, accessory structures, walls, patios, walkways
- Slope across building site
- Existing driveways, parking areas, and other paved surfaces
- All recorded easements
- All trees greater than 6" (existing and proposed for removal)
- All natural features such as rock outcroppings, watercourses, drainages, etc.
- Existing and proposed freestanding sign locations
- Existing and proposed lighting with specifications
- Existing and proposed utilities including locations of utility boxes/cabinets
- Location, height, and type of all existing and proposed fences within or adjacent to the parcel(s)
- Parking layout, driveway and sidewalk locations with dimensions and slopes
- Surface type for all hard/paved surfaces
- Existing fire hydrants within 500 feet of parcel
- Locations and size of trash enclosure(s)
- Existing and proposed land coverage calculations with breakdown of type of coverage (buildings, paving, compacted dirt, etc.)
- Allowed and proposed coverage calculations
- Accessible path of travel from the public way and accessible parking spaces to building entrance. Include locations of ramps, lifts, signage, etc.)
- Location of all existing and proposed exterior lighting
- Location of all existing and proposed Best Management Practices (BMPs)
- Edge of pavement at street
- North arrow and scale

Building Elevations containing:

Plan Sheet # _____

- Existing and proposed elevations of all sides designated by facing direction at a scale of 1/8"=1' or greater
- Wall finishes including materials and colors
- Roofing materials and color
- Lowest elevation of foundation wall at natural grade
- Roof pitch of each roof plane (may require separate roof plan)
- Height dimensions(lowest and highest point from natural grade)
- Finished floor elevations
- Scale used for drawing
- Existing and proposed building signs
- Existing and proposed topography adjacent to the building showing the natural grade and finished grade
- Existing and proposed building lights

Floor Plans containing:

Plan Sheet # _____

- Separate floor plans for each story including lofts and storage at an appropriate scale
- Use and size of each area or room labeled
- Total size in square feet of each floor and the entire structure
- Exterior entrances and exits
- Finished floor elevations
- Existing and proposed TRPA defined Commercial Floor Area(CFA)

Landscaping Plan containing:

Plan Sheet # _____

- North arrow
- Scale used for drawing
- Location of buildings, structure, driveways, parking areas, and streets in relation to the landscaping
- All trees greater than 6" (existing and proposed for removal)
- Existing and proposed planting areas
- Size, number, and type of trees, shrubs, and groundcover to be planted
- Legend with planting symbols with trees, shrubs, and groundcover identified by botanical name, common name, size at planting, spacing, and quantities
- Legend for irrigation system components
- Water Efficient Landscape Worksheet (for new construction involving ≥ 500 sf of landscape area and landscape rehabilitation of $\geq 2,500$ sf)
- Existing and proposed hardscape features (i.e. fountains, walkways, retaining walls, decorative walls, etc.)
- Existing and proposed landscape lighting with specifications

I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant's Name (Print): _____

Signature: _____ **Date:** _____