



CITY OF SOUTH LAKE TAHOE
Development Services Department, Planning Division
1052 Tata Lane, South Lake Tahoe, CA 96150
Phone (530) 542-6010 • Fax (530) 541-7524
Web address: www.cityofslt.us

RESIDENTIAL ALLOCATION APPLICATION

Single Family **Multi-Family** _____ # of units

Is the property within a Town Center? **Yes** **No**

Purpose:

This application is used to request a residential allocation.

Site Address: _____

Assessor's Parcel Number: _____

Please list all persons with ownership interest in the property. Properties owned by corporations, companies, partnerships or trusts require submittal of documentation identifying all owners, members or other parties with interests. Provide additional pages if necessary. All property owners shall sign the application or provide written authorization for this application.

Property Owner Name(s): _____

The following information will be used to contact the property owner(s) regarding the status of the application and information on the distribution of allocations. By signing and authorizing this application, all property owners consent to the contact person listed below as the responsible party for all correspondence with the City regarding this application. Please contact the City Permit Center to update contact information if necessary in the future.

Primary Contact Person Name: _____

Home Phone #: _____ **Mobile Phone #:** _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Declaration:

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(s) of the subject property. I understand that should any information or representation be submitted in connection with this application be incorrect or untrue, the City may rescind any approval or take other appropriate action. Provide additional pages if the necessary.

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Fees:

Amount Paid: _____ Received By: _____ Date: _____

INFORMATION ON SUBMITTING A COMPLETE RESIDENTIAL ALLOCATION APPLICATION

Each application shall contain the following information:

- Completed residential allocation application form, with the property owners(s) signature, including all parties holding a title interest.
- Copy of grant deed in the current property owner(s) name.
- Verification of the TRPA IPES or Bailey score with sufficient points to be accepted by the TRPA as “buildable” or proof of points purchased up to the designated “buildable” level. This information can be obtained on the TRPA website at <https://parcels.laketahoeinfo.org/>
- Application FEE and DEPOSIT, payable to the City of South Lake Tahoe

REVIEW PROCESS

When this application is submitted, City staff will verify the address, APN, zoning, and IPES buildable score. Staff will also check the Flood Insurance Rate Map to determine if the parcel is located in a flood zone. If located in a flood zone the parcel may be placed on the allocation waiting list, however, a FEMA Letter of Map Amendment is required before an allocation can be issued to the parcel.

If complete, the parcel will be placed at the end of the RESIDENTIAL ALLOCATION SINGLE FAMILY, MULTI-FAMILY, or TOWN CENTER WAITING LIST in the order that complete applications are received. When allocations are received from the TRPA they are distributed according to the current City Council residential allocation policy (Resolution 2018-46).

Fees: A non-refundable administrative fee and a refundable deposit will be collected at the time of application submittal. The deposit will be credited toward the City building permit fee after the allocation is issued or it will be refunded upon withdrawal from the list. Requests for a parcel to be removed from the list and the deposit returned must be made in writing.

Position on the list: Your position on the list is parcel and owner specific. It may not be transferred to any other property or owner. If the title to the property changes, or the property is sold before an allocation is issued, the property shall be removed from the list. The new owner of the property (if desired) shall submit the required application and fees to be placed at the end of the list. It is the responsibility of each list member to notify the City Permit Center immediately of any change in mailing address or contact information.

Checking your position on the list: You may contact the City Permit Center at permitcenter@cityofslt.us to find out your position on the waiting list. You may also check the City’s web page (<http://www.cityofslt.us/152/Residential-Allocation-Waiting-Lists>) to look at the waiting list. Any parcels receiving allocations will be removed and any new applications will be added.

Multi-parcel applicants: Only one allocation will be issued per owner, per year unless there are no other applicants on the waiting list or all applicants on the waitlist have declined.

Multi-Family allocations: Property owners who plan to develop multiple residential units on a single parcel shall submit the same information as required of the single family allocation list. The maximum number of multiple family allocations for one property is eight (8) within an allocation period (2 year cycle), except for projects located in a Town Center. The applicant shall pay the per application deposit plus the per unit fee as established in the City Master Fee Schedule.

Questions: Contact the City Permit Center (530) 542-6010 or permitcenter@cityofslt.us.

FOR STAFF USE ONLY

Plan Area, Area Plan or Community Plan:

Special Area or District: _____

Allowed Use: ___ Yes ___ No Requires Special Use Permit ___ Yes ___ No

FEMA FIRM flood zone: _____

Letter of Map Amendment required prior to acceptance of an allocation? ___ Yes ___ No

IPES Score: _____

All materials listed above have been submitted and verified to be accurate:
_____ Yes ___ No

Staff Signature: _____

Date: _____