

**TAHOE DONNER ASSOCIATION**  
ARCHITECTURAL STANDARDS OFFICE  
11509 NORTHWOODS BLVD  
TRUCKEE, CA 96161  
(530) 587-9407  
FAX (530) 587-9427  
e-mail [aso@tahoedonner.com](mailto:aso@tahoedonner.com)

## **Building Application Package** **For** **Parking Pad - Paving**

**Plan submittals will be accepted by appointment only!** Please call the ASO for an appointment at (530) 587-9407. You are required to submit your plans at least three weeks in advance of an Architectural Standards Committee meeting. Minor changes to your existing structure may be considered by one ASC member on a case-by-case basis and may not require full committee review or neighbor notification. The Architectural Standards Office and staff are here to offer you assistance with the submittal of your plans and throughout the building process and to help you determine the best review procedure for your project.

Please review, and complete the enclosed forms. Please follow the instructions carefully. The owner and contractor must sign the Declarations, Agreements & Statements. If you have just recently purchased the property, proof of ownership in the form of a recorded grant deed will be required at the time of plan submittal.

**All property corners must be established by either the four corner pins or newly surveyed boundary markers. In any case, survey pins must be clearly visible at the site and final inspections.**

**For more information on fees and submittal dates, download "ASC Fees and Meeting Schedules."**

### **Attachments**

Improvement Plan Application  
Plan Submittal Requirements  
Declarations, Agreements & Statements

# Improvement Plan Application Paving / Parking Pad

Status:

Unit / Lot:	Tahoe Donner Address:	Owner(s):	Project #:
-------------	-----------------------	-----------	------------

Mailing Address:	City:	State	ZIP	Date Submitted:
------------------	-------	-------	-----	-----------------

Home Phone:	Business Phone:	Cell Phone:	FAX Number:	E-mail Address:
-------------	-----------------	-------------	-------------	-----------------

Contractor::	Mailing Address:	City:	State	ZIP
--------------	------------------	-------	-------	-----

License Number:	Home Phone:	Business Phone:	Cell Phone:	FAX Number:	E-mail Address:
-----------------	-------------	-----------------	-------------	-------------	-----------------

**Type Project**

Paving  Parking Pad

**Lot Coverage: Residential Maximum 35% Lot Coverage - Multiple Units Maximum 50%**

Sq. footage of bldg. footprint:	Sq. footage of walkways, patios, lower decks, stoops & paving:	Sq. footage of eaves & elevated decks:
---------------------------------	--	--

Sq. footage of total coverage:	Sq. footage of the lot:	Percentage of lot coverage:
--------------------------------	-------------------------	-----------------------------

Sq. footage of paving being added:	New Sq. footage of total coverage:	New Percentage of total coverage:
------------------------------------	------------------------------------	-----------------------------------

Site Inspection Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Deposit:	Admin. Fee:	Site Insp. Fee:	Final Insp. Fee:	Total Fees::	Amount Paid:	Date Paid:
---	----------	-------------	-----------------	------------------	--------------	--------------	------------

Reviewed By Committee:	Date Reviewed:	<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Held in Abeyance <input type="checkbox"/> Referred to Full Committee
------------------------	----------------	---

ASC Member's Comments:

Site Insp. Date Passed:	Inspector:	Date Permit Issued:	Date Permit Expires:	Date Final Insp. Passed:	Inspector:
-------------------------	------------	---------------------	----------------------	--------------------------	------------

Project Notes:	Refund Date:	Amount:
----------------	--------------	---------

# Plan Submittal Requirements

Project #:

## Paving / Parking Pad

### Application Package:

- Verification of ownership
- Application completed and signed by owner
- Declarations, Agreements & Statements signed by the owner and the contractor
- Full-size plans including: Site Plan, Floor Plans and Elevation Plans. Also, 8 1/2" X 11" copies of the site plan and each of the four elevations (one elevation per page and one site plan,- typically five pages total).

### Site Plan Requirements:

- Drawn to 1/8" or 1/10" scale
- Directional indicator
- Property lines dimensioned and labeled
- Front, rear and side setbacks and easements dimensioned and labeled
- Indication of proposed surface material and any existing surfaces
- Retaining walls 18" high or higher indicated on plan
- Indication of any rip rap retaining material
- Indication of trees to be removed within the area to be paved
- Indication of area of any permanent removal of existing asphalt
- Accurate site of adjacent lots and structures in the affected area
- Edge of pavement and centerline of street
- Calculation of total lot coverage
- Indication with a dashed line of any grade changes

### Payment of fees by cash or check:

- Administration and Inspection fees paid

Plan checker initials & date:

Plan Check Notes:

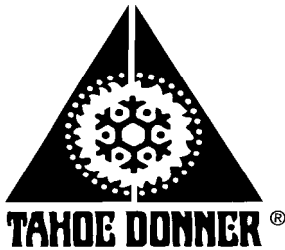


# Tahoe Donner Association

## 2012 Schedule of Architectural Standards Committee Meetings

Call (530) 587-9407 to schedule an appointment

Committee Meetings	Deadlines for Plan Submittal
January 4----- ▶	December 14, 2011
January 18----- ▶	December 28, 2011
February 1----- ▶	January 11
February 15----- ▶	January 25
March 7----- ▶	February 15
March 21----- ▶	February 29
April 4----- ▶	March 14
April 18----- ▶	March 28
May 2----- ▶	April 11
May 16----- ▶	April 25
June 6----- ▶	May 16
June 20----- ▶	May 30
July 11----- ▶	June 13
July 25----- ▶	June 27
August 8----- ▶	July 18
August 22----- ▶	August 1
September 5----- ▶	August 15
September 19----- ▶	August 29
October 3----- ▶	September 12
October 17----- ▶	September 26
November 7----- ▶	October 17
November 21----- ▶	October 31
December 5----- ▶	November 14
December 19----- ▶	November 28



**TAHOE DONNER ASSOCIATION**  
 Architectural Standards Office  
 11509 Northwoods Blvd  
 Truckee, CA 96161  
 (530) 587-9407  
 Fax (530) 587-9427  
 e-mail [aso@tahoedonner.com](mailto:aso@tahoedonner.com)

## 2012 Fee Schedule

The administrative fee and the site and final inspection fees are due upon plan submittal.  
 The deposit must be paid prior to permit issuance.

Project Description	Admin. Fees	Site Insp.	Final Insp.	Deposit	Total
New houses, multiples, & commercial buildings	\$750.00	\$60.00	\$85.00*	\$3,000.00**	\$3,895.00
Additions					
Under 500 sq. ft.	\$750.00	\$60.00	\$85.00	\$750.00	\$1,645.00
500 sq.ft. and larger	\$750.00	\$60.00	\$85.00	\$3,000.00	\$3,895.00
Garages	\$750.00	\$60.00	\$85.00	\$3,000.00	\$3,895.00

### Small projects with "Neighbor Notification"

Decks & Sheds	\$340.00	\$60.00	\$85.00	\$500.00	\$985.00
Auxiliary Structures	\$340.00	\$60.00	\$85.00	\$500.00	\$985.00
Miscellaneous	\$340.00	\$60.00	\$85.00	\$250.00	\$735.00
Fences	\$120.00	\$25.00	\$25.00	\$250.00	\$420.00
Driveways	\$120.00	\$25.00	\$25.00	\$250.00	\$420.00

### Small projects without "Neighbor Notification"

Decks & Sheds	\$120.00	\$60.00	\$85.00	\$500.00	\$765.00
Auxiliary Structures	\$120.00	\$60.00	\$85.00	\$500.00	\$765.00
Miscellaneous	\$120.00	\$60.00	\$85.00	\$250.00	\$515.00
Fences	\$25.00	\$25.00	\$25.00	\$250.00	\$325.00
Driveways	\$50.00	\$25.00	\$25.00	\$250.00	\$350.00

### Multiple Family Units:

Condominium or Apartment

\* \$85 final inspection fee for each unit.

\*\* \$3,000 deposit for the initial unit, add \$1,500 for each additional unit.

### Commercial:

Commercial Structure

\*\* Based on structure up to a maximum of 3,000 square feet. Deposit is \$4,000 for structures over 3,000 square feet and less than 5,000 sq. ft. and \$5,000 for structures 5,000 sq. ft. and over.

Commercial sign review (per sign) ..... \$120.00

### Miscellaneous:

Compliance Inspection Fee .....	\$85.00
Permit Extension Fee .....	\$50.00
Additional Site Inspection Fee .....	\$60.00
Additional Final Inspection Fee .....	\$85.00
Miscellaneous Inspection Fee .....	\$25.00
Variance Fee .....	\$1.50/letter

# DECLARATIONS, AGREEMENTS & STATEMENTS

Project #:

## OWNER'S DECLARATIONS

As the owner, I am exclusively responsible for the identification of the property boundaries, easements and setbacks. Any changes to the original approved plans must be submitted to the ASC and authorized prior to execution. I understand it is my obligation to keep my property safe, tidy and free of dangerous conditions so that the TDA, ASC, its agents, employees and independent contractors may enter and work on my property, if necessary, without risk of harm or injury. By signing this application, I warrant that the above-mentioned property is safe and free of dangerous conditions. I understand that in order to complete the permit process, I have to pick up an ASC permit prior to construction or clearing of the lot.

I understand that all required information, deposits, and inspections must be completed prior to permit issuance and that I have 45 days from the date of notice to complete the conditional requirements or plans will become invalid. I understand that I have 120 days from the committee approval date to submit the required deposit or the project will be invalidated.

I understand that if the application becomes invalidated the site must be inspected to insure that there have been no alterations of the lot. If the lot has been altered, the site must be returned to its natural condition prior to the refund of any deposit or unused inspection fees. The administration fee and the used inspection fee(s) which accompanied the application will not be refunded.

## TREE PROTECTION AGREEMENT

I understand that nothing may be attached in any way to any tree, including: electrical poles, permits, house numbers, structures, swings, signs of any type, play structures, etc! If a violation of this policy occurs, I understand that I will be held responsible and fines may be imposed for each offense.

## SITE INSPECTION AGREEMENT

The owner, contractor or agent agree to identify and string all side and rear lot lines, and stake and label all structure corners prior to requesting a site and tree inspection. All four boundary pins will be in place and clearly visible, and all trees that are designated on the plan for removal will be identified with flagging ribbon per Architectural Standards Committee (ASC) specifications at the time of the site inspection. The property's five-digit address numbers must be visible from the street.

## OWNER'S PERMIT ISSUANCE STATEMENT

Should questions arise during the course of this project, I will consult the AS Office for clarification. By signing below, I indicate that I have read and understand the Architectural Standards Rule Book and am willing to take full responsibility for my actions

As the owner, I am thoroughly familiar with the plans that were submitted, and I am aware that I am responsible for any and all changes made to these plans either by my contractor or myself. I understand that any alterations to the originally submitted and approved plans made without prior from the ASC may result in fines and are subject to corrective action.

Owner's Signature	Date

## CONTRACTOR'S PERMIT ISSUANCE STATEMENT

As the contractor, I have familiarized myself with the Tahoe Donner Association's Rules and Regulations and agree to abide by them. Any proposed changes from the originally approved plans covered by this permit will necessitate prior approval from the ASC prior to execution.

<input type="checkbox"/> I am a licensed Contractor <input type="checkbox"/> I am not a licensed Contractor	
Contractor's Signature	Date

### Refund at End of Project - Please Note:

**All deposits and unused fees will be returned to the submitting owner(s) of application, unless otherwise stated in writing by all owners.**

**Upon final approval of the this project, I/We hereby request the unused deposit and fees be paid to the person as designated below:**

Name of person to whom proceeds are payable:	Address of Payee:
--	-------------------

### All owners listed on deed must sign:

Owner signature:	Date:	Owner signature:	Date:
Owner signature:	Date:	Owner signature:	Date: