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## 2019 GENERAL DEVELOPMENT 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"/> Cannabis Use Permit           | <input type="checkbox"/> City Code Amendment    |
| <input type="checkbox"/> Major Variance      | <input type="checkbox"/> Plan Area Statement Amendment | <input type="checkbox"/> Permit/Plan Revision   |
| <input type="checkbox"/> Minor Variance      | <input type="checkbox"/> Community/Area Plan Amendment | <input type="checkbox"/> Other _____            |

**Project Name:** \_\_\_\_\_

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:** \_\_\_\_\_

Owner Phone #: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Owner Email Address: \_\_\_\_\_

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

**Applicant Name:** \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

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**By signing and submitting this application, the applicant agrees to the following:**

1. Applicant and legal owner of the property, hereby agree to defend, indemnify and hold harmless the City and its agents, officers, and employees from any claim, action, or proceeding (collectively referred to as "Proceeding") brought against the City or its agents, officers, attorneys or employees to attack, set aside, void, or annul the City's decision to approve this permit, and any related approvals including certifications under CEQA. This indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such Proceeding. The City may elect to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification. In the event of such election, Applicant and legal owner of the property shall pay all of the costs related thereto, including without limitation reasonable attorney's fees and costs.
2. That all materials submitted as part of this application package are considered to be public information, may be posted on the internet, distributed to the necessary Committees, Commissions and Council as part of the approval process, and reviewed by the public.
3. To comply with all City ordinances and State laws relating to building construction for any and all aspects of the project proposed in this application.
4. Employees, agents, and/or consultants of the City of South Lake Tahoe are authorized to enter upon the subject property upon reasonable notice, as necessary, to inspect the premises and process this application.

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for adequate evaluation of this project to the best of my ability that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further understand that additional information may be required to be submitted before an adequate evaluation can be made by the City of South Lake Tahoe. Provide additional pages if the necessary.

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**City Fees:**

**Amount Paid:** \_\_\_\_\_ **Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For Staff Use Only**

Area Plan, Community Plan, PAS: \_\_\_\_\_

Special Area or Zoning District: \_\_\_\_\_

Flood Zone: \_\_\_\_\_

Airport Land Use Compatibility Safety Zone: \_\_\_\_\_

TRPA Memorandum of Understanding (MOU) Project: Yes \_\_\_\_\_ No \_\_\_\_\_

Individual project applications will be reviewed to determine consistency with the City’s General Plan, Area Plans, Plan Area Statements, the City of South Lake Tahoe City Code, and other regulatory documents. More information on the different types of development applications are provided below:

**I. Design Review (City Code Citation 6.10.090)**

Design Review ensures proposals meet adopted City design standards for siting, landscaping, elevations, scale, parking and circulation, etc. The intent is to promote sound land use development and architectural design consistent with City policies and standards for commercial, multi-family residential, industrial, recreation and public service uses. The level of review depends on the intensity of a proposed project.

There are two possible levels of Design Review:

Minor Design Review: Required for new multi-family with four or less units, for façade or other exterior improvements, and additions to existing structures that add up to fifty percent (50%) of the existing gross floor area or 5,000 square feet, whichever is less.

Major Design Review: Required for all new development and total tear down and rebuilds. All major design review projects visible from a TRPA designated scenic highway corridor (US 50, SR 89 and Pioneer Trail) require a public hearing before the Planning Commission.

**II. Variances (City Code Citation 6.55.630)**

City Code regulates the use of property, including the size, design, and siting of buildings that may be constructed on a piece of property. A variance is a request for an exception to a specific City Code standard. The level of review depends on the intensity of the variance request. A variance from a land development regulation, regardless of permit type, shall be granted only when the following finding can be made:

- 1) *Because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the regulation deprives such property of privileges enjoyed by other property in the vicinity and under identical plan area.*
- 2) *Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the same plan area in which such property is situated.*

There are two possible variance permit types:

Minor Variance: Requests that comprise a variance of 50% or less of a required setback for buildings, structures, residential driveways, parking pads or fences. The Zoning Administrator may grant a variance without a public notice or hearing.

Major Variance: Requests that comprise a variance of more than 50% of a required setback for buildings, structures, residential driveways, parking pads or fences. A public hearing is required and decisions on granting a variance can be made by either the Zoning Administrator or the Planning Commission.

### **III. Special Use Permit (City Code Citation 6.55.620)**

A special use permit is a discretionary permit issued by the Planning Commission, typically for uses that may be compatible with surrounding land uses under certain conditions. Each Area Plan, Community Plan, or Plan Area Statement will list land uses that require a special use permit. The permit allows the City to approve these uses with conditions that will make it compatible with surrounding uses and the objectives of applicable plans. Conditions may be related to the operation of use as well as its design. The Planning Commission may approve a special use permit only when the following findings can be made:

1. Necessary or desirable on a specific parcel;
2. Not injurious to the neighborhood;
3. Consistent with the intent of this chapter; and,
4. Consistent with the permitted uses in such plan area.

### **IV. Plan Area Statement/General Plan & Area Plan/City Code Amendment**

Plan Area Statements, Community Plans, Area Plans, General Plan, and City Code governs what kinds of land uses can go where and how development may occur. These documents represent the goals, policies and standards for implementing actions regarding development in the City. The City Council is the final approval body for amendments to these documents, with advisory recommendations from the Planning Commission and other commissions as appropriate.

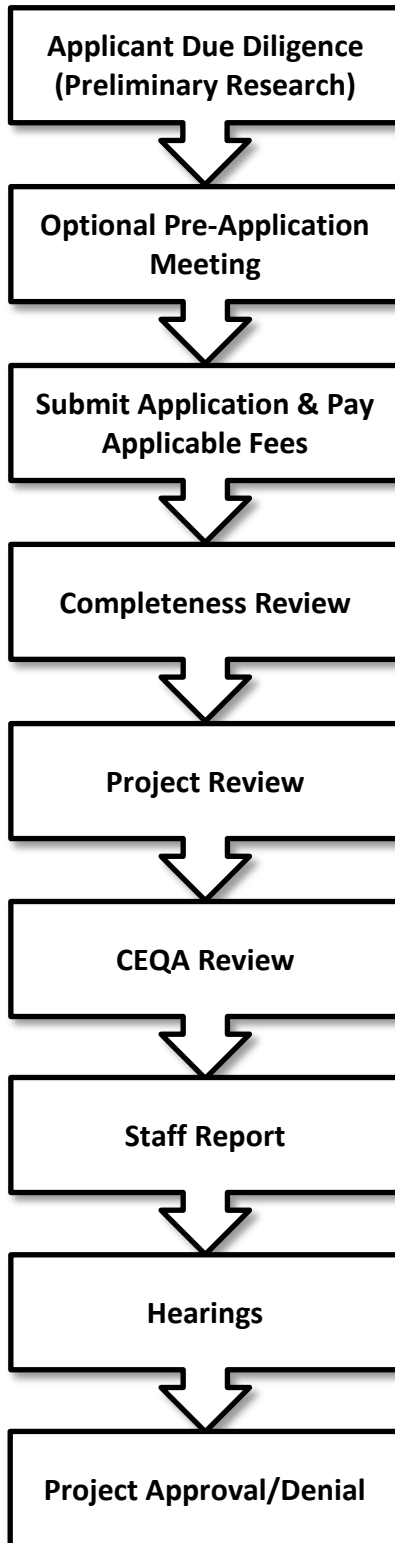
## SUBMITTAL REQUIREMENTS FOR EACH APPLICATION TYPE

The table below indicates the submittal requirements and review process for each Development Application. For information on fees, refer to the Fee Schedule which is available online at [www.cityofslt.us](http://www.cityofslt.us) or at the Permit Center (1052 Tata Lane).

| <b>City of South Lake Tahoe Development Application Type</b>                         |   |  |                     |                                     |
|--|---|--|---------------------|-------------------------------------|
| Required Submittal   | Design Review<br>(Major/Minor)                      | Variance<br>(Major/Minor)                        | Special Use Permit  | Plan Amendment &<br>Code Amendments |
| <b>Project Description</b>   | <b>X</b>  | <b>X</b>   | <b>X</b>            | <b>X</b>                            |
| <b>Findings</b>  |   | <b>X</b>   | <b>X</b>            |                                     |
| <b>Project Information Form</b>  | <b>X</b>  | <b>X</b>   | <b>X</b>            | <b>X</b>                            |
| <b>Plan Set – See Plan Set Submittal Checklist (3 Large Sets &amp; Digital Copy)</b> | <b>X</b>  | <b>X</b>   | <b>X</b>            | <b>X</b>                            |
| <b>Materials &amp; Colors Board</b>  | <b>X</b>  |  |                     |                                     |
| <b>Application Fees</b>  | <b>X</b>  | <b>X</b>   | <b>X</b>            | <b>X</b>                            |
| <b>Application Review Process</b>  |   |  |                     |                                     |
| Development Application Type   | Staff 30 Day Completeness Review/CEQA Determination | Public Notice/ Noticing Adjacent Property Owners | Planning Commission | City Council                        |
| <b>Special Use Permits<br/>Citation: 6.55.620</b>                                    | Yes   | Yes  | Yes                 | Only Upon Appeal                    |
| <b>Major Variance<br/>Citation: 6.55.630</b>   | Yes   | Yes  | Yes                 | Only Upon Appeal                    |
| <b>Minor Variance:<br/>Citation 6.55.630</b>   | Yes   | No   | Only Upon Appeal    | Only Upon Appeal                    |
| <b>Major Design Review<br/>Citation: 6.10.090</b>                                    | Yes   | Yes  | Yes*                | Only Upon Appeal                    |
| <b>Minor Design Review:<br/>6.10.090</b>   | Yes   | No   | Only Upon Appeal    | Only Upon Appeal                    |
| <b>General Plan/Area Plan/PAS Amendment<br/>Citation: 6.55.060</b>                   | Yes   | Yes  | Yes                 | Yes                                 |
| <b>City Code Amendment</b>   | Yes   | No   | Yes                 | Yes                                 |

\*Only projects that are visible from the TRPA designated scenic highway corridor (US50, SR 89 and Pioneer Trail)

## APPLICATION REVIEW PROCESS



Prior to application submittal the applicant should conduct basic research and contact the Planning Division at (530) 542-6010. or [planning@cityofslt.us](mailto:planning@cityofslt.us).

The city offers applicants the option to meet with staff from various departments prior to submitting a formal application in order to obtain feedback on a project proposal, 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 for design review. Decisions for a use permit or variances may be appeal within five working days. The appeal shall be filed with the City Clerk and shall include applicable fees.



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## PROJECT INFORMATION FORM

This form is designed to collect the information necessary to conduct environmental evaluation and determine City Code compliance and conformance with the General Plan, as well as any applicable Area Plan, Community Plan, and Plan Area Statements for a proposed development project. The Information Form must be accompanied by all required supporting materials (e.g. Plan Set Submittal Checklist, General Development Application, etc.) for a complete project submittal.

**1. Project Name:** \_\_\_\_\_

**2. Property Description**

Street Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Area (sq. ft. or acres): \_\_\_\_\_

Developed: \_\_\_\_\_ Or? Vacant: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Existing Plan Area: \_\_\_\_\_

Existing Structures and Uses on Site: \_\_\_\_\_

List any Easements: \_\_\_\_\_

Describe Any Drainage: \_\_\_\_\_

List Major Plant Species on site: \_\_\_\_\_

\_\_\_\_\_

List Any Other Applications Associated with Project: \_\_\_\_\_

\_\_\_\_\_

List Previous Uses in Last 5 Years: \_\_\_\_\_

**3. Project Description**

Proposed Use: \_\_\_\_\_

General Project Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Fill out those sections below that apply to your project.

**Residential Uses:**

Number of dwelling units: \_\_\_\_\_

Density: \_\_\_\_\_

Parking: # of Covered: \_\_\_\_\_ # of Uncovered: \_\_\_\_\_

**Commercial and Industrial Uses:**

Type(s) of Use: \_\_\_\_\_

Acreage: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Employees on Largest Shift: \_\_\_\_\_

Total Number of Seats: \_\_\_\_\_

Building Capacity (# of people): \_\_\_\_\_

Gross Square footage: \_\_\_\_\_

Retail: \_\_\_\_\_

Restaurant: \_\_\_\_\_

Warehousing: \_\_\_\_\_

Office: \_\_\_\_\_

Manufacturing: \_\_\_\_\_

Other (describe): \_\_\_\_\_

Parking: Number of spaces: \_\_\_\_\_ Area (square feet): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Number of proposed signs: \_\_\_\_\_ \*Signs require a separate application

**4. Construction**

Number of buildings: Existing \_\_\_\_\_ Proposed: \_\_\_\_\_

Gross Floor Area: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Total Building Footprint: \_\_\_\_\_

Max. Building Height: \_\_\_\_\_

Siding Materials: \_\_\_\_\_

Roof Pitch: \_\_\_\_\_ Roof Surfaces: \_\_\_\_\_

Exterior Lighting, Type and Locations: \_\_\_\_\_



Height of Other Appurtenances (e.g., antennas, chimneys): \_\_\_\_\_

**5. Grading**

Natural vegetation to Remain and to be Removed (attach site plan): \_\_\_\_\_

Trees to Be Removed: \_\_\_\_\_

Maximum Cut Height: \_\_\_\_\_

Maximum Fill Height: \_\_\_\_\_

Total Area of Grading and Clearing: \_\_\_\_\_

Alterations to Drainage Patterns: \_\_\_\_\_

Temporary Access Routes, if any: \_\_\_\_\_

Are any of the following items applicable to the project?

Please discuss below all items checked yes (attach additional sheets as necessary).

|     |  | Yes | No |
|-----|--|-----|----|
| 1.  | Does the project result in a change to existing physical features, including water bodies, trees, hills, or substantial alteration of ground contours? |     |    |
| 2.  | Does the project result in a change in scenic views or vistas from existing residential areas, public lands, roads or trails?                          |     |    |
| 3.  | Will the project be visible from Lake Tahoe Blvd. or Emerald Bay Rd.?  |     |    |
| 4.  | Will the project result in a change in the pattern, scale or character of the surrounding area of the project?   |     |    |
| 5.  | Is the project within 1/4 mile of residences, schools, hospitals, senior care facilities, or day care centers?   |     |    |
| 6.  | Will the project result in changes in dust, ash, smoke, fumes or odors in vicinity?  |     |    |
| 7.  | Change in lake, stream or ground water quality or quantity, or alteration of existing drainage patterns?   |     |    |
| 8.  | Is the project within 500 feet of a stream environment zone or riparian habitat?   |     |    |
| 9.  | Will there be a substantial change in existing noise or vibration levels in the vicinity?  |     |    |
| 10. | Is the site on filled land or on a slope of ten percent (10%) or more?   |     |    |
| 11. | Will the project involve the use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives?                   |     |    |
| 12. | Will the project substantially increase fossil fuel consumption (electricity, oil, natural gas, etc)?  |     |    |
| 13. | Is the project related to a larger project or series of projects?  |     |    |
| 14. | Will the project require import or export of dirt (if yes, state amounts and borrow/disposal site)?  |     |    |
| 15. | Will the project require dust control during construction?   |     |    |
| 16. | Is the project substantially surrounded by urban uses?   |     |    |

|     |   |  |  |
|-----|---|--|--|
| 17. | Will the project have any impacts on traffic patterns?  |  |  |
| 18. | Will the project result in any impacts on water quality?  |  |  |
| 19. | Will the project require the need for additional municipal services (police, fire, water or sewer)? |  |  |
| 20. | Can the site be adequately served by all required utilities and public services?                    |  |  |

**Property Owner’s Affidavit\***

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for adequate evaluation of this project to the best of my ability that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further understand that additional information may be required to be submitted before an adequate evaluation can be made by the City of South Lake Tahoe.

Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

\* May be signed by the lessee or by an authorized agent/applicant if written authorization from the owner of record is filed concurrently with the application.



## 2019 PLAN SET SUBMITTAL CHECKLIST

Permit No.: \_\_\_\_\_ (for use by City Staff)

This submittal checklist is required to be completed by the applicant prior to submittal with all applicable sheets identified in columns provided and will be used to ensure that all items and sufficient detail is included before accepted for review.  
**APPLICANT SIGNATURE REQUIRED ON PAGE "3" OF "3" OF THIS DOCUMENT**

### PDF Submittal Requirements Checklist (all items are required to be accepted for review)

| Applicant Use:<br>Included |  |  | Staff Use Only:<br>Included    Missing |  |
|----------------------------|--|--|--|--|
| PDF # 1 -<br>Applications  |  | General Development Application Form <a href="#">Click here for Link</a>   |  |  |
|                            |  | Project Information Form   |  |  |
|                            |  | Plan Set Submittal Checklist   |  |  |
| PDF # 2 - Plans            |  | 3 Complete full size sets (minimum size 18" x 24")   |  |  |
|                            |  | 1 set reduced plan set (11 x 17 preferred)   |  |  |
|                            |  | Digital Copy of Plan Set on a <input type="checkbox"/> thumb drive <input type="checkbox"/> compact disc<br><input type="checkbox"/> email to <a href="mailto:planner@cityofslt.us">planner@cityofslt.us</a> |  |  |

|  |         |
|--|---------|
| <b>Plan Sheet Numbers Checklist to be Completed by Applicant</b> | Sheet # |
| <b>Plan sets shall consist of:</b>                               |         |

| TITLE PAGE   |  |
|--|--|
| 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  |  |
| Existing and proposed gross area per floor   |  |
| Existing and proposed zoning district  |  |
| Existing and proposed 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 (Approved scales: 1' = 10, 1"=20, 1"=30")   |  |
| 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 |  |
|  |  |

| <b>SITE PLAN SHEET INFORMATION</b>   | 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 existing trees and trees proposed for removal with DBH   |         |
| 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   |         |
| <b>BUILDING ELEVATIONS</b>   | 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   |         |
| <b>FLOOR PLAN</b>   | 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)   |         |
| <b>LANDSCAPE PLAN</b>   | 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 and rehabilitated landscapes $\geq$ 2,500 sf of landscape area)                             |         |
| 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 (Applicant Representative) Name Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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