



MINOR MODIFICATIONS INFORMATION SHEET

GENERAL INFORMATION

Minor Modifications are required by the Town of Truckee to verify that a requested modification to the applicable standards of this Development Code is an allowed modification and complies with the development standards and any design guidelines applicable to the land use or zoning district for the site. The review process begins with the evaluation of the proposed modification of the applicable Development Code regulations to determine if the modification should be allowed on the subject site. The process includes the filing of a land use permit application with the Director to verify compliance with all applicable land use development standards, any applicable design guidelines, and the requirements of other Town departments.

A Minor Modification may be granted by the Director for land use activities or structure(s) that encroach into a single-family residential side yard setback as follows:

1. Side yard setbacks may be reduced up to a maximum of 20 percent of the minimum setback area for permitted uses within the applicable zoning district identified in Article II (Zoning Districts and Allowable Land Uses) with the following exceptions:
 - a. Side yard setback reductions over 20 percent of the minimum setback area shall require Variance approval in compliance with Chapter 18.82 (Variances);
 - b. Minor Modifications to side yard setbacks shall not be used in addition to Development Code Section 18.30.120.F.7.b;
 - c. Minor Modifications to side yard setbacks shall not be used in addition to the "Allowed projections into setbacks", identified by Table 3-2 of Development Code Section 18.30.120.E;
 - d. Setback reductions for additions or modifications to a single-family dwelling that encroaches into the side yard setback shall be reviewed in compliance with Development Code Section 18.30.120.F.7.c (Side setbacks for nonconforming structure); and
 - e. Parcels adjacent to Donner Lake are not eligible for Minor Modifications to side yard setbacks and shall comply with Development Code Section 18.38.050 (Donner Lake Development Standards).

A Minor Modification shall be required before the approval of a building, grading or other construction permit, or other authorization required by the Municipal Code or Development Code for the proposed use or construction.

REVIEW AND PROCESS

Each Minor Modification application shall be analyzed by the Director to ensure that the application is consistent with the content, purpose and intent of the Development Code, any applicable design

guidelines, the General Plan, and any applicable Specific Plan. The Director shall take the appropriate action on a Minor Modification within 30 days of finding the application to be complete.

The Truckee Development Code requires public noticing before any action may be taken to approve the Minor Modification for all projects. The notice is mailed to all property owners within 500 feet of the project site and posted at Town Hall at least 14 days before any action is taken to approve the Minor Modification, and the public has the opportunity to review the plans and provide input to Town staff during this period. The action taken by the Director to approve, conditionally approve or deny the Minor Modification may be appealed to the Planning Commission, and the action to approve a Minor Modification does not become effective until the appeal period has ended. The appeal period is 10 days from the date of the Planning Division's action on the Minor Modification.

To expedite the review of your application, please include all information listed in the "Minor Modification Submittal Checklist" with your application submittal. This information is necessary to verify compliance with Town zoning and development regulations. Missing information may delay the processing of your application. In addition, the Planning Division recommends reviewing the Truckee Development Code (or the land use/zoning approval for previously approved projects) to determine the zoning and development regulations that apply to your project and verify that the proposed project complies with all applicable regulations prior to application submittal.

FEES

The fees for processing the Minor Modification application will be based on the actual costs of Town staff time spent on processing the application and any direct costs (publication notice costs, Nevada County Environmental Health Department review fee, etc.). A fee deposit of \$750.00 must be submitted with the Minor Modification application to cover these anticipated costs. If the actual application costs are less than the fee deposit, the applicant will receive a refund of the unused fees at the end of the application process. If the actual application costs exceed the initial fee deposit, the applicant will be invoiced for additional deposit to cover the costs of processing the application.

SUBMITTAL REQUIREMENTS

The items listed in the "Minor Modification Submittal Checklist" must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

The application package may be submitted electronically via email (if less than 15 MB) or Dropbox to PlanningDepartment@townoftruckee.com. The application fee may be paid over the phone with a credit card or by mailing a check to the Planning Division; in-person payments with cash, check or credit card are also accepted at Town Hall. Checks must be made payable to the Town of Truckee. After a planner is assigned to your project, you will be contacted and asked to provide hard copies of the submittal documents as required.

Minor Modifications Submittal Checklist

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by Town staff) _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

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- 1. Land Use/Zoning Application. If your project previously received a land use/zoning approval and you want the project to be reviewed under that approval, include the Planning Application Number and date of approval on the site plan.
- 2. Fee deposit. Checks must be made payable to the Town of Truckee; cash and credit cards are also accepted.
- 3. Legal Description – The lot and parcel/tract number must be provided on the application forms and the site plan. If lot and parcel/tract numbers are not available, a metes and bounds description of the property or a copy of the most recent deed conveying the property must be submitted.
- 4. Letter of Justification – Provide a letter that discusses the following items:
 - a. Requested modification. A discussion of the modification(s) requested including the required development standard, applicable section of the Development Code, and the requested development standard.
 - b. Information supporting the following findings. (Do not simply rewrite the findings. You must discuss *why* you believe the findings below can be made for your project.)
 - 1) The proposed development is:
 - A) Allowed by Article II (Zoning Districts and Allowable Land Uses) within the applicable zoning district with the approval of a Use Permit, and complies with all applicable provisions of the Truckee Development Code, the Truckee Municipal Code and the Public Improvement and Engineering Standards; and
 - B) Consistent with the Town of Truckee General Plan, any applicable Specific Plan and/or Master Plan, the Trails Master Plan, the Truckee Tahoe Airport Land Use Compatibility Plan, and the Particulate Matter Air Quality Management Plan.
 - 2) The requested modification is minor in nature and the proposed development is consistent with the design guidelines, achieves the overall design objectives of the design guidelines and would not impair the design and architectural integrity and character of the surrounding neighborhood; and
 - 3) The Minor Modification approval is in compliance with the requirements of the

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California Environmental Quality Act (CEQA) and there would be no potential significant adverse effects upon environmental quality and natural resources that would not be properly mitigated and monitored, unless a Statement of Overriding Considerations is adopted.

- 5. Plan Requirements – The following plans must be submitted with the application. The plans must be of sufficient scale to show all information clearly and must be readable and understandable. If the plans are not legible, the application will not be accepted. **One electronic (PDF) copy of the plans must be submitted.** The planner assigned to the project will contact you to request hard copies of the electronic documents as required. In addition to any requirements of the Town Building Code and the Chief Building Official, the following information must be shown on the building plans:

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a. Site Plan

1) General Information

- Assessor's Parcel Number and Street Address
- North arrow and scale
- Vicinity map of area that clearly identifies the relationship of the project site with adjacent streets and parcels
- Distance and bearings of property lines
- Existing topography indicated with contour lines of not greater than a two-foot interval, including natural features, to be preserved (e.g., trees, rock, outcroppings, watercourses, drainage channels).
- Location and elevation of 100-year flood plains within the property and within 100 feet of the property.
- For properties along Donner Lake, the historic high-water mark of Donner Lake (elevation 5,935.8 feet ASL)
- Location, width and purpose of easements within the property (e.g. recreational, drainage, public utility, snow and access easements).
- Location, type and specifications of any existing and proposed utility lines (above and underground) within the property

2) Preliminary Grading Information

- Existing (natural) and proposed (finished) grade elevations and contours at two-foot intervals
- Location of slopes between 20 percent and 30 percent
- Location of slopes greater than 30 percent
- Location and height of cuts and fills
- Location and height of retaining walls
- Estimate in cubic yards of cut and fill
- Direction and method of stormwater runoff from buildings and impervious surfaces to on-site retention/treatment facilities and to off-site drainage facilities (*Section 18.30.050*)
- Type and location of retention/treatment facilities and drainage facilities

3) Buildings and Other Structures

- Location, dimension and type/use of existing buildings adjacent to and within 150 feet of the project site.
- Location and dimension of existing and proposed buildings and structures on the project site. Show both wall lines and eave lines.

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- Location and heights of all walls, fences and gates with details, materials and construction method (*Truckee Development Code Section 18.30.070*).
- Dimensions of building setbacks from property lines (*Section 18.30.120*) and 100-year flood plains (*Truckee Development Code Chapters 18.34 & 18.38*).
- Location and dimension of all trash storage (e.g., bear box), if proposed (*Truckee Development Code Section 18.30.150*).

4) Other Information

- Location and dimensions of septic tank and leach lines including replacement area within the project site
- Location of wells within the project site and within 150 feet of the site
- Statistical inventory describing the following:
 - Site area in square feet (in acres for sites over five acres)
 - Area covered by building footprint(s) in square feet
 - Area covered by parking spaces and aisles, driveways and other impervious surfaces in square feet
 - Percentage of the site covered by buildings and impervious surfaces
 - Total floor space and floor space in square feet devoted to different uses (e.g. office, retail, storage) and the percentage of the total floor space devoted to each use

b. Floor Plans

- 1) Separate floor plans for each story including lofts and storage at a scale of 1/4" = 1' or greater
- 2) The use (e.g. office, residential, retail, storage) and size of each area or room
- 3) The total size in square feet of each floor and the entire structure
- 4) The location of doors, windows, and partitions

c. Building Elevations

- 1) Separate elevations of the front, rear and both sides, designated by direction, and at a scale of 1/8" = 1' or greater.
- 2) Wall finishes including materials and colors
- 3) Roofing materials including manufacturer's style specifications and color
- 4) Height of building at lowest and high point consistent with the Development Code method of measurement
- 5) Existing and proposed topography adjacent to the building showing the natural grade line and the finished grade line

d. Exterior Lighting Plan. Please provide the following lighting details on all appropriate site plans, building elevations or as separate attachments (*Section 18.30.060*):

- 1) Location of all proposed lighting, including lighting within parking areas, on the buildings, along pedestrian paths, etc.
- 2) Provide specifications for all proposed lighting.
- 3) Provide lumens for all existing and proposed lighting.
- 4) Demonstrate that the proposed lighting is shielded downward and does not spill onto adjoining properties and right-of-ways.
- 5) Indicate the exterior lights to be placed on timers and/or motion detectors.

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- e. Tree Protection Plan. Unless otherwise exempted, a tree protection plan is required prior to conducting development activities including, but not limited to, clearing, grading, excavation or demolition work on a property or site, which requires a Zoning Clearance (*Truckee Development Code Section 18.30.155*). (Exemptions include vegetation and trees on existing developed single-family residential lots.) The tree protection plan shall clearly depict all trees to be preserved and/or removed from the site. The plan must be drawn to scale and include the following:
 - 1) Location, species and diameter of each tree on site greater than six inches DBH.
 - 2) Location of each drip line of each tree.
 - 3) Location of existing and proposed structures.
 - 4) Location of existing and proposed roads, water, sanitary and storm sewer, irrigation and other utility lines/facilities and easements.
 - 5) Location of existing and proposed structures.
 - 6) Grade change or cut and fill during or after construction.
 - 7) Existing and proposed impervious surfaces.
 - 8) Identification of a contact person and/or arborist or Registered Professional Forester who will be responsible for implementing and maintaining the tree protection plan.
 - 9) Location and type of tree protection to be installed per Truckee Development Code Section 18.30.155.H.

Applicant Signature: _____
I certify that I have completed and have included all material checked above in the attached application submittal.