

**Special Use Application For  
Long Term Projects and Uses  
(More than 3 Years)  
of California Tahoe Conservancy Land**

1. Name of Requesting Entity:
2. Party and Title authorized to execute agreement:
3. Contact Person:
4. Phone number(s) of Contact Person:
  
5. E-mail address of Contact Person:
6. Mailing address of Requesting Entity:
  
  
7. Assessor's Parcel Number(s) of requested Conservancy land(s):
  
8. Street name of requested Conservancy land(s):
9. Closest cross-street name(s):
10. General Description of the requested Use:
  
  
  
  
  
11. Tools or equipment proposed for use on the site(s):
  
  
  
  
  
12. Start date of requested use (mm/dd/yy):
13. End date of requested use (mm/dd/yy):
14. Additional information:

**Required attachments Checklist:**

**Description and Purpose of the use.** Specific language describing proposed use of the land. If the proposed use is for a improvement(s), such as a monitoring well, a description of the method of installation and removal should be included.

**Include a parcel map.** Include parcel map(s) depicting the parcel(s) in question / project area.

**Include any other pertinent maps.** Include maps depicting the Lease/License/Easement area or other encumbrances.

**Provide TRPA issued evidence of IPES/Bailey score.** This score is needed for requested parcel of use.

**CEQA Compliance Information.** Include information on what, if any, CEQA analysis the Requesting Entity intends to complete. This includes reference to categorical or statutory exemptions if applicable.

**Permits required for proposed project.** Provide list of other needed permit(s) and date applied for each permit.

*If applicable*, information requested in items below may be required after a Special Use Request has been submitted and reviewed by the Conservancy. This information must be provided before the Lease/License/Easement can be prepared. Staff will notify requesting entity if such information is required and the timeframe for providing information.

**List of all easements already held by the requesting entity which exist on the parcel(s) in question and supporting documentation (i.e., title report or actual easements).** Include the following recording information: recording date, document number, book number, page number. (This information should be available in a title report).

**List of all easements held by any other person/entity which exist in the requested easement area.** (This information should be available in a title report).

**Legal description of the proposed Lease/License/Easement area and matching engineered map.**

**Mail this form & attachments to:**

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

**Or email this form & attachments to:** [special.uses@tahoe.ca.gov](mailto:special.uses@tahoe.ca.gov)