

# How to Apply for a Minor w/ Neighbor Notification Permit

*A simplified step-by-step guide for homeowners*



Before beginning any project that alters the exterior appearance or adds new structures/footprint to your property, a **Minor Permit with Neighbor Notification (Minor NN)** is required through the Tahoe Donner Community Standards Office (CSO). These projects require review by the Architectural Standards Committee (ASC) and formal neighbor notification to adjacent lots. **If applying for a Variance, neighbors are notified within 500ft.**

If you need assistance at any point, please contact us at [cso@tahoedonner.com](mailto:cso@tahoedonner.com) or **(530) 587-9407**.

## STEP 1 — DETERMINE WHETHER YOUR PROJECT REQUIRES A MINOR NN PERMIT

Minor NN permits (1-year permits) are required for the following project types:

### Projects Requiring a Minor Permit with Neighbor Notification (Minor NN):

- Additions **under 500 sq. ft.** (including ADU/JADU)
- New garages (attached or detached)
- Sheds
- Auxiliary structures
- New fences or fencing with a **new footprint**
- Variance requests (any setback encroachment or other exemption)
- Any project that requires neighbor notification but **does not** qualify as a Major Permit

If you're unsure which category your project falls into, CSO staff can confirm.

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## STEP 2 — REQUEST EXISTING PROPERTY PLANS

Email the CSO to check whether we have plans on file for your property.

We will send any documents we have so you can update them for your submittal.

*PLEASE NOTE: Any plans or documents provided by the Community Standards Office are for reference only and are not guaranteed to be accurate, complete, or reflective of current site conditions. Members are responsible for ensuring all submittals meet the ASC Plan Submittal Checklist, accurately reflect existing conditions, and include all updates. Courtesy documents should not be used as a substitute for preparing or verifying your own plans.*

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## STEP 3 — PREPARE YOUR PLAN SET (SITE PLAN + ELEVATIONS REQUIRED)

Minor NN projects require a complete architectural submittal showing all proposed changes and existing conditions. Your plan set must include:

### Required Plans:

- Updated site plan
- All affected elevation views
- Floor plan(s) for additions/auxiliary structures
- Roof plan if applicable
- Exterior colors, materials, and siding details
- Lighting specifications (cut sheets)
- Tree removal plan
- Coverage and grading calculations (if applicable)

Download and follow the [ASC Plan Submittal Requirements – Minor NN](#) checklist.

PLEASE NOTE: Garages and Additions (under 500 sq. ft.) follow [Plan Submittal Requirements for Major Projects](#).

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#### **STEP 4 — SUBMIT YOUR PERMIT APPLICATION**

Visit our website and click “[Permit Application](#).”

Upload your full, completed plan set and fill out all required fields.

You may save your application and return later using the “Save” button.

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#### **STEP 5 — CSO STAFF REVIEW & FOLLOW-UP**

After submitting your application, CSO staff will:

- Review for completeness
  - Request any missing items
  - Provide instructions to pay the permit fee
  - Coordinate your required site inspection
  - Prepare the neighbor notification mailing list
  - Schedule you for an upcoming ASC meeting
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#### **STEP 6 — PREPARE FOR YOUR SITE INSPECTION**

All Minor NN projects require a site inspection prior to ASC review.

##### **Site Inspection Preparation Requirements:**

- Expose and mark all property pins
- String property lines (sides and rear unless otherwise directed)
- Clearly mark your address
- Stake all corners of the proposed structure/addition
- Flag any trees proposed for removal (must match plans)

Once prepared, request your site inspection online.

Once your site is prepared, request the inspection using the link on our website, also linked below:

[Request Your Site Inspection](#)

[Site Inspection Preparation Requirements](#)

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#### **STEP 7 — PAY YOUR PERMIT FEES & AWAIT ASC MEETING SCHEDULING**

After the inspection is approved and fees are paid:

- Your project will be scheduled for the **next available ASC meeting**
  - CSO staff will send your formal **neighbor notification**
  - You will receive official ASC meeting details via email
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#### **STEP 8 — ASC MEETING & DECISION**

At the ASC meeting:

- Your project will be reviewed for compliance with all standards
- You or your designer/contractor may attend to answer questions
- The Committee will approve, deny, or approve with conditions

If revisions are required, CSO will notify you of next steps.

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## **STEP 9 — SUBMITTING REVISIONS (IF REQUIRED)**

If changes are requested by the ASC or occur during construction:

You must email CSO with:

- A list of revision items
- Updated plans with all changes clearly bubbled

Revisions must be approved before changes are constructed.

Unapproved deviations may lead to hearings or fines.

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## **STEP 10 — CONSTRUCTION TIMELINE & EXTENSIONS**

Minor NN projects carry a **1-year permit window**.

If more time is needed, you may apply for an extension:

### **Extension Rules:**

- Must be requested 30 days before expiration
- Two extensions allowed
  - 1st extension: approved by CSO
  - 2nd extension: requires ASC hearing
- 3rd extension requires Board of Directors approval

Extensions include applicable fees ([ASC Fee Schedule](#))

Request here: [Request an Extension of Time](#)

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## **STEP 11 — REQUEST YOUR FINAL INSPECTION**

When construction is complete, submit your [Final Inspection Request](#) online.

Final inspection verifies:

- Work matches approved plans
- All conditions of approval are satisfied
- Compliance with ASC Rules
- Eligibility for project refund (if applicable)

If deviations are found, corrections may be required before approval.

## **RESOURCE CENTER**

### **HOW TO CREATE OR UPDATE YOUR SITE PLAN AND ELEVATION PLANS:**

1. Expose property pins; they may be metal rebar flush with the ground and sometimes capped.
2. Stake each pin and run string lines along property boundaries.
3. Measure setbacks and confirm your house matches the plan location.
4. Update your existing site plan or create a new one using lot dimensions from Tahoe Donner plat maps.
5. Add any missing decks, walkways, patios, sheds, etc. added by previous owners.
6. Label setbacks:
  - 10 ft sides
  - 20 ft front
  - Rear = 20% of lot depth (min. 25 ft)
7. Identify all easements.
8. Mark any trees proposed for removal with an "X."
9. Update coverage calculations to confirm you remain under 35% maximum lot coverage.
10. Draw the proposed improvements clearly.

### **CREATING/UPDATING ELEVATION PLANS:**

- Walk around your home and ensure your elevations reflect actual, existing conditions.
- Update any differences (windows, doors, siding, railings, lights).
- Draw to scale ( $\frac{1}{4}'' = 1$  ft).
- Add proposed work clearly (e.g., new siding patterns, added windows, railing style changes).

### **HELPFUL DOCUMENTS:**

[Plan Submittal Requirements](#)

[ASC Fee Schedule and Scope of Work](#)

[Permit Application Form](#)

[ASC Rules](#)

[How to Create and Update Site & Elevation Plans](#)

[Site Inspection Preparation Requirements](#)

[Final Inspection Preparation Requirements](#)

[Request Your Site Inspection](#)

[Request a Final Inspection](#)

[Request an Extension of Time](#)

## PROJECTS W/ NEIGHBOR NOTIFICATION DOCUMENT RESOURCE CENTER

- [Architectural Standards Rules, Procedures and Restrictions for Land Use \(pdf\)](#)
- [Architectural Standards Committee Meeting Schedule \(pdf\)](#)
- [Architectural Standards Committee Fee Schedule \(pdf\)](#)
- [Declarations, Agreements, Statements Acknowledgment Form](#)
- [ASC Plan Submittal Requirements – Major \(pdf\)](#)
- [Animal Resistance Garbage Can Enclosure \(ARGCE\) Minimum Standards \(pdf\)](#)
- [Site Inspection Preparation](#)
- [Final Inspection Tips and Tricks for Major Projects](#) (New Houses, Multiples, Commercial Buildings, Additions Over 500sqft, And Garage with Addition)
- [ASC Coverage Policy – Updated 9-11-2019](#)
- Tahoe Donner Building Envelope (coming soon)
- [Variance Request Form](#)

### **ASC Rule — Section VIII: Extension of Time / Failure to Complete Improvements**

If an approved final inspection is not completed before the expiration of the original permit or extension, the permit will lapse, a Hearing as provided in Section XV will be scheduled, and the Owner will be subject to an ongoing fine until an ASC final inspection is approved.

### **ASC Violation/Fine Schedule (Section XXI):**

#### **B. CONSTRUCTION VIOLATIONS:**

4) Failure to obtain extension prior to expiration of permit (Additional deposit may also be required) \$100.00 - 250.00

5) Failure to complete project within allotted time frame \$200.00 - \$1,000.00 per month

#### **C. DEVIATIONS FROM APPROVED PLANS**

1) Major deviations without prior approval (design, colors and/or materials): \$500 – \$2,000

2) Minor deviations without prior approval (i.e. window changes side/rear) \$150.00 - \$500.00

NOTE: Any changes made without approval from the ASC shall be subject to a fine and may be subject to an order requiring corrective action.