

**SIGNIFICANT ECOLOGICAL AREAS
TECHNICAL ADVISORY COMMITTEE (SEATAC)
PROCEDURES AND GUIDELINES**

**COUNTY OF LOS ANGELES
DEPARTMENT OF REGIONAL PLANNING**

MARCH 2004

**COUNTY OF LOS ANGELES
DEPARTMENT OF REGIONAL PLANNING
SEATAC PROCEDURES**

Membership: Seven members from the private and public sector with a range of expertise shall be appointed by the Planning Director to serve staggered three-year terms. The staff biologist from the Department of Regional Planning will serve as coordinator.

Meetings: Meetings are held on the first Monday of each month in Room 1385 of the Hall of Records (320 West Temple Street, Los Angeles), beginning at 1:00 p.m., unless otherwise scheduled and notified.

The public is advised that the meetings are not public hearings. Therefore, no testimony can be given at the meeting. The public will be allowed to submit written comments for consideration by SEATAC up to one week prior to the meetings. Notice of SEATAC meetings and minutes of those meetings shall be posted on the Department's website and forwarded to the Regional Planning Commission. SEATAC minutes shall be made available for public hearings. Interested groups and individuals may subscribe to SEATAC agendas and minutes after paying an appropriate fee to cover costs. A representative of SEATAC shall brief the Regional Planning Commission at least once a year on its activities and present any suggestions it has at that time.

Attendance: Applicants are advised that the presence of the biota report preparer (biologist) at the meeting is required as the discussion can be technical in nature and problems can be more readily resolved by direct interface between the preparer and SEATAC. If the preparing biologist is not present, SEATAC may elect to postpone the hearing until such time and appropriate representation is present.

Quorum: Three members, unless the project is identified by the Department of Regional Planning or SEATAC as a complex project requiring additional expertise.

Submittals: Submission of ten copies of all materials is required. Biological Constraints Analyses and Biota Reports must be prepared by a biologist selected from the Department of Regional Planning's Certified List of Biologists. This list is reviewed annually. SEATAC and Department staff may, within their official discussions and debates, determine that the submittals of a particular biologist or firm have not met the standards of CEQA and/or SEATAC, and may place said individuals or firms on notice that if the next submittal is found similarly deficient, they may be dropped from the Certified list of biologists.

Filing deadline for submittals: 25 days (4 Thursdays) prior to the first Monday of the following month. If the first Monday is a holiday, then submittals shall be due 25 days prior to the second Monday.

A maximum of three (3) projects will be reviewed per meeting, so filing prior to the deadline is advised. The biota report will have been preceded by a Biological Constraints Analysis (BCA) submitted along with the Initial Study materials for review by the staff biologist at the time of application. Additional review of the BCA by SEATAC may be requested by the staff biologist.

The preparer of the BCA shall also be from the Certified List of Biologists and shall follow the County BCA Guidelines.

Actions: At the conclusion of the discussion of each project, SEATAC can approve the report as written, recommend changes in the report, and/or make recommendations [compatible, non compatible, compatible with mitigation , etc.] about the design or appropriateness of a project.

Projects will be reviewed for conformity with SEA design compatibility criteria as set forth in the General Plan and County Zoning Code. Proposed plan amendments will be reviewed upon their merits. Applicants seeking approval of the reports are not required to reappear before SEATAC more than twice for each report. SEATAC shall complete a recommendation on each project by the close of the third SEATAC meeting on the Biota Report for the project. An applicant may notify SEATAC that they no longer wish to attempt to obtain SEATAC approval of the report and/or the project. In this case, SEATAC will prepare a memo to the Regional Planning Commission indicating its concerns and recommendation on the project. No action of SEATAC is final until the minutes of the meeting are approved, usually at the following meeting.

It is the policy of the Department of Regional Planning to generally require an Environmental Impact Report (EIR) for all projects in SEAs (as defined in the Zoning Code). Planning staff shall rely on SEATAC comments in making environmental determinations on projects (i.e. EIR or MND) with respect to biotic impacts. If a Negative Declaration (ND) is recommended by staff, it shall be forwarded to the Regional Planning Commission for their review and determination prior to its completion.

Hearings on SEA projects will include advertising in a newspaper of regional as well as local circulation.

**COUNTY OF LOS ANGELES
DEPARTMENT OF REGIONAL PLANNING
BIOLOGICAL CONSTRAINTS ANALYSIS
REPORT GUIDELINES**

Purpose

The Department of Regional Planning requires a community-level¹ Biological Constraints Analysis (BCA) as a part of the Initial Study environmental review process whenever a proposed development project is to be located wholly or in part in any area containing significant biological resources. Such areas include but are not limited to all Significant Ecological Areas (SEAs) and Coastal Sensitive Environmental Resource Areas (SERAs) and their buffers, as defined in the County Zoning Code.

Indicators of biological significance, and thus of the need for a BCA, can vary widely depending on the setting and ecological phenomena of concern associated with a parcel. For instance, a large, undisturbed area of native habitat is almost universally acknowledged as biologically significant, due to the intact nature of native associations and ecological functions likely to be found there. Nevertheless, even “degraded” areas, such as fallow agricultural land or invaded (with non-native plant or animal species), but as yet undeveloped land are undoubtedly important habitat for the biota living there. Furthermore, lands such as these may provide ecological functions beyond that of “primary residence” for any particular plant or animal species. Such functions include dispersal corridors, buffer areas and foraging habitat (especially for wide-ranging predators like raptors). The uncertainty with which a parcel can be immediately recognized as “significant” is therefore considerable, and BCAs may be requested in instances when such significance is not obvious to the applicant or the Department.

The BCA is intended to provide a technical identification and community-level assessment of the biological resources and sensitivities both on the site and in the surrounding area. It is a broad scope, comprehensive survey drawing from literature and on-site investigations. An evaluation of the long-term stability of the affected ecosystems is provided, emphasizing key indicator species from a diversity of higher level taxa (i.e. invertebrates, mammals, birds, herpetofauna and vascular plants). Agency-listed sensitive resources in particular must be given consideration in the constraints analysis. Quantitative data gathering may be requested for certain selected resources.

Identification of biological constraints should be completed by the applicant prior to project design. It is hoped that early identification of constraints will assist in creating projects that are mindful of environmental sensitivities and may reduce the need for extensive (and expensive) project revisions after submittal. If a project is sited within an SEA/SERA, the BCA will be

¹ “Community-level” refers to the suite of organisms and physical factors that interact with each other in a defined area. The area of interest may vary, but in for a BCA it will be the parcel of which the study site is a part. Thus, the community of concern will be all of the organisms and physical factors interacting within the parcel.

reviewed by the Significant Ecological Areas Technical Advisory Committee (SEATAC) or the Environmental Review Board (ERB), respectively, and will serve as a prescription for any future full Biota Report which may be required by the Department in connection with projects in these areas. BCAs submitted for SEATAC or ERB review will be generally broader in scope and will address the required points to a higher level of detail than materials submitted for projects outside of SEAs or SERAs. However, the fundamental points to be addressed, and the format with which the BCA is to be presented are the same for all BCAs. For SEA/SERA projects, it is expected that BCAs include a discussion of the entire resource area (SEA/SERA, as appropriate), as opposed to being focused only on the project site. This is due to the higher standard of significance that these areas (SEAs and SERAs) have been afforded by the County, arising from the significant regional ecological influence they exert.

Outline of the Biological Constraints Analysis

The BCA will be structured very much like the "Setting" and "General Biota Survey" sections of the Biota Report referred to above. All BCA reports must contain four major sections: Introduction, Characteristics of the Site, Characteristics of the Surrounding Area, and Conclusion. The minimum contents of these sections are described following the underlined section titles below and are summarized in the BCA Checklist on page 6 of these guidelines.

Introduction

Some background is required to describe the techniques and research involved in the preparation of the BCA. The introduction shall include the name and a brief statement of qualifications of each biologist contributing work to the report. It shall also include a description of the methodology and dates of, and conditions under which, the surveys were conducted. A review of scientific literature is essential; at the minimum, this must include a review of the most current edition of the California Natural Diversity Database (CNDDDB) for nine USGS quads including that of the project site and the eight surrounding quads, as appropriate (adjacent quads covering drastically differing topography, such as the southern Mojave Desert and San Gabriel Foothills may not necessarily be comparable for the purposes of CNDDDB searches). Previously submitted biota reports completed as a part of permit applications for nearby development projects may also be reviewed by making arrangements with the Department of Regional Planning.

Characteristics of the Site

A field reconnaissance is necessary to the extent that observable/potential features require more detailed study for refinement and verification. If sensitive resources are known or suspected to occur on the project site, a commitment to have the resources studied by the appropriate specialists will be required. Since this is the preliminary specific analysis of the site biota, it must include the broadest scope of information. Even the slightest indication or probability of

existence of biotic resources requires mention of that possibility. The BCA should clearly identify sensitive plant and animal species and their current listings. Ideally, protocol surveys should be done for the BCA, if possible, so that these constraints can be mapped. If not possible, the on-site habitat for these species should be indicated.

1. Identify County designated resource areas and discuss the primary biological resources present. Identify SEA/SERA boundaries as appropriate.
2. Provide the legal description of the project site—acreage, community, street address, bordering roads or waterbodies.
3. Identify any watershed boundaries and drainage patterns within the parcel.
4. Identify any unusual and significant landforms and geologic features.
5. Describe, in general, site habitats and associations in relation to soil types or geomorphology, and discuss their significance. Identify the location of major plant communities and habitat types.
6. Provide rough estimates of the population sizes of flora and fauna on the project site.
7. Provide a list of species anticipated on the site based on field observations, CNDDDB, and any other appropriate data bases.

Watershed boundaries, drainage patterns, landforms, geologic features, plant communities and soil types shall be mapped if reference to them is made within the text. A USGS topographic map will likely contain much of this information, and appropriately excerpted and notated portions of such shall be included in the BCA. Plant communities can be mapped in a variety of ways, but aerial photographs are often the most effective way of expressing vegetational data. All maps and photographs must have site boundaries accurately delineated and must be of a scale in which clear, understandable information can be shown. Species shall be identified by their full Latin binomial or trinomial as appropriate, and information shall be given as to whether the species was observed during the course of the field survey or is expected to occur in the area based on habitat suitability. Species lists shall be arranged taxonomically and alphabetically below the Family level.

Characteristics of the Surrounding Area

Information about biological conditions on neighboring properties is necessary to provide a portrait of how the subject property fits into important ecological patterns in the region. The extent of the surrounding area to be evaluated outside of the project site will depend upon the consulting biologist's opinion of the degree and importance of the interrelationship. However, any adjacent drainages, streams or water bodies and any adjacent areas likely to conduct fire, pollution or non-native biota to or away from the project site shall be considered in forming this opinion.

1. Describe existing land uses in the neighborhood, including proposed and approved development and lands in the public domain.

2. Identify open space reserves in the area and any movement corridors that may link those reserves or any other open space to the subject property.
3. Identify major/dominant habitats, associations and vegetative communities, their locations and connectivity with the subject parcel.
4. Describe how the project site relates to or represents the biotic mosaic of the surrounding area. (i.e. Is it at the edge of a habitat type? Is it within a potential wildlife movement corridor? Is it the last remnant of a certain type of flora?). Identify actual or potential wildlife movement and gene flow between surrounding open space to and through the subject property.
5. Provide rough estimates of the overall population sizes of species of flora and fauna in the range of which the subject property is a part.
6. Describe the overall biological value of the area (diversity, special interest populations, etc.).

Conclusion

The conclusion will incorporate the findings of the Site and Surrounding Area Characteristics sections. The conclusion shall include a discussion of the ecological services provided by the site (e.g., erosion control, fire resistance, maintenance of water quality, and connectivity for plant and animal movement). It shall provide a clear statement of constraints (which biological resources on the subject parcel are valuable and thus should be preserved, or avoided by the project design), a map of constraints and the consulting biologist's opinion of the value of the biological resources on the site—their degree of uniqueness or redundancy in terms of individuals, populations and communities. The constraints map should represent sensitive resources as polygons except where this is impractical, as in locations of unitary resources such as isolated trees or springs.

The conclusion is perhaps the most important section from the applicant's point of view, as it is the section in which the consulting biologist informs the applicant of those areas on the site which should be avoided by future development. For SEA/SERA projects, the conclusion section must include an explicit statement of prior reductions by development of the SEA, what is left of the SEA/SERA, and how its function remains, relative to that when it was initially designated by the County (for example, what corridors are intact, blocked or eliminated). The section shall also include or make explicit any assumptions and data (or reference thereto) incorporated, and the steps taken to come to the conclusions.

Other Required Documents

In addition to the narrative, the following maps and photos are required and shall be suitably located or referenced to reinforce points made in the narrative.

1. Original, color USGS Quad Sheet.

2. Small scale site topographic map of the site.
3. Color, vertical air photo.
4. Color site photography, including panoramas and/or low level oblique air or off-site photos.
5. Species lists for flora and fauna, alphabetized by family, genus, species and subspecies or variety
6. List of references

To be retained as a permanent record in the case file, all such maps and photos must be arranged to fit into standard legal size file folders. Because the documents must be small scale to be useful, durable folding techniques may be employed to assure proper filing and long life.

For SEA and SERA projects, a digital copy of submissions is required in addition to any hard copies. This is to allow searching of documents for key phrases or words, such as species names or habitats, etc.

BCA Checklist

A checklist is provided with these guidelines to assist in the assembly of the BCA report. If items are missing, please explain why in the appropriate section of the report (for instance, certain photos or maps may be omitted if they are obviated by others, or if their inclusion does not contribute useful information to the report).

I. Introduction

1. Consultant's name, firm and appropriate permit information (where necessary)
2. Date and time of field work
3. Weather (temperature, sky, wind, precipitation)
4. Methods (transects of convenience, habitat search, tapes, etc.)
5. Literature search (CNDDDB, CNPS)

II. Characteristics of the Site

1. SEA/SERA boundaries.
2. Acreage and location (USGS quad)
3. Watershed boundaries and drainage patterns
4. Unusual and significant landforms and geologic features
5. Site habitats and associations in relation to soil types, and their significance, location of major plant communities
6. Rough estimates of the population sizes of flora and fauna on the project site
7. Species anticipated on the site based on field observations, CNDDDB, and any other appropriate data bases

III. Characteristics of the Surrounding Area

1. Existing land uses in the neighborhood
2. Open space reserves in the area
3. Habitats, associations and vegetative communities
4. How the site relates to or represents the biotic mosaic of the surrounding area
5. Rough estimates of the overall population sizes of species of flora and fauna in the range of which the subject property is a part
6. Overall biological value of the area

IV. Conclusion

1. Constraints to development, recommendations to avoid impacts to sensitive biological resources.

2. Map of constraints.

V. Other Required Documents

1. USGS quad sheet with project location mapped
2. Small scale topographic map of the site
3. Color, vertical air photo
4. Color site photography, including panoramas and low level oblique air or off-site photos
5. Species lists for flora and fauna, alphabetized by family, genus, species and subspecies or variety
6. List of references
7. Digital copies for SEATAC/ERB

**COUNTY OF LOS ANGELES
DEPARTMENT OF REGIONAL PLANNING
BIOTA REPORT GUIDELINES**

The Biota Report follows from the Biological Constraints Analysis and incorporates any recommendations from SEATAC or the Regional Planning Biologist along with the project details and mitigations. Ten (10) copies are to be submitted and must comply with the following. Omission of any of the following sections or negligence of formatting requirements may be cause for SEATAC to return the biota report to the consultants without review.

Some of the elements of this report may be supplied to the project biologist by the client, and it is advised that the client meet with the biologist, and that they go over the SEATAC guidelines together, assigning responsibility as appropriate for the different items, and insuring that the client, in particular, understands the purpose and nature of this report. It is essential that the client know and understand that being in an SEA imparts different responsibilities as regards the natural resources of their property, and that they must work cooperatively with the biologist to fulfill the requirements of these guidelines.

Biota Report Requirements

- I. Project description
 - A. Location
 - B. Size
 - C. Project (number of lots, amount of grading, etc.)
 - D. Permits requested (Zone Change, Plan Amendment, etc.)
 - E. Summary of significant impacts (statement reiterating significant impacts of the project and referencing the pages of detailed discussion within the report)
- II. Setting
 - A. Characteristics of the Site
 - 1. Project description summary
 - 2. SEA/SERA boundaries
 - 3. Acreage and location (USGS quad)
 - 4. Watershed boundaries and drainage patterns
 - 5. Unusual and significant landforms and geologic features
 - 6. Site habitats and associations in relation to soil types, and their significance, location of major plant communities

7. Rough estimates of the population sizes of flora and fauna on the project site
 8. Species anticipated on the site based on field observations, CNDDDB, and any other appropriate data bases
- B. Characteristics of the Surrounding Area
1. Existing land uses in the neighborhood
 2. Open space reserves in the area
 3. Habitats, associations and vegetative communities
 4. Rough estimates of the overall population sizes and distributions of species of flora and fauna in the range of which the subject property is a part
 5. Overall biological value of the area – how the site relates to or represents the biotic mosaic of the surrounding area and how it supports its ecological function.
 6. Vicinity map of appropriate scale showing the subject property in relation to nearby streets and other significant geological or geographical landmarks.
 7. Map of appropriate scale showing generalized land use on the project site and on surrounding properties of immediate adjoining parcels and/or any physical or biotic features that affect adjacent drainage (watershed) patterns.
 8. High quality photographs of surrounding areas including site boundaries. Photographs must be keyed to a map of the site. All submittals shall contain original color photographs or equally legible color photocopies.

III. General biota survey

- A. Dates and time periods spent on the site
- B. Methods (e.g. walk through site utilizing binoculars; trapping for mammals, pitfall traps for reptiles, etc.)
- C. Personnel (names and addresses) involved in the field and laboratory work
- D. Survey of the flora and vertebrate and butterfly fauna or other significant biota of the site

Surveys must adhere to standard techniques expected by the US Fish and Wildlife Service, California Department of Fish and Game or other resource agency, as applicable. Surveys must be conducted during the optimum period for observing the taxa of concern, for example, spring for most plants, birds or insects; summer for mammals; etc. Surveys conducted outside of these times, in most cases, will need to be repeated and supplemented by surveys conducted at the optimal time. Surveys must include a list of butterfly fauna potentially present on site. Due to the large invertebrate fauna present at any site and the extreme difficulty of invertebrate identification with the exception of butterflies, general invertebrate surveys do not have to be conducted except when specifically directed by SEATAC or the

- Department of Regional Planning.
- E. Lists of species observed, collected or anticipated on the project site are to be included as an appendix to the Biota Report. Rough estimates of the population sizes and distributions of flora and fauna on the project site must be given. The terms rare, uncommon, common and abundant (or symbolic reference to them in the floral and faunal compendia) shall be used as appropriate and defined if used in a non-typical context.
 - F. Bibliography of the references used to complete the report
 - G. List of persons contacted for technical assistance and their institutional affiliations
 - H. Proof of permits or Memoranda of Understanding for trapping
- IV. Sensitive species and communities – All Endangered, Threatened, Rare or unique species, or taxa of special concern to Local, State, Federal, or International Agencies must be considered if observed or anticipated to be on the project site. If Endangered, Threatened, Rare, Unique or Special Concern species or their sign are identified on the site, their exact locations and estimates of abundance must be given. The methods used to estimate population size must be given. The California Department of Fish and Game Natural Diversity Data Base must be contacted regarding the presence of Endangered, Threatened, Rare, Unique or Special Concern elements and/or plant communities. The address of the Data Base is

California Department of Fish and Game
1807 13th Street, Suite 202
Sacramento, CA 95814
Information Services: (916) 324-3812

Copies of all correspondence are to be included with the Biota Report. Written responses shall be expected from appropriate specialists on the identified SEA sensitive resources (e.g. freshwater ichthyologists knowledgeable about the unarmored three-spine stickleback for SEAs along the Santa Clara River, etc.).

- V. Impacts – Any aspect of project implementation which affects natural biological resources or processes in the SEA; standards of significance criteria, before and after mitigation, and based on CEQA, NEPA, SEATAC, etc., will be defined and applied. This section shall include an extension of the Conclusion section of the Biological Constraints Analysis report.
- A. A map showing the relationship between major vegetative types and land alteration, including the location of cuts and fills for building pads as well as access roads must be provided. The locations of proposed grading and trees that will be removed are to be shown on this map.
 - B. The amount (volume) of proposed grading for building pads, roads, and driveways

- shall be determined. The acreage and percentage of the vegetation communities to be altered or graded shall be included. This amount will include accidental loss.
- C. The number and species of significant trees (diameter at breast height greater than 6 inches) or all trees if the species is of special concern (e.g. *Quercus* spp., etc.) shall be mapped. The effect of any damage resulting from development at the site is to be discussed.
 - D. Short and long term impacts to life history of all plant or animal species of special concern, or to any ecological cycles shall be discussed.
 - E. The effect of the project on the integrity of the SEA shall be discussed.
 - F. The effect of brush clearance (fuel modification) on plant and animal species and on any ecological cycles is to be discussed. The ordinances and effective fuel clearance required by the Los Angeles County Fire Department shall be included.
 - G. Potential damage to wildlife habitats and vegetation communities from accessory structures such as horse corrals, stables, trails, driveways, etc. shall be discussed.
 - H. An analysis of wildlife corridors and habitat linkages relevant to the SEA and surrounding open space shall be provided.
 - I. Related projects and cumulative impacts (past, present, and future) including maps depicting project boundaries shall be discussed. The discussion must include downstream impacts to a logical distance.
- VI. Mitigation measures – Specific mitigation measures that are to be incorporated into the project shall be discussed. Other mitigation measures that were considered must be included along with the reasons for rejection. Mitigation measures may include but are not limited to the following.
- A. The acreage and percentage of the site that is to be left as natural open area shall be defined (as compared to "developed" area and areas in which ornamental non-native vegetation is to be introduced). In addition, the percentage of the undisturbed habitat areas within the subject site relative to the overall similar habitat area (such as an extension of grassland, woodland, etc.) must be given whenever possible.
 - B. The relationship of the on-site natural open area to the surrounding vegetation communities is to be discussed.
 - C. Short and long term measures that will be taken to protect and manage the natural open areas (e.g. fencing giving conservation easements or deed to land trust, etc.) must be listed.
 - D. The type and amount of landscaping is to be discussed. Plant taxa native to the immediate area shall be utilized unless infeasible. An explanation shall be provided if it is determined that using native plants is not feasible.
 - E. Relocation of plant and animal individuals generally will not be an acceptable

mitigation measure, unless this is the accepted resource agency standard.

- F. Permissive language (e.g. "should," "could," "may," "might," "if practicable," "if feasible," etc.) shall not be used.

VII. SEA design compatibility criteria

- A. The report must include a discussion of how the project is consistent with the SEA conditional Use Permit compatibility criteria (taken from Los Angeles County Code, Section 22.56.215, F2).

- 1. That the requested development is designed to be highly compatible with the biotic resources present, including the setting aside of appropriate and sufficient undisturbed areas, and
- 2. That the requested development is designed to maintain water bodies, watercourses and their tributaries in a natural state, and
- 3. That the requested development is designed so that wildlife movement corridors (migratory paths) are left in an undisturbed and natural state, and
- 4. That the requested development retains sufficient natural vegetative cover and/or open spaces to buffer critical resource areas from said requested development, and
- 5. That roads and utilities serving the proposed development are located and designed so as not to conflict with critical resources, habitat areas or migratory paths.

- B. The General Plan established the following land uses as compatible, by definition, with the SEAs:

- 1. Regulated scientific study
- 2. Passive recreation including wildlife observation and photography
- 3. Limited picnicking, riding, hiking, and overnight camping

- C. In addition, the following uses may be compatible as determined from the biotic survey and from such conditions that may be necessary to protect the biological resources within the SEA:

- 1. Residential uses at densities compatible with resource values present and consistent with community character in terms of overall density and magnitude as defined in adopted community, areawide, or countywide plans
- 2. Commercial uses of a minor nature serving local residents and visitors, where provided for in an adopted community or areawide plan
- 3. Public and semi-public uses essential to the maintenance of public health, safety, and welfare, where no alternative site or alignment is feasible

4. Agricultural uses compatible with the resources present
 5. Extractive uses, including oil and gas recovery, and rock, sand, and gravel quarrying, where compatible with identified biotic resources.
- VIII. Monitoring program – For each mitigation measure a monitoring program must be included. It shall address the standard to be met, timing, and the responsible party.

Format

1. The reports shall be bound. The cover shall include the following information.
 - a. Project Number and Tract/Parcel Map Number (if applicable)
 - b. Date
 - c. Preparer of the report
2. All pages shall be numbered, including maps, exhibits, etc.
3. Include a completed Guideline Compliance Checklist (included in these guidelines as Appendix A).
4. Include a copy of the Initial Study Questionnaire.
5. Maps, fold-outs, and loose items shall be clearly labeled with the project number and exhibit identification.
6. Loose items shall be enclosed in a sleeve or map pocket.
7. Provide an original, color, USGS quad sheet with the boundaries of the project plotted on it. Include the boundaries of nearby projects with project number and case summary (at least the case number, area, and number of lots). High quality color photocopies may be acceptable.
8. Provide site plans at a legible scale showing the maximum extent of buildable sites with all required or anticipated roads, easements and driveways. A conceptual plan for all potential grading that would be required for pads, roads, driveways, etc. must be shown. This is required of projects where subdividing the land is the only action.
9. Provide ground-level color photographs of the project site with a photo key map showing location and direction of the photograph. Legible color photocopies are acceptable if they clearly depict the site.
10. Provide a high quality aerial photograph that is dated and less than one year old. Legible color photocopies are acceptable.
11. Flora lists shall be alphabetized by family, genera, species and variety or subspecies.
12. Fauna lists shall be in systematic order by family. Identify to subspecies level.
13. For sensitive species a matrix shall be prepared outlining any impacts (included in these

guidelines as Appendix B).

14. Provide a resume or statement of qualifications of all personnel responsible for preparing the report.
15. In an effort to be environmentally sensitive, all biota documents should be double-sided and preferably be printed on recycled paper.

Resubmittal Format

Ten final copies of the complete biota report with revisions shall be submitted for the case records. The cover of the report shall be identical to the initial Biota Report submittal with an additional statement of "Supplemental Information Submitted To SEATAC At Their Request On [date]." The revised date shall be beneath the previous date. Dividers, sections or photographs shall be included that explicitly state such material is a response to an issue or question raised by SEATAC. These responses shall be on colored sheets. The colored sheets will be placed directly behind the page that the response addresses. Different colored sheets are to be used for separate resubmittals. Each issue or question and its corresponding response shall be numbered in sequence. If changes are made to the project boundaries, the delineation of the original project shall be included on any maps for comparison.

Appendix A—GUIDELINE COMPLIANCE CHECKLIST

	PAGE	PREPARER'S INITIALS
Setting	_____	_____
Original topographical quad sheet (or color photocopy)	_____	_____
Project site photographs or color photocopies	_____	_____
Color aerial photographs	_____	_____
SEA/SERA map	_____	_____
Biotic survey of the project site	_____	_____
Floral and faunal lists in systematic/alphabetic order	_____	_____
Table of sensitive species impacts matrix	_____	_____
Document showing CNDDDB contact	_____	_____
Site/grading plans	_____	_____
Initial study questionnaire	_____	_____
Impacts	_____	_____
Mitigation measures	_____	_____
Mitigation monitoring	_____	_____
Preparer's resume/qualifications	_____	_____

Appendix B—TABLE OF SENSITIVE SPECIES IMPACTS MATRIX

Species <i>Scientific Name</i> Common Name			
Habitat present and species is reasonably expected to occur on-site? (YES/NO)			
Species impacted directly by habitat loss? (YES/NO)			
Habitat loss substantial? (YES/NO)			
Species impacted indirectly on adjacent lands by edge effects? (YES/NO)			
Potential to eliminate species on-site? (YES/NO)			
Potential to reduce population size below self sustaining levels? (YES/NO)			
Potential for substantial reduction in numbers of individuals? (YES/NO)			
Potential restriction of range of rare or endangered species? (YES/NO)			
Impact significant? (YES/NO)			
Mitigation			

