



City of South Lake Tahoe

"making a positive difference now"

GENERAL PLANNING APPLICATION

Application Type:

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

Project Name: _____

Site Address: _____

Assessor's Parcel Number: _____

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

Applicant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

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

None

Area of Landscape Associated with Project _____

GENERAL PLANNING APPLICATION INFORMATION

PURPOSE

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

Variance (VAR) – The City Zoning Ordinance 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 can not occur due to a unique problem 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 (SUP) – This class of project is for uses that are identified to be 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.

Timeshare Use Permit (TUP) – To provide a comprehensive review of the conversion of proposals for vacation time-sharing projects to be approved by the city council and, if applicable, the redevelopment agency.

Amendment: Plan Area statement/Community Plan/General Plan (AMEND) – To suggest proposed amendments to the City Planning Laws, regulation such areas as land use, signs, design standards and parking, by bringing such proposals before the decision makers at a public hearing.

Purpose of/Information on **Public Hearing/Notification** –Projects of a certain scope requires a public hearing. Public notification of the application and hearing date will be placed in the local paper. Notification of the application proposal and hearing date will be sent to adjacent property owners (300 foot radius). This allows property owners who may be affected by the request the opportunity to provide written and/or oral testimony at the hearing.

INFORMATION ON SUBMITTING A COMPLETE APPLICATION

Each application shall contain the following information. Some applications may require additional information. Consult with the counter planner (542-6020) to determine whether additional materials are required. If any required information is not provided, the application will not be accepted.

Items marked (X) are typically required for a complete application.

Application Type	MDR	VAR	SUP	TUP	AMEN D
Project Description	X	X	X	X	X
Site Plan (5 sets)	X	X	X	X	
Building Elevation (5 sets)	X	X	X		
Landscape/Irrigation Plan	X	***	X		
Fence Detail	X				
Building Colors & Materials Sample	X				
Floor Plans (5 sets)	X		X		
Application Fee	X	X	X	X	X
Signage Application	***				
Design Checklist *	X	X			
Parking Checklist	X	***			
Environmental Checklist	X	X	X	X	X
Public Notification Info.		***	X	X	X

*Design Checklist is dependent on project location. Checklists: Stateline/Ski Run Community Plan Redevelopment design, Bijou/ Al Tahoe, Industrial Tract and Citywide Design.

*** Often required.

REVIEW PROCESS

Planning Division Review Process

Before construction begins most projects will need approval by the City's Planning Division.

1. Preliminary Research

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

2. Optional Pre-Application Meeting

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

3. Submit Planning Application and Pay Fees

Submit a formal application with the Planning Division.

4. Completeness Review

Within thirty 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.

5. Project Review

A thorough review is done of your project application. The Planning Division routes copies to the City department, as well as outside agencies, for their comments.

6. CEQA

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.

7. Staff Report

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.

8. Hearings

Projects with a certain size/scope will be sent for a public hearing before the Zoning Administrator and/or the Planning Commission. Some projects require approval from the City Council. Staff will present the staff report; afterwards the opportunity for input will be given to the applicant and public.

9. Project Approval/Denial

Once the review and hearing phases (if necessary) are complete, the project will be approved or denied. Usually, approval requires conditions (things that must occur during or prior to construction) to be met. Decisions may be appealed within 5 working days.

