How to Create a TRPA Mooring Registration/Permit Application

https://laketahoeinfo.org/moorings

Step 1: Login or Create an Account

Access the mooring registration page: https://laketahoeinfo.org/moorings

Please review the detailed instructions on this page regarding eligibility and application requirements.

If you encounter issues using this system, please click on the “Request Support” links listed on each page, or call TRPA at 775-588-4547.

Creating an Account:

Keystone Identify Manager is the official software for managing user logins for Lake Tahoe Info. You will be directed to the page shown below to create your account.

Creating an Account Step 1: Fill out the form to create your account. Tip: you can use your email address as your username, or you may choose a different username. If you are registering as a private individual, select that option. If you are representing an organization (homeowners Association, consulting firm, commercial business, marina, etc.), please list the name of the
organization. If your organization is already registered in the system, please select it from the dropdown list. When you have filled-out the form, please click on the reCAPTCHA, “I am not a robot” box, and then click “Request Account.” You will then perform a reCAPTCHA challenge.

Creating an Account Step 2: Once you have submitted your account request, a message will be sent to the email address you provided in the form. You will be directed to verify your email address by clicking on a link in the email message. This step is required in order to activate your account. The link in this email will expire in 7 days. If it expires, please return to the “Create an Account” page listed above and restart the create an account process.

If you did not receive the email in your inbox, please make sure to check your Bulk Inbox or Spam folder for an email from donotreply@keystone.sitkatech.com.

Creating an Account Step 3: Once you have verified your account, you will be instructed to re-enter your username, and to create a password for your account. Passwords are case-sensitive.
and must contain at least 8 characters, 1 number, 1 symbol, and 1 uppercase character. Please write down your username so you can remember it for future use.

Now you will return to the mooring registration page: https://laketahoeinfo.org/moorings and begin Step 2 to Start a New Registration.

**Step 2: Start a New Registration**

**Enter New Registration, Step 1:** Click on the "Start a New Registration" button

**Turn to the next page for the next step...**
Enter New Registration, Step 2: Enter your contact information. This information is for the person filling out the form. If you are submitting this information on behalf of someone else, the property owner information will be collected later.

When you are done, click “Save and Continue” to move on to the next step.

Turn to the next page for the next step...
Enter New Registration, Step 3: Select Parcel. Using the Search Box, find and select the subject property for the registration or application that you are submitting. You can search by the street address of the property or the Assessor Parcel Number (APN). When you start to type in the box, the system will begin to auto-complete options for you; you can also select from this list.

A separate registration is required for each individual property unless they are jointly associated with the mooring, for example through a multiple-use or shared pier with two boatlifts associated with two different parcels.

*Turn to the next page for more tips...*
When you type in a parcel number or address, the map will automatically zoom to that parcel, and it will be highlighted with a light blue box. If this is not the correct parcel, you can remove it by clicking on the icon or by re-clicking on the parcel on the map. If you want to add more than one parcel to your registration/application, simply search for additional parcels or click on the map.

**Tip:** for easier viewing of the map, you can zoom in or out using the \( + \) and \( - \) buttons or click the button on the upper left-hand side of the map view it in full-screen mode. When you are done selecting parcels, you can return to your registration by clicking on the button on the upper left-hand side of the map to exit out of full-screen mode.

You must select a parcel and add it to your registration in order to proceed. Once you have selected a parcel, it will show up in the “Selected Parcels” section.

When you are done adding parcels, click “Save and Continue” to move on to the next step.
Enter New Registration, Step 4: Select Mooring(s). The maps will automatically zoom into the area of the parcels selected in the previous step. You will now select the mooring(s) to be added to your registration or application. Click on the flag for each mooring associated with the property. Once selected, each mooring will change color and will be added to a list on the left side of the map under “Selected Moorings.” If you choose the wrong mooring, re-click on the mooring flag, or use the icon next to the mooring in the list to remove it.

Tip: for easier viewing of the map, you can zoom in or out using the + and – buttons or click the button on the upper left-hand side of the map view it in full-screen mode. When you are done selecting parcels, you can return to your registration by clicking on the button on the upper left-hand side of the map.

Note: If a mooring is not on the map, click on the “Is your mooring missing from the map?” link at the bottom and select “Add to Map” to add the location of the mooring and mooring type from the drop-down menu and hit save to add the point to the map and to your selected mooring(s) list. TRPA staff will review and confirm the mooring during their review of your submittal.
Important note: If you are unsure which mooring is associated with the property, please use your best guess and a planner can assist you in identifying the correct mooring once you've submitted your registration.

When you are done adding your mooring(s), click “Save and Continue” to move on to the next step.
Enter New Registration, Step 5: Enter Parcel Owner Information. Enter the contact information for the property owner(s) of all parcels that have been added to your registration or application. If you are the owner, check “I am the owner” to use the contact information you already provided.

Also on this screen, you will be able to see whether TRPA has a record of BMP compliance, prior TRPA mooring permits, and California or Nevada State Lands lease/permit information for each parcel listed.

- **BMP Compliance**: All developed parcels in the Tahoe Basin are required to install and maintain BMPs for stormwater control. This check indicates whether the parcel is compliant. For more information, visit [https://tahoebmp.org](https://tahoebmp.org).

- **TRPA Permits**: This check indicates whether this parcel has an existing TRPA Mooring Permit. If you have a permit that is not indicated here, please provide the permit number in the notes field on the next screen.

- **State Permit/Lease**: This check indicates whether TRPA has record of an existing State of California, State Lands Commission Lease or State of Nevada, Division of State Lands Permit for Moorings for this parcel. If you have a lease or permit that is not indicated here, please provide the file number in the notes field on the next screen and attach a scanned copy of the lease/permit if you have one.

If you are submitting a registration or application for multiple parcels, you may choose to upload a spreadsheet of the owner information rather than enter everything into this page. To do so, please select the box next to “Upload a spreadsheet instead” in the middle right-hand side of the screen.

When you are done adding your mooring(s), click “Save and Continue” to move on to the next step.
Enter New Registration, Step 6: Upload Supporting Documentation. At this step, you will attach any supporting documentation for your registration or application. If you do not have any supporting documentation to add, simply select “Save and Continue” to advance to the next step.

Supporting documentation may include items such as copies of State Lands leases/permits, prior TRPA permits, or photographic evidence of pre-1972 status.

If you are submitting the registration or application on behalf of other property owner(s), you will upload the signed authorization for representation form at this step (for a copy of the form, please visit [http://www.trpa.org/wp-content/uploads/OWNER_AUTHORIZATION.pdf](http://www.trpa.org/wp-content/uploads/OWNER_AUTHORIZATION.pdf)).

To add a document, select the “Add Document” button. You will then complete the document upload by navigating to the appropriate document that is saved on your computer, selecting the document type from the drop-down menu, and providing a name and description for the file.
When you are done, select “Save.” You will return to the previous page, and the attached document will show up near the bottom of the page. You can upload multiple documents to this page.

If there are additional comments or notes that you would like to provide to TRPA planners, you can enter them into the notes box at the bottom of the page.

When you are done adding your mooring(s), click “Save and Continue” to move on to the next step.
Enter New Registration, Step 7: Review your information. At this step, you will review the information that you have provided. If you want to change something, you can navigate back to the prior sections of the registration or application by clicking on the section listings on the left-hand side.

If your application includes any buoy(s), you will be required to install a buoy identification tag on the buoy once your buoy has been permitted and registered. You will be asked to provide a United States Postal mailing address to which TRPA can mail the buoy tag. You can choose an address already provided during the registration process, or you can enter a different address (e.g., a caretaker or local property manager who can install the tag for you). If you are physically unable to install the buoy identification tag, or you require assistance from TRPA in placing the tag on your buoy, please click the box on the form and a TRPA planner will work with you to install the tag.
If your registration is complete and the information provided matches TRPA’s records, you may be able to submit your annual registration payment at this time. If you are eligible to do so, you will see a payment option as shown below.

![Payment Form]

*If the system does not provide the option of annual registration payment, it means your registration/application will be reviewed by TRPA staff and you will be contacted if more information is necessary for our review, if permit application fees are required, or when your annual registration fee payment is due.*

Finally, you will have one last opportunity to review your submittal. If everything looks correct, you will select “Submit”. Once you hit submit, you must read and agree to the registration or application declaration, then click “I Agree” to officially submit your registration or application. You will receive a confirmation email indicating that TRPA received your submittal, and a summary page will be displayed on the screen.

This completes the process of submitting a registration or application to TRPA for moorings.

Below are some common Q&As and additional tips, should you encounter any issues.

If you encounter issues using this system, please click on the “Request Support” links listed on each page, or call TRPA at 775-588-4547.
Additional Common Questions, Tips and Instructions for TRPA’s Mooring Registration and Permitting System

1) **What is required from the State(s) of California or Nevada?**

   For questions about the California State Lands Commission requirements, please visit [https://www.slc.ca.gov](https://www.slc.ca.gov) or call (916) 574-1900.

   For the Nevada Division of State Lands, please visit [http://lands.nv.gov/](http://lands.nv.gov/) or call (775) 684-2720.

2) **I cannot locate my mooring on the map, or I am unsure which mooring is mine.** If you are unsure which mooring is associated with the property, please use your best guess and a planner can assist you in identifying the correct mooring once you’ve submitted your registration. The most important thing is to select the correct **number** of moorings.

3) **I have two buoys and one boat lift on my pier. Do I need to submit separate registrations for my moorings?** You can submit only one registration for your moorings, including different types of moorings (lifts, slips, buoys, boathouses), even if they were permitted under different TRPA permits in the past.

4) **My prior TRPA permit lists more than one parcel, how should I submit my registration. Or, my State Lands lease/permit is for more than one parcel, how should I submit my registration?** Your registration should match your TRPA permit (note – if you want to modify or change your permit, you must do so prior to registering your moorings). If your TRPA permit was for a multiple-use mooring with more than one parcel, then include all associated parcels on the registration. If your TRPA permit only shows one parcel, then include on the one parcel. If you do not have a TRPA permit, then you should match your state lands lease/permit for any associated parcels, including any shared use moorings.

5) **Where can I find the status of my registration or application?** Once a registration or application has been submitted, you can view the status at the main mooring permitting and registration page, [https://parcels.laketahoeinfo.org/MooringRegistration/Welcome](https://parcels.laketahoeinfo.org/MooringRegistration/Welcome). You can also click on the Registration Number to get more information and to return to the submittal summary page.
6) I am lost, or ended up in another part of Lake Tahoe Info; how do I get back to the mooring registration system?
   a. You can re-type [https://laketahoeinfo.org/moorings](https://laketahoeinfo.org/moorings) to return to the mooring registration and permitting system
   b. Or, from the Lake Tahoe Info homepage, click on the **Mooring Registration** link in the green box at the bottom of the page
   c. Or, you can click on **Parcel Tracker** and then the Annual Mooring Registration button on the upper right-hand side of the screen as shown on the next page.
PARCEL TRACKER

The Lake Tahoe Info Parcel Tracker provides information about parcels within the Tahoe Region. Type an address or Assessor’s Parcel Number (APN) into the search box below to get basic information about the parcel along with a location map. You may also search for parcels by clicking on the map. Follow the “View Parcel Details” link to see more details about the parcel including any deed restrictions, land capability information, developments rights associated with the parcel, and a summary of TRPA permit records.

To register moorings, please hit the “Annual Mooring Registration” button above on the right.

SEARCH INSTRUCTIONS

Only current active parcels will be found in this search. To search for historic/inactive parcels use the search bar in the top right of the Parcel Tracker.

When typing an address “Drive” will not show up in the search but “Dr” will instead.

APN formats (include hyphens):
- El Dorado/City of South Lake Tahoe: XXXX-XXXX-XX
- Placer: XXXX-XXXX-XX
- Washoe: XXX-XXXX-XX
- Douglas: XXXXX-XXX-XXXX

Do not include trailing -100 or -000.
7) **If you close out of an application without completing the submittal process.** The next time you log-in to the mooring registration system, all of your saved applications will show up under the registration box on the right-hand side of the screen. Simply click on “Continue Registration” to finish your submittal.

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**Mooring Permitting and Registration**

Welcome to the Tahoe Regional Planning Agency's Mooring Permitting and Registration System.

All moorings including buoys, boat lifts and boat slips require a permit from TRPA and the payment of annual fees. Existing moorings with prior permits from TRPA must be registered annually through this online system. Owners of moorings that have not been previously permitted by TRPA must first apply for a permit through this system before the moorings can be registered.

For step-by-step instructions for completing your registration on this site, please click here.

If you run into issues while using this system, click on the ‘Welcome’ tab at the top right corner of the website and click ‘Request Support.’ You will be taken to a help request screen where you can outline the issue you are having. We will work to respond to your within two business days.

**ONLINE PERMITTING AND REGISTRATION PROCESS**

**Step 1:** Review the Mooring Permitting and Registration Information Packet for detailed eligibility information, application requirements, and fees.

**Step 2:** Gather information about the moorings you wish to permit/register and their associated properties:

- Address or Assessor Parcel Number (APN)
- Contact information for all property owners
- Signed owner authorization form if submitting on behalf of an owner
- Copies of all recorded deed restrictions
- Copies of permits/licenses for existing moorings (if applicable)
- Other supporting documentation to demonstrate legal existence

**Step 3:** Create a user account. Once logged in, click on start a new registration to begin.

**Step 4:** Follow the prompts in the online system to complete your registration. Note: a separate registration is required for each individual property, unless they are jointly associated with the mooring.

**PHASE 1 REGISTRATION PERIOD**

Calendar Year 2019 registrations will be accepted from March 1, 2019 through September 30, 2019.