

Minor projects – A step-by-step guide on how to apply for a Tahoe Donner permit

Prior to making minor changes in the exterior appearance of a residence or property, a minor permit is required through the Tahoe Donner Community Standards Office. Below is a step-by-step guide to applying for a Minor permit. For further assistance, please reach out to the Tahoe Donner Community Standards Office at csso@tahoedonner.com or 530-587-9407.

STEP 1:

DETERMINE WHICH PROJECT CATEGORY YOUR PROPOSED CONSTRUCTION FALLS UNDER. TYPES OF PROJECTS WHICH REQUIRE A MINOR PERMIT WITHOUT NEIGHBOR NOTIFICATION (1 YEAR PERMIT):

- ADU/JADU (Remodel of Existing Living Area)
- Decks & Deck Railing, stairs
- Driveway & Parking Pads
- Hot Tub (New footprint)
- Mudroom
- Chimney
- Commercial Sign
- Walkway, Patio, Fire Pits
- Landscaping, Retaining Walls, & Drainage
- Solar Panels (if tree removal is proposed)
- Custom Built Garbage Enclosures
- Artificial Grass

STEP 2:

Reach out to the Tahoe Donner Community Standards Office to inquire whether we have plans on file for your property, which can be emailed to you for use with your permit application (plans will need to be updated by you)



STEP 3:

Download a copy of the Plan Submittal Requirements for Minor Projects



(below) and use this checklist to update the applicable sections of your site plan and/or elevation plans. Also, see below for a step-by-step guide on creating/updating your site and elevation plans.

STEP 4:

Click on the “permit application” link on our web page to apply for your permit.

Fill out the fields (the ones marked with an asterisk are mandatory), upload your plans, if applicable, to the permit application, and then click the blue button at the bottom which reads, “Submit permit application”. If you would like to save your partially done application and come back to it later, click on the “save” button at the bottom right of the application and a link will be sent to your email.

STEP 5:

Once you submit your application, you will receive an email from CSO staff with instructions to pay your permit fee. Staff may also reach out to you for more information, so please make sure to include your contact details in the



permit application. You may also receive instructions to prepare your lot for a site inspection. This is required for all projects which involve changes to your footprint (ie. Decks, driveways, patios, landscaping) A site inspection is not required if you are making changes to your elevations only (railings, doors, etc.)

STEP 6:

Prepare your lot for a site inspection, if applicable.

Site Inspection

Any footprint change typically requires a site inspection. If a new topographic and boundary survey is submitted for a minor project, the site inspection may be waived. A site inspection must be conducted prior to permit issuance. In winter months when snow is present, the project will be reviewed once an approved site inspection has been conducted in the spring, or when weather allows.

- Have your property pins marked and clearly exposed/dugout.
- Property lines must be strung. (Sides and Rear unless told



otherwise by staff).

- Have your address sign clearly visible (For new construction).
- Stake out the corners of the project. For new houses/garages and similar structures, all corners including pop outs as well as corners of decks. For all other projects stake out the outlines of the project.
- Flag all trees that will be removed as part of your project, they



need to match you submitted site plan.

- When site has been prepared per the requirements above, the owner or contractor may request a site inspection using the link on our web page

STEP 7:

Pay your permit fee and then a staff member will reach out to you to guide you through the next steps in your permit, or your permit may be issued.

You will typically have one year from the date of permit issuance to complete your project, or you may request an extension through the office.

Please note: Some changes to the existing structure may be approved by CSO staff and, depending on the scope of the project, other changes may require the approval of one member of the Architectural Standards Committee. Requests for exceptions to the ASC Rules such as exceeding 35% lot coverage or requests to use metal or certain other materials must be approved by one member of the Architectural Standards Committee and/or the full committee.

Please note: While Tahoe Donner's permit process is separate from the Town of Truckee's, members are advised to contact the Town of Truckee Building Department (530) 582-7820 for further information regarding the town's building permit requirements.

STEP 8:

Submit revisions to the CSO office for review/approval. If a project has any changes or deviations from the original approved plans, updated plans may be required. For example, if you build your driveway a different shape from what was originally approved, or if you change your deck configuration, add steps, change the railing design, etc.

STEP 9:

If it looks like you will be unable to complete your project by the expiration date, please request your extension using the link on our web page. If a project will not be completed and receive final approval by the Architectural Standards Committee (ASC) prior to the expiration of the initial permit through a final inspection, the Owner may apply for an extension of the initial ASC permit. Extensions of Time are granted in

six-month increments and vary in terms of extension fees depending on

extension number granted.



Such request must be submitted to the Community Standards Office (CSO) at least 30 days prior to said expiration. With a showing of good cause, an Owner may be allowed a maximum of two extensions, with the first being approved at the CSO, and the second reviewed by the ASC in a hearing before being reviewed before the Board of Directors for third and subsequent extensions.

STEP 10:

Once your construction project is complete, you must request your final

inspection using the link on our web page.



To close out a project and issue the project refund, a final inspection must be conducted to verify project completion in accordance to the ASC's approval within the allotted permit time-frame. It is the owner's responsibility to certify that the project does not encroach upon any easement, setback or contiguous property line and conforms to the approved plans and specifications.

RESOURCE CENTER

ARCHITECTURAL STANDARDS COMMITTEE (ASC) ARCHITECTURAL STANDARDS RULES, PROCEDURES AND RESTRICTIONS FOR LAND USE



MINOR PLAN SUBMITTAL REQUIREMENTS

Site Plan Requirements (Required for Any Coverage Increases):

- | | | | |
|-----|--------------------------|--------------------------|--|
| ASO | <input type="checkbox"/> | <input type="checkbox"/> | Scale: 1/8" = 1'0" or 1/10" = 1' 0" |
| | <input type="checkbox"/> | Applicant | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | Area calculations table indicated on plan with total coverage percentage |
| | <input type="checkbox"/> | <input type="checkbox"/> | Property lines dimensioned and labeled; property pins labeled (ex. Found ¾" Rebar) |
| | <input type="checkbox"/> | <input type="checkbox"/> | Edge of pavement and centerline of street |
| | <input type="checkbox"/> | <input type="checkbox"/> | Easements (front 20ft, side 10ft, and rear 20% setbacks – min. 25') dimensioned and labeled |
| | <input type="checkbox"/> | <input type="checkbox"/> | Building footprint, eaves, garages, decks, walkways, patios, and direction of roof slope (do not show floor plans) |
| | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions from the property line to the eave line on each outer-most corner of the structure |
| | <input type="checkbox"/> | <input type="checkbox"/> | Location and material of parking pads, turnouts, and driveway (max. 20' wide at property line for residential and 24' wide at the property line for multiple family units; include dimension at property line) |
| | <input type="checkbox"/> | <input type="checkbox"/> | Retaining walls to be indicated on plan, including a cross section if > 18" in height |
| | <input type="checkbox"/> | <input type="checkbox"/> | Indication of tree removal within the 10' building zone of the structure and 5' for paved surfaces and decks |
| | <input type="checkbox"/> | <input type="checkbox"/> | Location of Animal Resistant Garbage Can Enclosure (ARGCE) |

Elevation Plan Requirements (Required for Any New Structure – Excludes Landscaping):

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Scale: 1/4" = 1' 0" |
| <input type="checkbox"/> | <input type="checkbox"/> | Show existing and proposed building contours |
| <input type="checkbox"/> | <input type="checkbox"/> | Illustration and call out all materials for each elevation (siding, roofing, window frames, doors, deck railing, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Indication of all roof pitches |
| <input type="checkbox"/> | <input type="checkbox"/> | Indication of the locations of electric panel service box and natural gas meter shed |
| <input type="checkbox"/> | <input type="checkbox"/> | Indication of the positions of all exterior lighting |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide exterior lighting cut sheet (in color) with lighting specifications |
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HOW TO CREATE OR UPDATE YOUR SITE PLAN AND/OR ELEVATION PLANS

SITE PLAN

Step 1: You can use graph paper to create a scaled site plan if you don't have any old plans to update. Find your corner property pins and expose them. Your property pins are official property markers that were set when the neighborhood was created (or they could have been repined later) and will look like a



rusty red rebar pole, $\frac{3}{4}$ or $\frac{5}{8}$ width, flush with the ground or a few inches below, often with a pink ribbon tied to them and sometimes will be stamped with a yellow cap with letters and



numbers like this:

Step 2: Put a wooden stake right beside each of your corner pins and then run a string along the sides and back of your lot and get it as straight as possible despite the trees and bushes along your property line. Measure the distance from the sides of your lot to eaves (edge of roof) of your house to confirm that your house is sitting accurately (the way it's shown on the site plan.)

Step 3: Update the site plan by labelling each corner property pin on your site plan with "Found $\frac{3}{4}$ rebar" or whatever you've found, and if a pin is missing and you've done your best to find it by measuring from the other 2 pins, put a wooden stake in that spot. If you don't have an old site plan to work off of and are starting from scratch, you can find your lot dimensions on the plat maps on our website:

<https://www.tahoedonner.com/members/homeowner-guidelines/architectural-standards/plat-maps/>

Step 4: On your site plan, draw any missing decks, walkways, driveways, patios, retaining walls, etc. that have been added to the property by previous owners since the site plan was last updated. Per ASC rules, your plan must reflect current conditions on your property with each new permit application.

Step 5: Label your setbacks on your site plan (10 feet on each side, 20 feet in front, 20% (minimum 25 feet) in the rear).

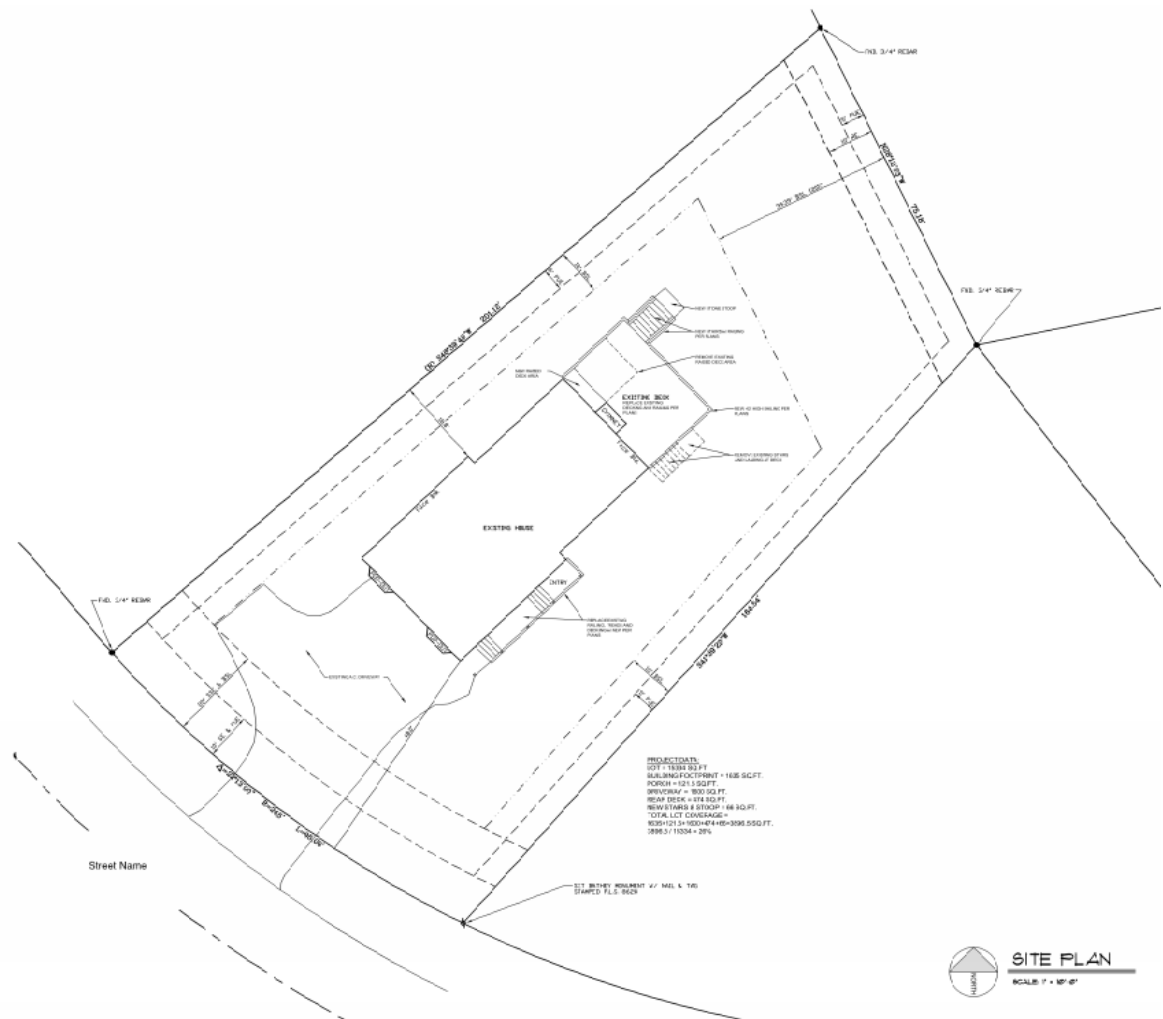
Step 6: Label any easements (access easements, recreational easements, drainage easements, etc.) on your site plan.

Step 7: Mark, on your site plan, any trees you plan to remove for this project by drawing an X over them. You may remove trees within 5 feet of driveways/walkways/patios and decks, and within 10 feet of any foundation.

Step 8: Update your area calculations by measuring the footprint of all improvements on your property...house/garage, driveway, walkways, patio, decks, stairs, sheds, etc. This is to calculate how much of your lot is developed. Tahoe Donner rules allow you to develop up to 35% of your lot and the rest must remain natural. You must include all improvements in your coverage, even gravel that's not within 1 foot of your eaves and paving and 5 feet from your foundation. When calculating your house/garage square footage, only measure from the foundation, not the eaves.

Step 9: Finally, draw the proposed new work on your site plan – for example, if you are widening your driveway, white out the old driveway lines and draw the new lines. If you are building a patio, draw it on the plan and illustrate the pavers with little rectangles to show the type of material.

1. Below is a sample site plan that meets the submittal checklist for Minor projects:



ELEVATION PLANS

Walk around your house and look at each side to make sure that everything on your old plan is accurate. There may be many changes that have been done to the house before or since you've owned it, and as the permit applicant you are responsible for submitting an accurate plan even if you're not doing any work to other parts of the house. Update your plans by drawing any missing windows, doors, siding, deck railings that are a different style, lights, etc. Make sure to draw it to scale (1/4 inch = 1 foot) Finally, update your plan with the proposed work for this current permit application – for example, if you are changing your vertical wooden pickets to hog wire then draw horizontal lines across the railings on the plans. If you are changing your siding from T1-11 to horizontal cedar then white out all vertical lines on all elevations and draw horizontal lines to show the proposed new siding. If you are adding a window, draw it in the location you're adding it.

Below is a sample elevation plan for a single side (you'll need to update all elevations that will have changes (ie. all 4 elevations for new siding, 3 or 4 elevations for deck and railing changes, one elevation for a window or door change):



Proposed East Elevation

Scale : 1/4" = 1'-0"