



City of South Lake Tahoe

"making a positive difference now"

RESIDENTIAL ALLOCATION APPLICATION

Single Family Multi-Family _____ # of units Town Center

Purpose:

This application is to obtain a position on the waiting list for a residential allocation. The following process was approved by the City Council on March 17, 2015.

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: _____

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 or have been authorized to represent this application as the applicant. 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.

Applicant 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. 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.

- 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.
- 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, 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 or MULTI-FAMILY WAITING LIST in the order that complete applications are received. When the allocations are received from the TRPA in the spring of each year, they are distributed accordingly, from the top of each list, depending on the number of allocations to be distributed.

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. Once a property owner receives notification that an allocation is available for their parcel, the property owner will have the choice of accepting the allocation to be used that year, declining the allocation and being placed at the bottom of the waiting list, or declining the allocation and being removed from the list. An additional administrative fee will be charged to each applicant who declines the allocation and requests to be placed at the end of the list. An applicant who declines the allocation and does not wish to be placed back on the waiting list must submit a written request for a deposit refund. Should an applicant accept a residential allocation, and at a later date return the allocation or fail to perform according to policy standards, the deposit shall be FORFEITED by the allocation recipient.

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 documentation/fees and be placed at the end of the list. It is the responsibility of each list member to notify the City Planning Division immediately of any change in mailing address or contact information.

Checking on your position on the list: You may contact the City Permit Center at (530) 542-6020 to find out your position on the waiting list. You may also check the City's web page (www.cityofslt.us) to look at the waiting list. Please note that the web page will be updated twice a year, once in the spring after all initial distribution allocations have been distributed and once in the fall after any TRPA pool allocations have been distributed. At that time any parcels receiving allocations will be removed and any new applications will be added.

Multi-parcel applicants: Only one allocation will be issued per name and parcel, per year unless there are no other applicants on the waiting list. Repeat names will be moved to the end of the list.

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). The applicant shall pay the deposit plus an allocation fee for each unit.

Questions: Contact the City Permit Center (530) 542-6020

FOR STAFF USE ONLY

Plan Area 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? Yes No

IPES Score: _____

Application complete?

All materials listed above have been submitted and verified to be accurate:

Yes No

Planner Name: _____

Date: _____