



COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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TAHOE OFFICE
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P.O. Box 1909, Tahoe City, CA 96145
530-581-6280/FAX 530-581-6282

TAHOE SITE ASSESSMENT

The Placer County Planning Services Division accepts applications online and over the counter. To use the County's convenient automated online application system, visit the County's [Online Permit Services](#) page to get started. Alternatively, you may submit a [Universal Application](#) with the required supplemental application materials in person at the Community Development Resource Agency (CDRA) front counter. An appointment to submit your application may be made using the County's automated appointment scheduling system [here](#). Applications are also accepted without an appointment on a walk-in basis.

All supplemental application materials are required to be submitted electronically in accordance with the County's Electronic Document Submittal Requirements detailed in the [Electronic Application Filing Instructions](#), which specifies file naming conventions, formatting requirements, and file types that are accepted. For applications submitted at the CDRA front counter, all supplemental applications materials shall be delivered on a portable storage device, such as a flash drive or CD.

The following is a checklist of application materials required to submit a Tahoe Site Assessment application online or at the CDRA front counter.

- Completed Universal Application (not required if application is submitted online): Select the [Tahoe Site Assessment](#) entitlement under section 1 of the application form.
- Completed [Tahoe Site Assessment Form](#).
- Site plan of the property that conforms to TRPA requirements:
 - Two hard copies or one electronic copy (preferred size 24" x 36")
 - Property lines, easements, building setbacks and edge of pavement at street
 - Map scale, north arrow
 - Assessor Parcel Number (APN), property address and property owner(s) name(s)
 - Topographic contour lines at 2-foot intervals
 - Parcel area in square feet
 - Location and dimensions of all existing land coverage (e.g. decks, driveways, garage, paths, sheds, building, soft coverage, etc.)
 - Existing land coverage calculations with overhead reductions (with breakdown for type of coverage, e.g. buildings, decks, walks, etc.) Please include the reduction calculation.
 - Trees greater than 14" dbh and rock outcrops
- Completed [Placer County Assessor "Limited Agency Authorization Form"](#) (attached to this application).
- Application fees are required to be paid in full at the time of application submittal. The most current version of the Planning Services Division Fee Schedule is available [here](#).

IMPORTANT INFORMATION ABOUT SITE ASSESSMENTS

To streamline review of residential projects, the Tahoe Regional Planning Agency (TRPA) entered into an agreement or Memoranda of Understanding (MOU) with Placer County. Under the MOU, these local jurisdictions complete review of most residential projects which require a TRPA permit. The purpose of the site assessment is to provide baseline coverage information (as well as other site-specific information) to the local jurisdiction prior to review of any project on a parcel. A site assessment must only be completed once for each parcel. A site assessment includes the following items:

- ◆ An existing land coverage verification: Land coverage includes legally established structures, driveways, walks and other coverings that compact the soil, prohibit water infiltration, and prevent the growth of vegetation. Existing land coverage can be “hard” such as asphalt or “soft” such as compacted gravel parking. For land coverage to be recognized by TRPA, it must have existed prior to February 10, 1972 or have been created pursuant to a TRPA permit after that date.
- ◆ A land capability verification (LCV), including a calculation of total allowable land coverage: TRPA uses the Bailey Land Capability System to rate land into one of seven capability districts based on sensitivity to development as determined by soil type and slope. Classes 1, 2, and 3 are defined as “sensitive” and Classes 4, 5, 6, and 7 are defined as “non-sensitive.” Each of the capability classes has a corresponding percentage of coverage, ranging from 1% to 30%, that may be allowed. If a LCV has already been completed for a parcel since July 1, 1987, only a “partial” site assessment is required (i.e. existing land coverage verification only).
- ◆ A Best Management Practices (BMPs) assessment for existing development: BMPs are an important tool in controlling soil erosion and managing surface runoff, thereby preventing nutrients and sediments from being transported to rivers and streams and, ultimately, to Lake Tahoe. All property owners in the Lake Tahoe Region must properly install and maintain BMPs on their properties, including infiltration trenches under roof driplines, paved driveways, infiltration devices to catch driveway runoff, gravel under raised decks and stairways, slope stabilization measures, revegetation of bare ground, and parking barriers to restrict parking to paved surfaces.
- ◆ Other applicable aspects of site evaluation: As applicable, TRPA staff will complete a scenic assessment, note the presence of historic resources, review previous permit files, and examine aerial photographs.
- ◆ Determination of jurisdiction: A determination will be made if projects on the parcel can be reviewed at the local level or will require TRPA review and approval. In general, projects visible from a TRPA scenic unit (i.e. the waters of Lake Tahoe, Highways 28, 50, 89, 207, 267, or 431, Pioneer Trail, or a TRPA designated Recreation Area or Bike Trail) or involving potentially significant historic resources (i.e. structures greater than 50 years old) must be reviewed by TRPA.

When is a Site Assessment Required?

A site assessment must be completed prior to submitting a residential project application to one of the local jurisdictions for review. A site assessment is not required if: (1) a TRPA permit was issued for the property since July 1987, and (2) existing and allowable land coverage for the property has been verified by TRPA or (Placer County since July 2000).

A site assessment is not required for a project which must be reviewed by TRPA. Projects involving the following categories must be reviewed by TRPA, therefore, site assessments will not be accepted for: (1) non-residential properties, (2) lakefront properties, (3) multi-family dwellings with greater than 4 units, (4) vacant parcels, and (5) parcels within a Planned Development (PD) not approved under current TRPA rules and ordinances.

Additional Information About Site Assessments

If you have any questions, please feel free to contact TRPA staff at (775) 588-4547 or the appropriate local department. At TRPA, Planning Technicians are available to assist you by telephone or at the front counter Monday through Friday, 9:00 a.m. to 5:00 p.m.

Placer County Planning Services Division

Phone Numbers

(530) 581-6280

(530) 581-6204 fax

Tuesday – Friday

8 a.m. – 5 p.m.

Additionally, information packets, guides, and worksheets are available from TRPA or Placer County on a variety of topics including land coverage and land capability, Best Management Practices (BMPs), excess land coverage mitigation, exempt/qualified exempt activities, and single family dwelling additions.

PLACER COUNTY ASSESSOR'S OFFICE

Kristen Spears, Assessor

2980 Richardson Drive • Auburn, CA 95603-2640

Telephone: (530) 889-4300 • Fax: (530) 889-4305

Website: www.placer.ca.gov/assessor • E-mail: assessor@placer.ca.gov



LIMITED AGENCY AUTHORIZATION FOR ACCESS TO BUILDING RECORDS

This form must include the Assessor Parcel Numbers, indicate all owner's names as they appear on the last recorded document, owner's original signature(s), and a daytime telephone number. The original form must be filed and approved by the Placer County Assessor's Office before any records will be released. This form will be retained by the Assessor's Office and will remain active for up to one year from the effective date.

I/We _____, hereby authorize _____ to access the Placer County Assessor's Office real property assessment records for the parcels listed below which are owned by me. This authorization is for the purpose of reviewing assessment records related to building improvements and physical characteristics only. I understand that other information may be included in the file(s) to be reviewed. I agree to hold the Assessor harmless from the disclosure of any or all information included with the records reviewed pursuant to this authorization.

Please list each Assessor's Parcel Number (APN). **Attach additional sheets if necessary with a reference to this authorization:**

_____	_____
(Assessor's Parcel Number)	(Assessor's Parcel Number)
_____	_____
(Assessor's Parcel Number)	(Assessor's Parcel Number)

This authorization is effective on: _____, and will remain valid for one year from the effective date. (Date)

I certify (or declare) under penalty of perjury under the laws of the State of California that I have the authority to sign on behalf of the party or organization identified by the Assessor' Parcel Number(s) listed above. I also understand that the Assessor may require additional information be furnished on this request.

Assessee Name: _____ Assessee Title: _____

Signature: _____ Executed On: _____

Phone Number: _____ Email: _____

Completed Agency Authorization forms should be mailed to:

Office of the Placer County Assessor
2980 Richardson Drive
Auburn, CA 95603
Phone (530) 889-4300