



# City of South Lake Tahoe

"making positive difference now"

## UNDERSTANDING THE CITY OF SOUTHLAKE TAHOE MULTI-FAMILY RESIDENTIAL ALLOCATION PROCESS

The City of South Lake Tahoe and the Tahoe Regional Planning Agency (TRPA) have a growth management system that requires an allocation to construct a residential project or to begin a residential use.

Due to a recent TRPA change, the City of South Lake Tahoe has 66 allocations to distribute for calendar years 2015 and 2016. To date, TRPA has issued 59 allocations, reserving 7 allocations for properties below the IPES score.

The City of South Lake Tahoe residential allocation procedures; and a resolution revising the City of South Lake Tahoe Green Building Incentive Program include the following:

- ❖ Assigned 49% of the allocations (29 for CY15-16) for town centers in the Area Plans to incentivize development and revitalization;
- ❖ Retain the existing division of the remaining 51% allocations (30 for CY15-16) between multi-family (1/3) and single family residences (2/3);
- ❖ Delete the provision allowing projects using green building to advance to the top of the allocations waiting list; and
- ❖ Amend the process for multi-family allocations and require applicants to submit for a building permit within six months of design review approval, or one year after submitting for design review.

### **The information below is for property owners interested in getting on the allocation waiting list and the process after receiving a residential allocation**

1. First you need to get on the allocation waiting list by submitting a Residential Allocation Application, copy of grant deed showing property ownership, application fee, and deposit. Please contact Permit Center staff for current fees. You will be placed on the City allocation waiting list for your choice of single family or multi-family in the order the application is received. ***You can track you movement on the waiting list at*** <http://www.cityofslt.us/index.aspx?NID=152>.
2. When the City receives allocations from TRPA and your name has moved to the top of the list and is included in the number of allocations to be offered, you will be notified by certified mail. You will have 30 days to either 1) accept the allocation, 2) go back to the end of the list and pay a new application fee, 3) ask to be removed from the list and have your deposit refunded. Please note the application fee is not refundable.
3. Upon acceptance of your allocation(s) you will be required to submit the following to the City of South Lake Tahoe Permit Center by the required **critical** dates on your acceptance letter as follows:

### **Design Review:**

- All multiple family projects must complete the City of South Lake Tahoe Design Review process *prior* to submitting building plans for review by the Building Division. The completed Design Review packet must be submitted to the Planning Division for project review and approval by the required date listed on your Notification Letter (three months after the date of the notification letter). Applications for Design Review are available at the City of South Lake Tahoe Planning Division, 1052 Tata Lane or online at: <http://www.cityofslt.us/index.aspx?nid=144>. Please contact the Permit Center for applicable fees.

- Within 6 months of a design review approval or one year after submitting for design review, **whichever comes first**, the property owner shall submit a building permit application, worksheet, and engineered building plans to the City of South Lake Tahoe Building Division.
- **Fire Sprinkler Plans.** Fire sprinklers are required for all new residential projects, and a licensed fire sprinkler contractor must prepare fire sprinkler plans. Submit these plans to the Permit Center within 5 months of a design review approval or 11 months after submitting for design review, **whichever comes first**, and a minimum of one month prior to submittal of your plans. The Building Official will review fire sprinkler plans and will issue a “New Residential Water Connection” form. You will be notified to pick up this form to take to South Tahoe Public Utility District (STPUD). If your parcel is located in Tahoe Keys or Lukins Water District, the building plans can go directly to STPUD for the sewer stamps and fire sprinkler plans may be deferred but must be submitted to the Permit Center for review and approval prior to issuance of the building permit.
- **STPUD Approval.** All plan sets must be submitted to STPUD who will collect the hook-up fees and stamp the plans.
- **Liberty Energy Approval.** All plans sets must be submitted to Liberty Energy to stamp the site plan page and mark where they want the electrical panel to be placed.
- **Bailey Information.** TRPA Bailey Score for property.
- **Complete Package.** Within 6 months of a design review approval or one year after submitting for design review, **whichever comes first**, the property owner shall submit building plans and completed applications to the Permit Center as follows:
  - City of South Lake Tahoe Building Permit Application and Worksheet.
  - Please visit the Building Division website at <http://www.cityofslt.us/index.aspx?nid=120> for additional information or call 530-542-6010 or 530-542-6020.
  - All plans submitted must have all the necessary information per the Building Plan Check Requirements for Residential Projects handout.
- Start the process to transfer any needed coverage for your project immediately. You may obtain an Authorization to Transfer Rights Application from the Permit Center. Please contact the Permit Center at 530-542-6010 or 530 542-6020 for additional information.

**IMPORTANT NOTE:**

It is the property owner's responsibility to ensure the building plan check submittal package is complete and plans are correct. *If you submit your application to the Permit Center on your critical deadline date and staff determines the packet incomplete, it cannot be accepted and your allocation will be forfeited.*

**CONTACTS:**

<b>City of South Lake Tahoe Permit Center</b>	530-542-6010
1052 Tata Lane	or
South Lake Tahoe, CA 96150	530-542-6020

<b>Tahoe Regional Planning Agency</b>	775-588-4547
128 Market Street	
Stateline, NV 89449-5310	

<b>South Tahoe Public Utilities District</b>	530-544-6474
1275 Meadow Crest Drive	
South Lake Tahoe, CA 96150	

<b>Liberty Energy</b>	530-543-5235
933 Eloise Avenue	
South Lake Tahoe, CA 96150	