



**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**

### **Houses, Garages, Additions & Multi-Unit Structures**

### **Decks, Sheds & Auxiliary Structures**

The Architectural Standards Office and staff are here to offer you assistance with the submittal of your plans and throughout the building process. **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.

Please review, and complete the enclosed forms. The owner and contractor must sign the Declarations, Agreements & Statements. The Garbage Can Enclosure Application and the Exterior Specification Form may be completed and signed by you or your contractor/agent. All items on the Exterior Specification Form must be completed, and you may be requested to submit samples. If you have just recently purchased the property, proof of ownership in the form of a recorded grant deed will be required.

All plan submittals for houses or multiple units are required to include the name, address, license number and signature of the licensed land surveyor or civil engineer who prepared the topographic & boundary survey. All property corners must be established by either the four original corner pins or newly surveyed boundary markers being in place and clearly visible.

Most proposed "additions" to an existing structure or detached structures (such as garages) will typically require a new boundary survey unless review of the submitted documentation deems otherwise. In any case, existing surveyed pins must be clearly visible at the site inspection and a topography of the lot indicated on the plan.

For more information on fees and submittal dates, download "[ASC Fees and Meeting Schedules](#)."

#### **Attachments**

Improvement Plan Application  
Declarations, Agreements & Statements  
Plan Submittal Checklist  
Exterior Specification Form  
Animal Resistant Garbage Can Enclosure Application (GCE)

## Improvement Plan Application Major Construction

Status:

Unit / Lot:	Tahoe Donner Address:	Owner(s):	Project #:
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Mailing Address:	City:	State:	ZIP:	Date Submitted:
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Home Phone:	Business Phone:	Cell Phone:	FAX Number:	E-mail Address:
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Contractor:	Mailing Address:	City:	State:	ZIP:
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License Number:	Home Phone:	Business Phone:	Cell Phone:	FAX Number:	E-mail Address:
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### Type Project

House  
  Garage  
  Addition  
  Multiple Unit  
  Deck  
  Commercial  
  Shed/Auxiliary Structure

<b>Sq. Footage of New Living Space:</b>	1st Floor:	2nd Floor:	Other:	Total:
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### Proposed Lot Coverage: Residential Maximum 35% Lot Coverage - Multiple Units Maximum 50%

Sq. footage of bldg. footprint:	Sq. footage of walkways, patios, eaves, decks, stoops & paving:	Sq. footage of Total Coverage:
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Sq. Footage of the lot:	Percentage of lot coverage:	Site Inspection Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Deposit:
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Admin. Fee:	Site Insp. Fee:	Final Insp. Fee:	Total Fees:	Amt. Paid:	Date Pd.:	Amt. Paid:	Date Pd.:	Amt. Due:
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Reviewed By Committee:	Date Reviewed:	<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Held in Abeyance
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ASC Member's Comments:

Site Insp. Date Passed:	Inspector:	Date Permit Issued:	Date Permit Expires:	Date Final Insp. Passed:	Inspector:
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Project Notes:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Refund Date:</td> <td style="width: 50%;">Amount:</td> </tr> </table>	Refund Date:	Amount:
Refund Date:	Amount:		

# Plan Submittal Requirements

Project #:

Residences, Additions, Garages, Decks, Sheds & Auxiliary Structures

## Application Package:

- Verification of ownership
- Exterior Specification form completed
- 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:

- 1/8" or 1/10" scale
- Signature of a surveyor or engineer licensed to conduct boundary and topographic surveys
- Property lines dimensioned and labeled
- Easements (rear, front & side setbacks) dimensioned and labeled
- Reference benchmark or topography point
- Contour lines indicated at 2' intervals indicated with a solid line
- Grade changes indicated with a broken line
- Retaining walls 18" high or higher indicated on plan
- Slope, drainage and places of concentrated flow on the property or retention ponds
- Indication of tree removal within the 10' building zone of the structure and the driveway
- Indication of existing vegetation areas that will be preserved
- Accurate locations of adjacent lots and structures
- Edge of pavement and centerline of street
- Indication of construction material storage inside the property line
- Building footprint, eaves, garages, decks, walkways, patios and direction of roof slope
- Dimensions to eave line on each outer-most corner of the structure
- Indication of elevation of all lower level floors on the site plan
- Indication of the location and material of parking pads, turnouts and driveway. Indication of slope, swales and drainage of the driveway (maximum 20' wide driveway at the property line for residential and 24' wide at the property line for multiple family units).
- If access to the property is not from the proposed driveway, indicate other access
- Indication of all utility lines trenched from source to the house (sewer, power, water and gas)
- Snow storage (30% of the driveway coverage). No snow storage is allowed in the 20' front setback
- Area calculations table indicated on plan
- Indication of major view corridor from the site, if any
- Indication of garage or site for future garage
- ARGCE location indicated on site plan

Sq. Footage of New Living Space:
1st Floor:
2nd Floor:
Other:
Total:

Proximity Issues?		
Unit	Lot	Cc
Unit	Lot	Copy

## Elevation Plan Requirements:

- 1/4" scale drawings
- Average height at midpoint
- True building contours indicating existing and proposed grade levels for each elevation drawing
- Illustration and call out all materials for each elevation (siding, roofing, window frames, etc)
- Indication of all roof pitches
- Indication of the locations of electric panel service box & natural gas meter shed
- Indication of the positions of all exterior lighting

Plan checker initials & date:

Plan Check Notes:

# Exterior Specification Form

Project #:

Unit / Lot:

Tahoe Donner Address:

Type of Structure:

			Material / Manufacturer	Color Name
Roofing (including Eaves, Edge Metal, etc)	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Flashings, Penetrations on Roof	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Street View Siding (including dimensions)	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Side Elevation Siding (including dimensions)	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Rear Elevation Siding (including dimensions)	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Stucco	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Rock or other Exterior Materials	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
All wallcaps, vents, metal brackets, boxes, etc	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing	All metal, plastic & fiberglass materials	To be painted a color that blends with the color of the adjacent material (i.e. siding)
Foundations & retaining walls	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Roof fascia (including dimensions)	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Front doors and other access doors	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Window frame material and color	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Corner trim (including dimensions)	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Door trim (including dimensions)	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Window trim (including dimensions)	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Garage door as drawn on plans	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
Decking & Railings (including dimensions)	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		

Notes



# Animal Resistant Garbage Can Enclosure Exemption and Installation Application

Project #:

11509 Northwoods Blvd, Truckee CA 96161

Ph:(530)587-9407

Fax: (530)587-9427

Unit / Lot:	Tahoe Donner Address:	Owner(s):
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Mailing Address:	City:	State:	ZIP:	Date Submitted:
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Home Phone:	Business Phone:	Cell Phone:	FAX Number:	E-mail Address:
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Option #1	<p>As the <b>owner and resident</b> at the above referenced property in Tahoe Donner, I request an exemption from the metal garbage can enclosure requirement. I will keep my garbage in the garage until the scheduled day of disposal pick up. If I leave prior to the scheduled day of disposal pick up, I will take my garbage with me and dispose of it properly.</p> <p><b>Exercising this option will require the removal of any existing garbage can enclosure on, or associated with, this property.</b></p>
Initials	<p><b>I understand that the Committee reserves the right to require an ASO approved garbage can enclosure if complaints of garbage spills are received regarding this property.</b></p>

Option #2	<p>I am submitting plans and specifications for an animal resistant garbage can enclosure to be considered for approval by the ASC and understand that existing garbage can enclosure must be removed,</p> <p>An administration and inspection fee of \$50 is required when designing a ARGCE for ASC review. In addition to plans and specifications, the ARGCE unit must be physically inspected by the ASC at the scheduled review.</p> <p>If possible, the new ARGCE should be screened with either new landscaping or existing native vegetation, rocks, and/or other aesthetically pleasing methods to reduce the visual impact.</p>
Initials	<p><b>As owner, I am required to advise the ASO once the new ARGCE has been installed and is ready for inspection by calling (530)587-9407 or by faxing this form to (530)587-9427.</b></p> <p><i>If the inspection of the ARGCE is conducted with the final inspection of a new house, multiple unit, etc., no additional inspection fee is required.</i></p> <p><b>Administration and Inspection Fees: \$50</b>      <input type="text" value="Date Paid:"/></p>

Option #3	<p>As the owner of the above referenced property, I have selected an ASC approved ARGCE from the supplier listed below, and I understand that any existing garbage can enclosure must be removed. If possible the new ARGCE should be screened to reduce the visual impact with either new landscaping or existing native vegetation, rock, and/or other aesthetically pleasing methods.</p> <p>A final inspection will automatically be scheduled 35 days from the date of this application unless the installation is a part of new construction taking place on the property. If new construction, the ARGCE will be finalized with the construction project.</p> <p><i>If the inspection of the ARGCE is conducted with the final inspection of a new house, multiple unit, etc., no additional inspection fee is required.</i></p>
Initials	<p>Name of the ASC approved ARGCE Manufacturer: <input type="text"/></p> <p><b>Administration and Inspection Fees: \$25</b>      <input type="text" value="Date Paid:"/></p>

Signature of property owner or agent: **X**

### Installation Requirements Checked at Final Inspection

- 1: The ARGCE door must face the paved portion of the driveway or turn out.
- 2: The ARGCE must be installed on the homeowner's property and not in the Town of Truckee right-of-way. If the unit must be installed on a portion of a paved access easement not owned by the installing property owner, the deed of the property on which the installation is made must be amended to authorize the installation. A copy of the amended deed must be submitted with the installation application.
- 3: The ARGCE must be painted an approved color (Green or Brown). Exposed concrete foundations greater than six (6) inches above grade must be painted to blend with the ARGCE exterior surface.
- 4: All materials related to the installation of the ARGCE and the old enclosure and foundation (if any) must be removed.

Application approved by:	Date:	Final Date:	Final Inspection by:	Insp. Date:	Outcome:
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# 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 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 the information provided with this application is complete and accurate and that I have read and understand the Architectural Standards Rule Book and am willing to take full responsibility for my actions and the actions of my contractor(s).

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:
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**All owners listed on deed must sign:**

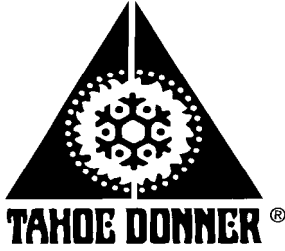
Owner signature:	Date:	Owner signature:	Date:
Owner signature:	Date:	Owner signature:	Date:



# Tahoe Donner Association

**2010 Schedule of Architectural Standards Committee Meetings**  
Call (530) 587-9407 to schedule an appointment

<b>Committee Meetings</b>	<b>Deadlines for Plan Submittal</b>
January 6----- ▶	December 16, 2009
January 20----- ▶	December 30, 2009
February 3----- ▶	January 13
February 17----- ▶	January 27
March 10----- ▶	February 3
March 24----- ▶	February 17
April 7----- ▶	March 17
April 21----- ▶	March 31
May 5----- ▶	April 14
May 19----- ▶	April 28
June 9----- ▶	May 19
June 23----- ▶	June 2
July 7----- ▶	June 16
July 21----- ▶	June 30
August 4----- ▶	July 14
August 18----- ▶	July 28
September 8----- ▶	August 18
September 22----- ▶	September 1
October 6----- ▶	September 15
October 20----- ▶	September 29
November 3----- ▶	October 13
November 17----- ▶	October 27
December 1----- ▶	November 10
December 15----- ▶	November 24



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 Fax (530) 587-9427  
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## 2010 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