CALIFORNIA TAHOE CONSERVANCY
COMMERCIAL FLOOR AREA APPLICATION

Applicant Information

Owner(s) shown on Grant Deed: *Consultant or designated contact person:*

Name: _____ _____
_____ _____
Mailing Address: _____ _____
_____ _____
Telephone: _____ _____
Fax: _____ _____
E-mail: _____ _____

If title is held in a corporation, trust, property owner's association, list:
Name of corporation, etc.: _____
Name of signer: _____
Capacity of signer: _____

Required Documentation – please provide copies of the following:

☐ Grant Deed;
☐ Site Plan must contain the following:
- Assessor's Parcel Number
- Bailey score
- Area of property
- Existing CFA
- Proposed CFA;

☐ Copy of TRPA, City, or County permit application (when available);
☐ Bailey score - submit copy of verification or assessment;
☐ $800 administrative transaction fee, made payable to the California Tahoe Conservancy (submit with application); and
☐ $2,500 additional fee for projects requiring an environmental document, made payable to the California Tahoe Conservancy.
(Submit with application, if applicable).

Eligibility Criteria

Applicant is required to submit plans for project approval with the City, El Dorado County, Placer County, and/or the Tahoe Regional Planning Agency (TRPA) within six weeks of submitting this application.

Jurisdiction reviewing plans:

- ☐ City of South Lake Tahoe (City)
- ☐ El Dorado County
- ☐ Placer County
- ☐ TRPA

Permit or Application Number (if known): _____

Jurisdiction's contact person (if known): _____

Project Identification

Type of project: ☐ New ☐ Addition

Description of project: _____

Project's Physical Address: _____

Assessor's Parcel Number: _____

Previous Assessor's Parcel Number (if any): _____

Estimated cost due to Conservancy (Conservancy staff will request later):

Amount of square feet to transfer:	_____
Cost per square foot - Link to price list:	$_____
Subtotal:	$_____
Administrative fee (due with application):	$ 800.00
Escrow fee:	$ 200.00
TOTAL estimated amount due (later):	**$_____**

Estimated other agency costs for this transaction (Conservancy staff will request later):

TRPA permit application fee	$618.00
City transfer fee (if applicable)	($165.00)

Applicant requests the Conservancy send documents to the following party via:

- ☐ U.S. mail to: _____
- ☐ E-mail to: _____

Environmental Documentation (CEQA)

Has an Environmental Impact Report or Negative Declaration:

Been filed for this project?	☐ yes	☐ no
Will one be required if not yet filed?	☐ yes	☐ no

Note: If an environmental document is required for your project, or if an environmental document is required by another agency, then action is required by the Conservancy Board. If there is an existing environmental document, then action is required by the Conservancy Board. The Conservancy holds Board meeting as needed, four to six times per year, and typically on the third Thursday of the month. Please allow an additional three to five months to complete this type of project. Buyer shall pay a $2,500 fee for transactions requiring a CEQA document, made payable to the California Tahoe Conservancy, in addition to the above referenced standard administrative transaction fee. The CEQA process is separate from, and does not include, the TRPA Environmental Checklist. TRPA is not subject to CEQA.

I declare under penalty of perjury that all the information contained in this application is true and accurate to the best of my ability and that the property is legally eligible for development and able to receive these rights. I understand that the amount of Commercial Floor Area which I propose to purchase is subject to the Conservancy's Land Bank Program available inventory, and review and approval of the Conservancy and any applicable regulatory agency. I further understand that I will not be able to purchase more than the amount of rights needed for the above project and which can be transferred onto the subject property.

Applicant Signature: _____ Date: _____

CALIFORNIA TAHOE CONSERVANCY
COMMERCIAL FLOOR AREA APPLICATION DETAILS

Parcel Eligibility
The TRPA Code of Ordinances dictates a parcel's eligibility to receive rights. Please visit the TRPA website for more information.

Process
Applicant must submit project plans within six weeks of submitting this application form.

Timeline
Transactions generally take four to six months, but must be completed within ten months. Extension fees are required to extend the escrow. Transactions cannot exceed one year.

Application Form
The Conservancy reviews all applications for eligibility. A separate application is required for each project.

Fees
Please see the Land Bank Program Inventory and Price List for details.

Mail or hand-deliver application with requested fees and attachments to:

California Tahoe Conservancy
Attention: Land Bank Program
1061 Third Street
South Lake Tahoe, California 96150

Contact
Consultation is by appointment only, drop-ins will not be accommodated. Please direct questions to: landbank@tahoe.ca.gov or call our main line at (530) 542-5580.

For Conservancy Use Only:

Received Date: _____ By: _____

Application complete: ☐ Yes ☐ No

Date administrative fee received: _____ Administrative fee amount: $_____

Comments: