



# DOUGLAS COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

1594 Esmeralda Avenue, Post Office Box 218,

Minden, Nevada 89423

TEL (775) 782-6217 \* FAX (775) 782-9007

[planning@douglasnv.us](mailto:planning@douglasnv.us) / [www.douglascountynv.gov](http://www.douglascountynv.gov)

**For Office Use Only**

Date

Received By

Application Number

## TRPA AREA APPLICATION

The following application form is provided for persons who propose to submit for **Commercial Floor Area allocations, bank land coverage, development rights, tourist accommodation units, or commercial floor area** within the community plans within the Douglas County portion of the Lake Tahoe Basin.

As an applicant, you must complete the attached forms as prescribed and incorporate all requested information before the application is accepted for processing by the Douglas County Community Development Department.

APPLICATION TYPE (CHECK ALL THAT APPLY):	
<p><b>Commercial Floor Area Application</b></p> <p><input type="checkbox"/> Commercial Floor Area Allocations</p>	<p><b>Land Bank Application</b></p> <p><input type="checkbox"/> Commercial Floor Area</p> <p><input type="checkbox"/> Development Rights</p> <p><input type="checkbox"/> Land Coverage</p> <p><input type="checkbox"/> Tourist Accommodation Units</p>

PROJECT LOCATION/INFORMATION:	
Street Address (if available):	
Assessor's Parcel Number(s):	Acreage:
Assessor's Parcel Number(s):	Acreage:
Town/City (if applicable):	
Regional/Community Plan (if applicable):	
Floodplain (current):	
Zoning (current):	Zoning (proposed):
Master Plan Land Use (current):	Master Plan Land Use (proposed):
PROJECT DESCRIPTION:	
Brief description of project or request:	
Project Name (if applicable):	
List any previous applications that have been filed for this site:	
Other pertinent information:	

<b>COMMERCIAL FLOOR AREA APPLICATION DETAILS (IF APPLICABLE):</b>	
Request to Develop _____ acres into _____	
Uses proposed (check all that apply): <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____	
Special Area number: _____	
Number of anticipated employees: _____	
Number of parking spaces: Standard _____ Industrial _____ Handicap _____	
Floor Area: Gross leasable _____ sq. ft.	Floor Area: Net leasable _____ sq. ft.
Amount of existing CFA: _____	Will the project require CFA from another source: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe where: _____

<b>LAND BANK APPLICATION DETAILS (IF APPLICABLE):</b>		
Land Coverage Banking:		
Class _____	Coverage: _____ sq. ft.	Hydrologic Area: _____
Class _____	Coverage: _____ sq. ft.	Hydrologic Area: _____
Class _____	Coverage: _____ sq. ft.	Hydrologic Area: _____
Class _____	Coverage: _____ sq. ft.	Hydrologic Area: _____
Tourist Accommodation Units or Development Rights Banking		
Number of Units: _____	Community Plan or Plan Area Statement: _____	
Commercial Floor Area Banking		
Square Footage: _____	Community Plan: _____	
Number of parking spaces: Standard _____ Industrial _____ Handicap _____		
Sending Parcel Location (if available): _____		
Sending Parcel Assessor's Parcel Number(s): _____		

**Note:** Upon review of this application, Douglas County may require additional documentation and/or applications.

<b>APPLICANT INFORMATION:</b>	
<b>Applicant/Developer</b>	<b>Professional Consultant/Representative</b>
Name: _____	Name: _____
Company: _____	Company: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

<b>Property Owner</b>	<b>Other Person(s) to be Contacted:</b>
Name:	Name:
Address:	Address:
City: State: Zip:	City: State: Zip:
Phone:	Phone:
Email:	Email:

**A. LETTER OF AUTHORIZATION**

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

**OWNER(s) of RECORD:** (Include extra sheets if necessary)

\_\_\_\_\_  
Printed Name Signature Date

\_\_\_\_\_  
Printed Name Signature Date

**Note:** For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code 20.04.010).

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct.

**B. APPLICANT/APPLICANT’S REPRESENTATIVE (if the applicant is not the property owner, the owner(s) must sign a property owner affidavit):**

\_\_\_\_\_  
Printed Name Signature Date

	Commercial Floor Area Allocations)	Land Bank – Commercial Floor Area	Land Bank – Development Rights	Land Bank – Land Coverage	Land Bank – Tourist Accommodation Units
<a href="#">Application Fee (view full fee schedule)</a>	YES	YES	YES	YES	YES
<b>Call to schedule a submittal 775-782-9012</b>	YES	YES	YES	YES	YES
<b>01. APPLICATION FORM</b>	1	1	1	1	1
<b>02. DIGITAL COPY OF ENTIRE SUBMITTAL</b>	1	1	1	1	1
<b>03. WRITTEN NARRATIVE</b>	1				
<b>04. TAX RECEIPT</b>	1	1	1	1	1
<b>05. TITLE REPORT</b>		1	1	1	1
<b>06. VICINITY MAP</b>	1	1	1	1	1
<b>07. SITE PLANS</b>	1				
<b>08. ELEVATIONS</b>	1				1
<b>09. SAMPLE CARD</b>	1				
<b>10. DEED RESTRICTION</b>		1	1	1	1
<b>11. RECORDING FEE</b>		1	1	1	1
<b>12. VERIFICATION LETTER FROM TRPA</b>		1	1	1	1

## **Application Submittal Requirement Description**

**Note:** Upon review of this application, Douglas County may require additional documentation and/or applications.

- 1. Application Form and Application Fee.** The first three pages of the completed Development Application form, including all required information and signatures, plus one copy of each required checklist item (see page 4 of the application form) must be submitted along with the appropriate fee. Please review the current [Fee Schedule](#) to determine the correct application fee.
- 2. Digital Copy of Application Material.** Each item required by the submittal checklist must be included in pdf format. The pdf files must be submitted via thumb drive, email or other medium acceptable to the county. The pdf files must be unprotected allowing read/write access by staff. Each pdf file must be named according to the submittal requirement checklist, e.g. "01. Application Form.pdf".
- 3. A written narrative** describing the proposed project and which states how the project addresses the items found in the *Evaluation Criteria* as found under the Allocation Guidelines for the community plan.

**Specifically, address the following:**

*Primary Tier Criteria - - Overall Community Benefit*

- A. The project provides year-round benefits including, but not limited to, employment opportunities, gaming tax and/or sales tax generation to the community.
- B. The project and building design enhances the long-term values for the site and surrounding area through quality of design, materials, workmanship, and integrates with the character and design of the Lake Tahoe area.

*Secondary Tier Criteria - - Other Improvements*

- A. Traffic/Circulation Improvements Beyond Community Plan Requirements.
  - 1) Project provides for the elimination of driveway(s) - (one driveway eliminated or use of multi-use driveway - 500 sq. ft.).
  - 2) Project utilizes a community parking system (for participation in shared parking system that reduces overall parking requirement - 100 sq. ft. for each space reduced and credited to the project).
  - 3) Project incorporates transit improvements (transit stop or equivalent operational contribution to Community Plan shuttle system - 600 sq. ft. each).
- B. Overall Community Planning Improvements.
  - 1) The project corrects off-site problems through transfer/retirement. The match per transferred floor area is as follows:
    - \*1 sq. ft. retired = 1 sq. ft. allocation; or
    - \*1 sq. ft. retired in SEZ or retired non-conforming use equal to 2 sq. ft. allocation
  - 2) The project corrects existing off-site problems listed in Chapter VII of the Community Plan (Implement \$5.00 worth of Community Plan capital improvements = 1 sq. ft.).
  - 3) The applicant agrees to participate in an assessment district providing Community Plan capital improvements (Amount floor area established by the district. If not established, 1 sq. ft. = \$5.00 of contribution to capital improvements).
  - 4) The project provides landscaping beyond Community Plan requirement on or abutting the project area (Each 1% increase = 100 sq. ft.).

4. **Tax Receipt.** Tax assessment receipt showing that all taxes and assessments are paid current as of the date of the application. The receipt must be obtained from the County Treasurer's Office, 1616 8th Street (Courthouse Building), Minden. The Treasurer's Office will require a minimum two (2) days notice for applications involving five (5) or more parcels of land.
5. **Title Report.** A Preliminary Title Report for the subject property, prepared within the last 12 months from the application submittal date, which includes a declaration of all easements of record and copies of all easement/declaration instruments referenced. Please be sure to provide the electronic copy of the Title Report, with hyperlinks to the documents, when available.
6. **Vicinity Map.** 8-1/2" x 11" in size, at a scale sufficient to locate the proposed project in relationship to the surrounding community. Note: Vicinity Maps may be purchased through the [GIS Department](#) (Phone: 775.782.9894).
7. **Site Plan.** 24" x 36" in size, folded to no larger than 9" x 12". The intent of the conceptual site plan is to show the uses and structures proposed for the parcel. It is recommended that the plan show (at a minimum) the items listed below; however, the more information that the applicant provides will allow for a more thorough design review.
  - A. Name, address, and phone number of developer and/or owner.
  - B. The Assessor's Parcel Number (APN) & address of project.
  - C. Gross and net acreage (after dedications) of property.
  - D. Existing and proposed zoning and master plan designation.
  - E. Gross square footage of existing and proposed structures.
  - F. Floor area ratio. The floor area of structures expressed as percentage of site.
  - G. Square footage of landscaping expressed as a percentage of the parking area and drive aisles.
  - H. Parking analysis. Summarize number of parking spaces required and provided for: covered, handicapped, uncovered, compact, bicycle, and loading zone spaces.
  - I. North arrow.
  - J. Boundaries. Existing and proposed lot lines.
  - K. Easements. Location, dimensions, and type of easements.
  - L. Structures.
  - M. Site access, circulation and parking. Layout of internal driveways, aisles, parking stalls, loading spaces, vehicle ingress and egress to the site, sidewalks, trash enclosures, storage areas.
  - N. Streets - Location and cross-sections of existing and proposed rights-of-way, enriched parkways/medians, left-turn lanes, improvements (sidewalks, curbs, gutters, driveways, and landscaping), all with complete dimensions (on-site and off-site).
  - O. Drainage facilities. Storm water pipes, ponds, major water courses, ditches.
  - P. Utilities - Location of existing and proposed underground and above ground utilities.

#### 8. Elevations.

- A. Elevation drawings for all structures, folded to 9" x 12", showing the following:
  1. All pertinent horizontal and vertical dimensions of existing and proposed structures. Height measurements shall be made from any point of the structure to the natural grade below.
  2. Architectural elevations of each exposure (front, rear, sides):
  3. Show any adjacent structures on street elevation.
  4. Include a composite elevation from street level if multiple buildings are proposed (incorporate the landscaping and structures profile or equipment adjacent to such elevations)
  5. Label each elevation with a directional orientation.
  6. Type of roof, window (reflectivity), and wall materials (finished surface) to be used.

7. Roof plan showing the direction of roof elements.
9. **Sample Card.** A color and materials sample card, no larger than 8-1/2" x 14" in size, containing representative samples of all external colors and materials of construction proposed for use on the project. Colors and materials must be consistent with those shown on the elevations. The card shall also identify the project location, name, and address.
10. **The original copy of the completed deed restriction.** Transferring the land coverage, tourist accommodation units, development rights and/or commercial floor area from the sending parcel to the Douglas County Land Bank. The deed restriction shall be on a form provided by the County and be signed by the property owner(s). (**Note:** The deed restriction will be recorded by Douglas County.)
11. **Recording Fee.** Recording fee payable to the [Douglas County Recorder](#) at the time of recording. Please specify the contact name and phone number of responsible party paying Recording Fee. Contact the Recorder at 775.782.9025 or check their website for current fee rates.
12. **A copy of a verification letter from TRPA.** For the land coverage, tourist accommodation units, commercial floor area or development rights proposed to be banked with Douglas County.