

**CALIFORNIA TAHOE CONSERVANCY**

1061 Third Street  
SOUTH LAKE TAHOE, CA 96150  
(530) 542-5580



**Special Use Application  
For  
Short Term Projects and Uses (Less than 5 Days)  
of California Tahoe Conservancy Land**

This application is for projects and uses requiring short-term leases or licenses on Conservancy land. In general, Conservancy lands are acquired and held for open space values. As such, special use requests are infrequently granted. All requests must comply with California Tahoe Conservancy Special Use Guidelines before they will be considered. Please review these Guidelines before submitting an application and attachments.

1. Name of Requesting Entity: \_\_\_\_\_
2. Party and Title authorized to execute agreement: \_\_\_\_\_  
Contact Person and Title: \_\_\_\_\_
3. Phone number(s) of Contact Person:  
Circle one: Home Office Cell: \_\_\_\_\_
4. E-mail address of Contact Person: \_\_\_\_\_
5. Mailing address of Requesting Entity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Assessor's Parcel Number(s) of requested Conservancy land(s): \_\_\_\_\_  
\_\_\_\_\_  
  - a. Street name of requested Conservancy land(s): \_\_\_\_\_
  - b. Closest cross-street name(s): \_\_\_\_\_
7. General Description of the requested Lease/Easement/License: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Tools and Equipment proposed for use on site: \_\_\_\_\_  
\_\_\_\_\_
8. Start date of requested use: (mm/dd/yy) \_\_\_\_\_
9. End date of requested use: (mm/dd/yy) \_\_\_\_\_
10. Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required Attachments**

1. Map of the requested Conservancy parcel showing the area of requested use.
2. List of needed permit(s) and date applied for such permit(s).

## **Timelines for Special Use Requests**

- Requests must be submitted at least **10 State working days prior** to requested start date.
  - If a request involves the abatement of a hazardous condition (i.e. a hazardous tree), located on the requesting party's property, the request may be submitted **5 State working days** prior to the requested start date.
- Once all required information has been submitted, Conservancy staff will contact the Requesting Entity within **5 State working days** to inform Requesting Entity whether application is complete and whether Request has been approved. If Request is approved, staff will provide Requesting Entity with a short term license within **5 State working days** of Conservancy approval.

## **Fees**

- For standard requests, fees are due upon completion of the Lease/License. Please see the Conservancy Special Use Guidelines for applicable fee information.
- If staff determines request requires significant staff time, a deposit will be due to the Conservancy after Special Use Request has been submitted and reviewed by the Conservancy. Staff time will be charged against this deposit. A final balance will be due at the completion of this Lease/License/Easement. Please see the Conservancy Special Use Guidelines for applicable fee information.

## **Mail this form & attachments to:**

California Tahoe Conservancy  
Attn: Special Use Department  
1061 Third Street  
South Lake Tahoe, CA 96150