



CITY OF
SOUTH LAKE TAHOE

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
Email: planner@cityofslt.us

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 _____ |

For Staff Use Only

Area Plan, Community Plan, PAS: _____

Special Area or Zoning District: _____

Flood Zone: _____

Airport Land Use Compatability Safety Zone: _____

TRPA Memorandum of Understanding (MOU) Project: Yes _____ No _____

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: _____

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:** _____

City Fees:

Amount Paid: _____ **Received By:** _____ **Date:** _____

TYPES OF DEVELOPMENT APPLICATIONS

Individual project applications will be reviewed to determine consistency with the City's General Plan, Area Plans, Community 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 Section 6.10.090)

Design Review ensures proposals meet adopted City design standards for siting, landscaping, elevations, scale, parking and circulation. 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. Depending on the location of the project, design review may include Citywide Design Standards as well as Area Plan or Community Plan Design Standards. 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 or rebuild and tear downs of multi-family residential development with four or less units, for façade or other exterior improvements to multi-family residential and non-residential development, and additions to existing multi-family and non-residential 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 non-residential development and total tear down and rebuilds and multi-family residential development with five or more units. All major design review projects visible from a TRPA designated scenic highway corridor (US 50/Lake Tahoe Boulevard, SR 89/Emerald Bay Road, and Pioneer Trail) require a public hearing before the Planning Commission.

II. Variances (City Code Section 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 findings 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 types of variances:

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 Section 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.

City of South Lake Tahoe General Plan (2011) – Proposed amendments to the City’s General Plan require review and recommendations from the City’s Planning Commission and final review and approval by the City Council.

City of South Lake Tahoe City Code – Proposed amendments to Title 6 of City Code require review and recommendations from the Planning Commission and final review and approval by the City Council.

City of South Lake Tahoe Plan Area Statements/Community Plans/Area Plans – Proposed amendments to Plan Area Statements, Community Plans, and Area Plans require review and recommendations from the Planning Commission, review and approval by the City Council, and review and approval by the TRPA Governing Board.

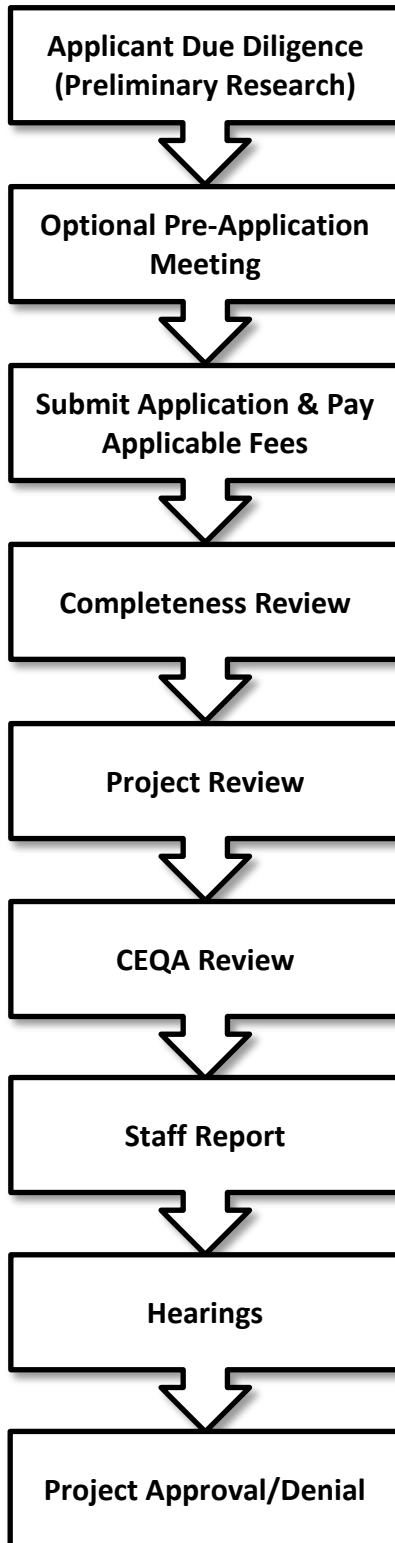
SUBMITTAL REQUIREMENTS FOR EACH APPLICATION TYPE

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](#) or at the Permit Center (1052 Tata Lane).

City of South Lake Tahoe Development Application Type				
Required Submittal	Design Review (Major/Minor)	Variance (Major/Minor)	Special Use Permit	Plan Amendment & Code Amendments
Project Description	X	X	X	X
Findings		X	X	X
Project Information Form	X	X	X	X
Plan Set – See Plan Set Submittal Checklist	X	X	X	X
Grant Deed	X	X	X	X
Preliminary Title Report (issued within 6 months)	Major Design Review Only	Major Variance Only	X	
Application Fees	X	X	X	X
Application Review Process				
Development Application Type	Staff 30 Day Completeness Review/CEQA Determination	Public Notice/ Noticing Adjacent Property Owners	Planning Commission	City Council
Special Use Permits City Code Section 6.55.620	Yes	Yes	Yes	Only Upon Appeal
Major Variance City Code Section 6.55.630	Yes	Yes	Yes	Only Upon Appeal
Minor Variance City Code Section 6.55.630	Yes	No	Only Upon Appeal	Only Upon Appeal
Major Design Review City Code Section 6.10.090	Yes	Yes	Yes*	Only Upon Appeal
Minor Design Review City Code Section 6.10.090	Yes	No	Only Upon Appeal	Only Upon Appeal
General Plan/Area Plan/Community Plan/PAS Amendment City Code Section 6.55.060	Yes	Yes	Yes	Yes
City Code Amendment	Yes	No	Yes	Yes

*Only projects that are visible from the TRPA designated scenic highway corridor (US50, SR 89 and Pioneer Trail) or at the discretion of the Director of Development Services.

APPLICATION REVIEW PROCESS



Prior to application submittal the applicant should conduct basic research and contact the Planning Division at (530) 542-6010. or planner@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. The appeal shall be filed with the City Clerk and shall include applicable fees.

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 applicable Area Plan, Community Plan, and Plan Area Statements for a proposed development project.

1. **Project Name:** _____

2. Property Description

Street Address: _____

Assessor's Parcel Number: _____

Parcel Area (sq. ft. or acres): _____

Developed Area (sq. ft. or acres): _____ Vacant Area (sq. ft. or acres): _____

Existing Zoning: _____

Existing Structures and Uses on Site: _____

List any Easements: _____

Describe Onsite Drainage: _____

List Major Plant Species on site: _____

List Any Previous Applications Associated with Project: _____

List Previous Uses in Last 5 Years: _____

3. Project Description

Proposed Use: _____

General Project Description:

Does the project involve conversion of development rights? Please explain.

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: _____

Total Number of Employees: _____

Employees on Largest Shift: _____

Total Number of Customer Seats: _____

Building Capacity (# of people): _____

Gross Area (sq. ft.): _____

Retail: _____

Restaurant: _____

Warehousing: _____

Office: _____

Manufacturing: _____

Other (describe): _____

Parking: Number of existing spaces: _____ Number of proposed spaces: _____

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 (Coverage): _____

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 grading Cut Height: _____

Maximum grading Fill Height: _____

Total Amount of Grading and Clearing (Cubic Yards): _____

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., Emerald Bay Rd., or Pioneer Trail		
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?		

PLAN SET SUBMITTAL CHECKLIST

Planning Division File 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 Use:		Staff Use Only:	
Included		Included	Missing
	General Development Application and Fees		
	Grant Deed and Preliminary Title Report (if Required, see application form)		
	Plan Set (Digital Copy Required, Hard Copy Optional) on a <input type="checkbox"/> thumb drive <input type="checkbox"/> compact disc <input type="checkbox"/> email to planner@cityofslt.us		
TITLE PAGE		Sheet #	
<ul style="list-style-type: none"> 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 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 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 			

SITE PLAN

Sheet (s) #

- Existing and Proposed Site Plan for entire parcel 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
- TRPA Verified land capability district boundaries with area of each district
- TRPA Verified land coverage and development rights
- 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 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.)
- Existing and proposed development rights (Residential Units of Use, Commercial Floor Area, Tourist Accommodation Units), including proposed conversion of development rights)
- Accessible path of travel from the public way and accessible parking spaces to building entrance. Include locations of ramps, lifts, signage, etc.)
- Edge of pavement at street

BUILDING ELEVATIONS	Sheet(s) #
<ul style="list-style-type: none"> • Existing and proposed elevations of all sides designated by facing direction at a scale of 1/8"=1' or greater . Perspective/Isometric views also preferred, but not required. • 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 	
FLOOR PLAN	Sheet (s)#
<ul style="list-style-type: none"> • 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) 	
BMP & LANDSCAPE PLAN	Sheet (s)#
<ul style="list-style-type: none"> • North arrow and scale used for drawing • WELO Project and Landscape Plan • Location of buildings, structure, driveways, parking areas, and streets in relation to the landscaping • All trees greater than 6" (existing and proposed for removal) • Temporary and Permanent BMPS with BMP Calculation Table • 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 • Existing and proposed hardscape features (i.e. fountains, walkways, retaining walls, decorative walls, etc.) • Existing and proposed landscape lighting with specifications 	