



CALIFORNIA TAHOE CONSERVANCY TOURIST ACCOMMODATION UNIT 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, trust, 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 Tourist Accommodation Units (if any)
 - Proposed Tourist Accommodation Units
 - Maximum Tourist Accommodation Units
- 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).

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): _____

Have you obtained or contracted for transfer of a Tourist Accommodation Unit from any other source?

- yes no

If yes, how many? _____

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):

Number of Units to transfer: _____

Cost per Unit - [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 meetings as needed, four to six times a 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 Tourist Accommodation Unit(s) 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 TOURIST ACCOMMODATION UNIT 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

Project must be active to receive the Tourist Accommodation Unit(s).

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: