

SEATAC Member Case Notes

Biota Report

The following chart can be used to keep track of review notes for Biota Reports submitted for a SEA Permit.

Biota Report Topic Areas	Pg No	Notes
I. COVER / SPINE / TITLE PAGE		
A. Project Name		
B. County identification No. (Project number, CUP number, APNs)		
C. Applicant name and contact information		
D. SEA name(s)		
E. Name of head biologist and consulting company directive information		
F. Date of report		
II. INTRODUCTION		
A. Summary of project impacts and mitigation		
B. Project description		
1. Project name, type of report, address of project		
2. County application identification numbers including APNs		
3. Applicant name and contact information		
4. SEA name(s)		
5. Supervising biologist, company, directive information		
6. Parcel and Acreage Table (for more than one parcel)		
7. Location (Note, these maps/photos may be excerpts or contain less detail than those submitted in the BCA so long as they provide an adequate indication of the project location and the surrounding area)		
a) Map of regional features in vicinity showing project location; all drainages and wetlands referenced in text must be shown on a map		
b) Color USGS topographic map with outline of project parcels, SEA, open space resource areas, etc.; scale about 1:24000		

8. Project and alternatives description		
a) Site plans; at least one superimposed on vegetation map with topo lines		
b) Grading plans; at least one superimposed on vegetation map, topo lines		
c) Description of disturbance schedule		
d) Permits requested		
e) Alternatives		
III. IMPACTS		
A. Regulatory framework		
B. Tables		
1. Table of impact for sensitive vegetation and species		
2. Table of vegetation type and proposed changes		
3. Table of acreage additions and deductions of SEA land		
C. Discussion of logic on conclusions of significance		
D. Maps [may be combined, but each of the following should be illustrated in one form or other]		
1. Map(s) of vegetation constraints.		
2. Map of proposed vegetation impacts (grading and fuel-modification superimposed on vegetation map)		
3. Map of noteworthy or protected tree species, sensitive plant observations (and animal if highly resource dependent, e.g. aquatics, burrowing owl, etc.), showing removals and disturbance proposed.		
4. Regional and local maps of wildlife corridors and habitat linkages [including regional and statewide efforts (e.g. South Coast Missing Linkages, California Essential Connectivity Project, Puente Hills “Missing Middle”, etc), as well as any site-specific features (ridgelines, drainages, culverts, fencing, etc) that may facilitate or constrain movement.		
E. Discussion of Impacts—direct (grading and fuel-modification), indirect, and cumulative impacts to each of the following must be discussed		
1. Vegetation, with note of any sensitive		

vegetation types (refer to State and Global sensitivity rankings included on the CDFW Natural Communities List) or noteworthy natural stands that may be unique to the site.		
2. Special-status species, including any locally recognized sensitive species (e.g. the Los Angeles Audubon list of Los Angeles County’s Sensitive Bird Species) and unusual sightings of otherwise common taxa (e.g. <i>Gilia diegensis</i> in the Liebre Mountains, <i>Petalonyx thurberi</i> in the Santa Clara River, etc.).		
3. Protected and noteworthy trees		
4. Wildlife habitat, including wildlife corridors and habitat linkages		
5. Project impact on integrity of the SEA		
F. Discussion of project consistency with SEA CUP compatibility criteria		
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		
2. That the requested development is designed to maintain water bodies, watercourses, and their tributaries in a natural state		
3. That the requested development is designed so that wildlife movement corridors (migratory paths) are left in an undisturbed and natural state		
4. That the requested development retains sufficient natural vegetative cover and/or open spaces to buffer critical resources, habitat areas, or migratory paths		
5. That the roads and utilities serving the proposed development are located and designed so as not to conflict with critical resources, habitat areas, or migratory paths		
IV. MITIGATION MEASURES		
A. List of impact and mitigation measures that apply. The following aspects of SEA impact must be addressed:		
1. Acreage remaining as natural open space		

and percentage of original		
2. Existing designated open space on and adjacent to the parcel in question		
3. Short- and long-term measures & preservation instruments that will provide protection of natural open areas		
4. Type and amount of landscaping; utilization of locally-indigenous native plants; prohibition on invasive plants		
V. MONITORING PROGRAM		
A. Directly applicable to addressing impact; measurement of biological response to mitigation		
B. Performance standards		
C. Alternatives for failure to meet performance standards		
D. Funding and bond establishment		
E. Schedule		
F. Responsible parties		
G. Adaptive management		
VI. BIBLIOGRAPHY		
A. Bibliography of cited references		
B. Bibliography of general references used to prepare report but not cited		
VII. APPENDICES		
A. Table of biologists and other contributors; Preparer and other contributor qualifications; permits, MOUs		
B. Oak Tree Report for sites with jurisdictional native oak trees (5" DBH and larger)		
C. Focused and floristic survey reports.		
D. Copies of meeting minutes from previous SEATAC/ERB reviews of project		
E. Completed Biota Report Checklist (this table)		
F. Correspondence with State and Federal trustee agencies		
G. CD or DVD of BCA and Biota reports as .pdf & Georeferenced shapefiles (ESRI .shp, geographic) for vegetative maps and observations of sensitive species		

Biota Report Notes and Recommendations

The Project Planner and the Staff Biologist should use this section to explain why any items might be missing, why the Biota Report may be deemed complete despite these data gaps, and any recommendations or notes.

Project Planner Notes and Recommendations: