



## Topographic and Boundary Survey Waiver Request Form For Additions and Alterations

Project Address: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Authorized Agent Name (if any): \_\_\_\_\_

Owner/Authorized Agent Address: \_\_\_\_\_

Owner/Authorized Agent Telephone No: \_\_\_\_\_

Owner/Authorized Agent Email: \_\_\_\_\_

**In order to qualify for a survey waiver, the applicant must demonstrate that the proposed scope of work meets the criteria below and sign the attestation. Fill out this form and submit it with your building permit application.**

<p>1. You have spoken with the Planning Division prior to submittal of your building permit and have received an email acknowledgement from a planner indicating the survey waiver may be submitted. Attach the email acknowledgement and indicate the date of the email in the box to the right.</p>	<p><u>Date of Email from the Planning Division</u></p>
<p>2. The proposed work is a minor addition (250 square feet or less in size) or small deck (500 square feet or less in size). The Scope of Work above shall reflect the entire project and the proposed square footage and indicate the square footage to the right.</p>	<p><u>Proposed Square Footage</u></p>
<p>3. The proposed work is located at least 10 feet from all required setbacks on the property. (For example, if a 10-foot side yard setback is required, the work must be proposed at least 20 feet from the side property line.) Indicate the proposed setback dimensions in the box to the right.</p>	<p><u>Proposed Setback Dimensions</u></p>
<p>4. The property has no recorded building envelope. Indicate the subdivision the property is located in in the box to the right. If the property is not in a subdivision, write "N/A."</p>	<p><u>Subdivision Name</u></p>
<p>5. A site plan has been submitted, showing all existing and proposed structures on the property. The site plan must be to scale and must include site coverage calculations. Indicate the location of this information in the box to the right. Providing the sheet number (A-1.0, C1, etc.) or file name (if it's a standalone document) is sufficient.</p>	<p><u>Sheet Number/File Name</u></p>

<p>6. Aerial imagery of the parcel has been submitted, demonstrating approximate distances of existing structures to property lines. Indicate the location of this information in the box to the right. Providing the sheet number (A-1.0, C1, etc.) or file name (if it's a standalone document) is sufficient.</p> <p><i>Tip: The <a href="#">My Town of Truckee GIS map</a> can be used as a tool – select “Imagery” from the Basemap Gallery  and select the Measurement tool  from the tool bar to measure approximate distances.</i></p>	<p><u>Sheet Number/File Name</u></p>
<p>7. Town of Truckee Building Permit history approving existing structures must be provided. Indicate the location of this information in the box to the right. Providing the sheet number (A-1.0, C1, etc.) or file name (if it's a standalone document) is sufficient.</p> <p><i>Tip: If you do not have a copy of approved permits, you can request a “Building Permit History” report from the Town Clerk by filling out this <a href="#">online form</a> (please indicate you are requesting building permit history for a survey waiver request). Please note there is a \$30.00 fee associated with this report.</i></p>	<p><u>Sheet Number/File Name</u></p>

Additional information may be provided by the applicant to support the survey waiver request, including previously approved survey information for the subject property, previously approved survey information for properties adjacent to the project site, and any other documentation the applicant believes would support the waiver request.

**Attestation**

**I, as the property owner of the address listed above, or my authorized agent on my behalf, request a waiver of the Town of Truckee Topographic and Boundary Survey requirements for the building permit associated with the scope of work identified above. I acknowledge that Town staff will review the building permit submittal and other documentation on file with the Town and may determine that a waiver may be granted for the proposed work, but that this waiver does not guarantee that the proposed work will be located on the property or that it will meet all required setbacks. If it is later determined that any portion of a structure permitted through this building permit extends across a property line or encroaches into a required setback, the encroachment will be required to be removed. This waiver does not alter the rights of any adjacent property owner which may be affected by any unauthorized encroachment.**

\_\_\_\_\_  
 Owner/Authorized Agent Signature  
**Agent - Letter of Authorization is required**

\_\_\_\_\_  
 Date