

## APPENDIX C

### INITIAL STUDY (PROJECT TITLE)

This Initial Study was prepared by the (name of lead county agency) pursuant to the California Environmental Quality Act of 1970, as amended (Division 13, California Public Resources Code) and the "State EIR Guidelines" (Division 6, California Administrative Code).

1. Location and Description of Project

A brief statement on the project location and project description.

2. Compatibility with General Plan(s)

A statement regarding the project's conformity with the general plan or any element thereof.

3. Environmental Setting

A brief statement on the environmental setting within the project site and the surrounding area.

4. Identification of Environmental Effects

Discuss all environmental effects which will result from implementation of the project. This discussion must contain the information to make it clear whether or not the project will result in any of the effects included in Appendix D.

5. Discussion of Ways to Mitigate Significant Effects

If no significant effects are identified, so state.

6. Initial Study Preparation

This study was prepared by (section) of the (lead county agency) under the supervision of (individual in charge).

## APPENDIX D

### SIGNIFICANT EFFECTS

A project will normally have a significant effect on the environment if it will:

- (a) Conflict with adopted environmental plans and goals of the community where it is located;
- (b) Have a substantial, demonstrable negative aesthetic effect;
- (c) Substantially affect a rare or endangered species of animal or plant or the habitat of the species;
- (d) Interfere substantially with the movement of any resident fish or wildlife species, or migratory fish or wildlife species;
- (e) Breach published national, state, or local standards relating to solid waste or litter control;
- (f) Substantially degrade water quality;
- (g) Contaminate a public water supply;
- (h) Substantially degrade or deplete ground water resources;
- (i) Interfere substantially with ground water recharge;
- (j) Disrupt or adversely affect prehistoric or historic archaeological sites or a property of historic or cultural significance to a community or ethnic or a social group; or a paleontological site except as part of a scientific study of the site;
- (k) Induce substantial growth or concentration of population;
- (l) Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system;

- (m) Displace a large number of people;
- (n) Encourage activities which result in the use of large amounts of fuel, water or energy;
- (o) Use fuel, water or energy in a wasteful manner;
- (p) Increase substantially the ambient noise levels for adjoining areas;
- (q) Cause substantial flooding, erosion or siltation;
- (r) Expose people or structures to major geological hazards;
- (s) Extend a sewer trunk line with capacity to serve new development;
- (t) Substantially diminish habitat for fish, wildlife or plants;
- (u) Disrupt or divide the physical arrangement of an established community;
- (v) Create a potential public health or safety hazard; or involve the use, production or disposal of materials which pose a hazard to people or animals or plant populations in the area affected;
- (w) Conflict with established recreational, educational, religious or scientific uses of the area;
- (x) Violate any ambient air quality standard, contribute substantially to an existing or projected air quality violation, or expose sensitive receptors to substantial pollutant concentrations.
- (y) Convert prime agricultural land to non-agricultural use or impair the agricultural productivity of prime agricultural land.
- (z) Interfere with emergency response plans or emergency evacuation plans.



## APPENDIX F

### CONTENT FOR ENVIRONMENTAL IMPACT REPORTS

For more detailed information, see Title 14, Division 6,  
Chapter 3, Article 9 (Sections 15120 et seq. ) and  
Article 10 (Sections 14140, et. seq.) of the  
California Administrative Code

Environmental Impact Reports (EIRs) shall contain the information outlined in this section. The suggested guidelines are intended to provide assistance in the preparation of an EIR by discussing the factors to be considered. Only those factors or items applicable to the project need to be discussed and evaluated; however, the content should be accurate, complete and objective, and the forms provided should be followed as closely as possible.

The EIR should be prepared using a systematic, interdisciplinary approach. The interdisciplinary analysis shall be conducted by competent individuals, but no single discipline shall be designated or required to undertake this evaluation. The EIR shall reference all documents used in its preparation, including when possible a citation to the page and section number of any engineering, geological or other technical reports used as the basis for any statements in the EIR. While economic or social effects may be used to determine the significance of physical change, they shall not be treated as significant effects on the environment.

An EIR should avoid speculation and emphasize feasible mitigation measures and alternatives to projects, omit unnecessary information describing projects, and be written and organized in such a way as to be meaningful and useful to decision-makers and the public. The information contained in an EIR shall include summarized technical data, maps, plot plans, diagrams and similar relevant information sufficient to permit full assessment of significant environmental impacts by reviewing agencies and members of the public. If possible, photographs, and/or sketches of the project area and development plans should be incorporated into the EIR. Placement of highly technical and specialized analysis and data in the body of an EIR should be avoided through inclusion of supporting information and analysis as appendices to the main body of the EIR. Appendices to the EIR may be prepared in volumes separate from the basic EIR document, but shall be available for public examination and shall be submitted to all clearinghouses which assist in public review.

An EIR may incorporate by reference information or data which is relevant to the EIR and is a matter of public record or is generally available to the public. Such information or data need not be repeated in its entirety but may be specifically cited as the source for conclusions stated in the EIR.

The incorporated information or data shall be made available to the public in an office of the lead agency or some other public place or public building in the county where the project would be carried out; the EIR shall state where the incorporated documents will be available for inspection. Where an EIR uses incorporation by reference, the incorporated information or data shall be briefly summarized, and its relationship to the EIR indicated.

The environmental setting section, and other sections where applicable, should include a description of the water quality aspects of the proposed project which have previously been certified by the appropriate state or interstate organization as being in substantial compliance with applicable water quality standards.

### **\*\*\*DRAFT ENVIRONMENTAL IMPACT REPORTS\*\*\***

#### SUMMARY

Each EIR shall contain a brief summary of the proposed action and its consequences in language sufficiently simple that the issues can be understood by the average member of the lay public. This summary may consist of a brief description of the project, a list of potential significant impacts, and proposed mitigating measures. The summary shall stress the major conclusions, areas of controversy (including issues raised by agencies and the public), and the issues to be resolved (including the choice among alternatives and how to mitigate the significant effects).

#### TABLE OF CONTENTS

Each EIR shall include a Table of Contents or Index.

#### Section I-Project Description

The description of the project shall contain the following information but should not supply extensive detail beyond that needed for evaluation and review of the environmental impact.

- (A) The precise location and boundaries of the proposed project shall be shown on a detailed map, preferably topographic. The location of the project shall also appear on a region map.
- (B) A statement of the objectives sought by the proposed project.

- (C) A general description of the project's technical, economic, and environmental characteristics, considering the principal engineering proposals and supporting public service facilities.
- (D) A statement briefly describing the intended uses of the EIR. This statement shall include, to the extent that the information is known to the lead agency, a list of the agencies that are expected to use the EIR in their decision-making and a list of the approvals for which the EIR will be used. If a public agency must make more than one decision on a project, all its decisions subject to CEQA should be listed, preferably in the order in which they will occur. On request, the Office of Planning and Research will provide assistance in identifying state permits for a project.

## Section II - Description of Environmental Setting

An EIR must include a description of the environment in the vicinity of the project, as it exists before commencement of the project, from both a local and regional perspective. Knowledge of the regional setting is critical to the assessment of environmental impacts. Special emphasis should be placed on environmental resources that are rare or unique to that region. Specific reference to related projects, both public and private, both existing and planned, in the region should also be included for the purposes of examining the possible cumulative impact of such projects.

Any inconsistencies between the proposed project and applicable general plans and regional plans shall be discussed. Such regional plans include, but are not limited to, the applicable Air Quality Management Plan (or State Implementation Plan once adopted), areawide waste treatment and water quality plans, regional transportation plans, and regional land use plans for the protection of the coastal zone and Santa Monica Mountains.

## Section III- Environmental Impact

All phases of a project must be considered when evaluating its impact on the environment: planning, acquisition, development and operation. The following subjects shall be discussed, preferably in separate sections or paragraphs. (If they are not discussed separately, the EIR shall include a table showing where each of the subjects is discussed.)

The EIR shall emphasize discussion of the impacts determined to be significant and can omit any further examination of those impacts which were determined to be clearly insignificant in the Initial Study. A copy of the Initial Study shall be attached to the EIR to provide the basis for limiting the impacts discussed. An EIR shall also contain a statement briefly indicating the reasons that various possibly significant effects of a project were determined not to be significant and were therefore not discussed in detail in the EIR. Such a statement may be contained in an attached copy of an Initial Study.

(A) The Significant Environmental Effects of the Proposed Project:

Describe the direct and indirect significant effects of the project on the environment, giving due consideration to both the short-term and long term effects, in proportion to be their severity and probability of occurrence. The discussion should include relevant specifics of the area, the resources involved, physical changes, alterations to ecological systems and changes induced in population distribution, population concentration, the human use of the land (including commercial and residential development) and other aspects of the resource base such as water, scenic quality and public services. Cumulative effects shall also be discussed when found to be significant. The significant effect should be discussed in proportion to its severity.

(B) Any Significant Environmental Effects Which Cannot be Avoided if the Proposal is Implemented:

Describe any significant impacts, including those which can be reduced to an insignificant level but not eliminated. Where there are impacts that cannot be alleviated without imposing an alternative design, their implications and the reasons why the project is being proposed, notwithstanding their effect, should be described. Describe significant impacts on any aesthetically valuable surroundings or on human health.

(C) Mitigation Measures Proposed to Minimize the Significant Effects:

Describe significant avoidable adverse impacts, including inefficient and unnecessary consumption of energy, and the measures to minimize these impacts. The discussion shall distinguish between the measures which are proposed to be included in the project and other measures that are not included, but could reasonably be expected to reduce adverse impacts. This discussion shall identify the mitigation measures which will eliminate such impacts or reduce them to a level of insignificance. Where several measures are available to mitigate an impact, each should be discussed and the basis for selecting a particular measure should be identified. Energy conservation measures shall be discussed when relevant.

(D) Alternatives to the Proposed Action:

Describe all reasonable alternatives to the project, or to the location of the project, which could feasibly attain the basic objectives of the project, and why they were rejected in favor of the ultimate choice. The specific alternative of "no project" must also always be evaluated, along with the impact. The discussion of alternatives shall include those capable of eliminating any significant adverse environmental effects or reducing them to a level of insignificance, even if these alternatives substantially impede the attainment of the project objectives, and are most costly. If the environmentally superior alternative is the "no project" alternative, the EIR shall also identify an environmentally superior alternative among the other alternatives.

**\*(E) The Relationship Between Local Short-Term Uses of Man's Environment and the Maintenance and Enhancement of Long-Term Productivity:**

Describe the cumulative and long-term effects of the proposed project which adversely affect the state of the environment. Special attention should be given to impacts which narrow the range of beneficial uses of the environment or pose long-term risks to health or safety. In addition, the reasons why the proposed project is believed by the sponsor to be justified now, rather than reserving an option for future alternatives, should be explained.

**\*(F) Any Significant Irreversible Environmental Changes Which Would be Involved in the Proposed Action Should it be Implemented:**

Uses of nonrenewable resources during the initial and continued phases of the project may be irreversible since a large commitment of such resources makes removal or nonuse thereafter unlikely. Primary impacts and, particularly, secondary impacts (such as a highway improvement which provides access to a nonaccessible area) generally commit future generations to similar uses. Also irreversible damage can result from environmental accidents associated with the project. Irretrievable commitments of resources should be evaluated to assure that such current consumption is justified.

**(G) The Growth-Inducing Impact of the Proposed Action:**

Discuss the ways in which the proposed project could foster economic or population growth, either directly or indirectly, in the surrounding environment. Included in this are projects which would remove obstacles to population growth (a major expansion of a waste water treatment plant might, for example, allow for more construction in service areas).

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\* Discussion of items (E) and (F) are required only in EIRs prepared in conjunction with the following: (1) the adoption, amendment, or enactment of a plan, policy or ordinance of a public agency; (2) the adoption by a local agency formation commission of a resolution making determinations; and (3) a project which will be subject to the requirement for preparing an environmental impact statement pursuant to the requirements of the National Environmental Policy Act of 1969.

Increases in the population may further tax existing community service facilities so consideration must be given to this impact. Also discuss the characteristics of some projects which may encourage and facilitate other activities that could significantly affect the environment, either individually or cumulatively. It must not be assumed that growth in any area is necessarily beneficial, detrimental, or of little significance to the environment.

#### Section IV - Organizations and Persons Consulted

The identity of all Federal, state or local agencies, other organizations and private individuals consulted in preparing the EIR, and the identity of the persons, firm or agency preparing the EIR, by contact or other authorization must be given.

### **FINAL ENVIRONMENTAL IMPACT REPORT**

#### Contents of Final Environmental Impact Report

- (A) The Final EIR shall consist of:
- (1) The Draft EIR or a revision of the draft.
  - (2) Comments and recommendations received on the Draft EIR either verbatim or in summary.
  - (3) A list of persons, organizations and public agencies commenting on the Draft EIR.
  - (4) The responses of the lead county agency to significant environmental points raised in the review and consultation process.
- (B) The response of the lead county agency to comments received may take the form of a revision of the Draft EIR or may be an attachment to the Draft EIR. The response shall describe the disposition of significant environmental issues raised (e.g., revisions to the proposed project to mitigate anticipated impacts or objections). In particular, the major issues raised when the lead county agency's position is at variance with recommendations and objections raised in the comments must be addressed in detail giving reasons why specific comments and suggestions were not accepted.

## Appendix G

### CATEGORICALLY EXEMPT PROJECTS

Pursuant to Section 21084 of CEQA, the State EIR Guidelines include a list of classes of projects which the Secretary for Resources found do not have a significant effect on the environment and which, therefore, are exempt from the provisions of CEQA. The following qualifications regarding the use of the exempt classes are included in the State guidelines:

Location- Classes 3, 4, 5, 6, and 11 are not to be applied where the project may impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by Federal, state, or local agencies.

Cumulative Impact- All classes are inapplicable for projects where the cumulative impact of successive projects of the same type in the same place is significant.

Significant Effect- A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

As required by Section 15300.4 of the State EIR Guidelines, specific activities which county agencies approve or carry out are listed below under the exempt classes within which they qualify. No environmental document is required for these projects; however, the lead county agency's letter to the Board of Supervisors or other decision-making bodies or administrative officials recommending approval of the project must include a statement that the project is categorically exempt together with the class number and the subsection reference number and/or letter from the listing below.

Class 1: Existing Facilities - Class 1 consists of the operation, repair, maintenance or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that previously existing, including but not limited to :

- (a) Individual water service meter installation;
- (b) Installation of fire hydrants on existing water mains;
- (c) Restoration and repair of buildings, structures, equipment and appurtenances required because of accumulated maintenance not performed;

- (d) Interior and exterior alterations of buildings involving such things as interior partitions, exterior parapets, placement of wall veneer facings, installation of false or drop ceiling, plumbing and electrical conveyances, and heating and refrigeration systems;
- (e) Existing facilities of both investor and publicly-owned utilities used to provide electric power, natural gas, water, sewage, flood control, or other public services;
- (f) Existing bicycle, pedestrian and equestrian trails within already established rights-of-way except where the activity will involve removal of a scenic resource including, but not limited to, a stand of trees, a rock outcropping, or a historic building;
- (g) Additions to existing structures, provided that the addition will not result in an increase of more than :
  - (1) 50 percent of the floor area of the structure before the addition or alteration, or 2,500 square feet, whichever is less; or
  - (2) 10 percent of existing company; or
  - (3) 10,000 square feet if:
    - (a) The project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan; and
    - (b) The area in which the project is located is not environmentally sensitive.
- (h) Demolition and removal of individual small structures listed in this subsection except where the structures are of historical, archaeological or architectural significance;
  - (1) Single family residences not in conjunction with the demolition of two or more units,
  - (2) Motels, apartments, and duplexes designed for not more than four dwelling units if not in conjunction with the demolition of two or more such structures,
  - (3) Stores, offices, and restaurants if designed for an occupant load of 20 persons or less, if not in conjunction with the demolition of two or more such structures,
  - (4) Accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences.

- (i) Addition of safety or health protection devices for use during construction of or in conjunction with existing structures, facilities or mechanical equipment, or topographical features where these devices do not have or result in an adverse environmental impact;
- (j) Maintenance of and minor alternations to existing landscaping and native growth (excluding the use of economic poisons, as defined in Division 7, Chapter 2, California Agricultural Code);
- (k) New copy on existing on and off-premise signs;
- (l) Replacement or addition of pumps, valves, or other mechanical equipment at existing facilities;
- (m) Security fencing and gates;
- (n) Access road, ramp and driveway paving;
- (o) Invert access ramps;
- (p) Erosion control facilities;
- (q) Temporary facilities in unimproved watercourses;
- (r) Building leases, renewals, and amendments: (1) that involve the use of structures and facilities for the purpose for which they were constructed (e.g., office use in office buildings); and (2) for the housing of County operations that do not include visits by the public as a normal, regular and recurring function of such operations;
- (s) Repair and maintenance of fences, irrigation systems, docks, signs, etc.;
- (t) Repair and maintenance of concession lease structures;
- (u) Any change in the method of conveyance of an existing facility;
- (v) Community recreational agreements involving only staff, equipment and supplies and utilizing existing facilities;
- (w) Minor repairs and alterations to existing dams and appurtenant structures under the supervision of the Department of Water Resources;
- (x) The following projects involving existing highway and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities except where the activity will involve removal of a scenic resource, including but not limited to a stand of trees, a rock outcropping, or a historic building:

- (1) Sealing roadway pavement;
- (2) Resurfacing roadway pavement;
- (3) Gutter construction adjacent to existing curbs;
- (4) Modification of existing traffic signal system;
- (5) Installation of new traffic signal system;
- (6) Establishing various limitations on the use of County streets and highways as authorized by law, such as but not limited to: vehicle weight, type and parking restrictions or prohibitions including the posting of regulatory and advisory signs;
- (7) Paving of maintained dirt roads;
- (8) Parkway tree planting;
- (9) Median beautification;
- (10) Repairs and maintenance of bridge structures;
- (11) Slope planting;
- (12) Installation of sprinkler systems;
- (13) Reconstruction of existing roadway pavement, curbs, gutters, sidewalk, drive aprons, and drainage structures in place, including the removal of those trees which are the cause of the damage requiring the reconstruction; and up to five other trees within any 500 foot long road segment provided they are not considered to be rare plants;
- (14) Pavement widening to join curb and gutter provided by the adjacent property owner;
- (15) Sidewalk construction within existing road right-of-way where no rare plant nor more than five mature trees will be removed within any 500 foot long road segment;
- (16) Installation of guardrails;
- (17) New street drainage facilities which do not discharge onto private property;
- (18) New highway channelization including raised islands;

- (19) Construction of new curb and gutter on local streets between existing segments of curb where curbs exist on more than 50 percent of the block including necessary right-of-way acquisition and localized pavement widening required to join the new curb and gutter provided that no rare plant nor more than five mature trees will be removed within any 500 foot long road segment;
- (20) Undergrounding of existing above-ground utility facilities;
- (21) Maintenance of existing roadway facilities;
- (22) Pavement widening of an uncurbed roadway within existing road right-of-way that does not result in additional travel lanes provided that no rare plant nor more than five mature trees will be removed within any 500 foot long road segment;
- (23) Construction of bicycle paths or lanes within existing developed road right-of-way with pavement widening of six feet or less, contiguous with existing pavement provided that no rare plant nor more than five mature trees will be removed within any 500 foot long road segment;
- (24) Completing roadway improvements on a partially improved paved local street or highway within existing right-of-way, provided that the number of travel lanes is not increased and no rare plant nor more than five mature trees will be removed within any 500 foot long road segment;
- (25) Issuance of permits for the following activities:
  - a. Movie making;
  - b. Temporary use of public highway during adjacent subdivision or building activity;
  - c. Temporary closing of streets;
  - d. Temporary encroachments requiring use of public streets with proper traffic control and barricades for public safety;
  - e. Temporary street use by construction equipment during construction activity on adjacent property;
  - f. Footing encroachments by retaining walls located on private property;
  - g. Identification structures with name of local subdivision or community;

- h. Excavating or filling on public highway by adjacent property owner;
- i. Placing of Christmas tree ornaments across streets;
- j. Temporary use of right-of-way for storage of construction materials for use on adjacent property;
- k. Various encroachments on public property, such as fencing, at top or bottom of slope, walls, posts, steps, porches, garage, extensions and building overhang extensions;
- l. Subsurface facilities required on public right-of-way for use or protection of adjacent private property;
- m. Geophysical seismic testing;
- n. Temporary use of highway for the draining of swimming pools in areas without sewers;
- o. Underground tunnels connecting private property used for equestrians, pedestrians, and conveying of materials;

(27) Formation of and annexations to street lighting districts and the installations of street lights and street lighting systems in the Urban Area of the County as shown in the County General Plan;

- (Y) Nonconforming use or structure reviews;
- (Z) Cemetery cases for reduction of boundaries.

Class 2: Replacement or Reconstruction - Class 2 consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including, but not limited to:

- (a) Replacement or reconstruction of structures with a new structure of substantially the same size, purpose and capacity; such as, but not limited to, fire stations, sheriff's stations, comfort stations, survey towers, microwave towers, and repair and maintenance shops;
- (b) Replacement of old, deteriorated or damaged sewers, storm drains, or water mains with new structures of substantially the same purpose and capacity as the structure replaced;
- (c) Replacement of other water system facilities;
- (d) Driveway permits;
- (e) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity;
- (f) Conversion of overhead electric utility distribution system facilities to underground including connection to existing overhead electric utility distribution lines where the surface is restored to the condition existing prior to the undergrounding;

Class 3: New Construction or Conversion of Small Structures- Class 3 consists of construction and location of limited numbers of new small facilities or structures; and conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The numbers of structures described in this section are the maximum allowable on any legal parcel or to be associated with a project within a two year period. Examples of this exemption include, but are not limited to:

- (a) Water main, sewer and storm drain extensions of reasonable length to serve new construction such as single-family residences, duplexes, or motels and apartments designed for not more than four dwelling units, all when not in conjunction with the building of two or more such units;
- (b) Accessory (appurtenant) structures such as garages, carports, patios, cabanas, swimming pools, screens, windbreaks, fences, parking attendant and golf starter structures, and comfort stations;

- (c) Locally funded sanitary sewers, water, and telephone system facilities located entirely within existing travelled ways in already urbanized areas for protection of health and safety and convenience where such areas are deficient in these facilities;
- (d) Office buildings, community centers, garages, storage sheds, work rooms, and similar structures at existing facilities;
- (e) Installation of piezometers at dams and debris basins;
- (f) Installation of observation wells and survey monuments;
- (g) Permits to other local agencies and utilities for underground utility crossing of public right-of-way;
- (h) Construction of retaining walls within existing right-of-way wherein the height of the wall does not exceed five feet;
- (i) Installation of gas controlling equipment and devices in or on existing sanitary landfills and existing County buildings;
- (j) Building leases, renewals, and amendments: (1) that involve the use of structures and facilities for the purpose for which they were constructed (e.g., office use in office buildings); and (2) for the housing of County operations that do not include visits by the public as a normal, regular and recurring function of such operations.
- (k) Stores, motels, offices, and restaurants and similar small commercial structures not involving the use of significant amounts of hazardous substances, if designed for an occupant load of 30 persons or less, if not in conjunction with the building or two or more such as structures. In urbanized areas, the exemption also applies to commercial buildings on sites zoned for such use, if designed for an occupant load of 30 persons or less, if not constructed in conjunction with the building of 4 or more structures and if not involving the use of significant amounts of hazardous substances;
- (l) Facilities required by the County to be constructed for public use pursuant to the provisions of an existing lease on County-owned real property;
- (m) Single-family residences (including "granny" housing), not in conjunction with the building of two or more such units. In urbanized areas up to three single-family residences may be constructed under this exemption;

- (n) Apartments and similar structures designed for not more than four dwelling units if not in conjunction with the building of two or more such structures. In urbanized areas, the exemption applies to single apartments, duplexes and similar small structures designed for not more than six dwelling units if not constructed in conjunction with the building of two or more such structures.
- (o) Conversion of a single-family residence to office use;
- (p) Conversion of existing commercial units in one structure from single to condominium-type ownership.
- (q) Storm drain construction to alleviate local drainage problems in developed urban areas provided the construction will not adversely affect a natural watercourse, wetland, or environmentally sensitive area; nor involve the removal of a scenic resource (stand of trees, rock outcropping, or historic building), a rare plant, or more than five mature trees within any 500-foot long segment of the drain.

Class 4: Minor Alterations to Land - Class 4 consists of minor public or private alterations in the condition of land, water and/or vegetation which do not involve the removal of mature scenic trees except for forestry and agricultural purposes. Examples include, but are not limited to:

- (a) Grading on land with a slope of less than 10 percent, except that grading shall not be exempt in a waterway, in any wetland, in any officially designated (by Federal, State or local governmental action) scenic area, or in officially mapped areas of severe geologic hazard;
- (b) Grading projects on lands of 10 percent or greater slope which are involved with one single-family residence and accessory uses, or which involve 5,000 cubic yards or less of earth movement for other uses, except that grading projects shall not be exempt in a water way, in any wetland, in an officially designated (by Federal, State, or local governmental action) as an archaeologically sensitive areas, a scenic area or in officially mapped areas of severe geologic hazard;
- (c) New gardening or landscaping. Live tree removal is not included except for forestry and agricultural purposes or if removal consists of one or two trees less than 36 inches in diameter;
- (d) Installation of protective fencing around small water retaining facilities as required by Ordinance No. 5307 (Excavation Ordinance);

- (e) Filling and plugging abandoned wells;
- (f) Minor temporary uses of land having negligible or no permanent effects on the environment, such as:
  - (1) Carnivals, festivals, picnics, concerts and recreational events;
  - (2) Sale of Christmas trees and wreathes;
  - (3) Mobilehomes used as a residence during construction;
  - (4) Tract sales office; and
  - (5) Election polling.
- (g) Destroying unused wells;
- (h) Permits for temporary use of District right-of-way;
- (i) Permits for slopes, borrow pits, fills, storage and miscellaneous entries;
- (j) Permits, licenses, and leases on County-owned property;
- (k) Trenching or backfilling where the surface is restored;
- (l) Maintenance dredging where the spoil is deposited in a spoil area authorized by all applicable regulatory agencies;
- (m) Filling of earth into previously excavated land with material compatible with the natural features of the site;
- (n) The creation of bicycle lanes on existing rights-of-way.

Class 5: Alterations in Land Use Limitations - Class 5 consists of minor alterations in land use limitations, in areas with less than a 20 percent slope, which do not result in any changes in land use or density including, but not limited to:

- (a) Granting easements or entering into agreements with other local agencies, utilities or private citizens to accomplish activities that are categorically exempt such as underground utility crossings, landscaping and temporary use of District rights-of-way;
- (b) Plot plan for minor setback modification;
- (c) Access to property lawfully used ;
- (d) Tentative land division maps for lot line adjustment;
- (e) Renewals of approved tentative division of land maps or approved variances or permits where environmental documentation has been prepared at the time of the original approval;
- (f) Minor revisions or amendments to approved tentative division of land maps or approved plot plans of variances or permits;
- (g) Conditional Certificates of Compliance where required improvements are similar to adjacent improvements or will not require substantial alteration to existing natural features;
- (h) Variances or permits for changes or modifications to conditions of existing cases which would not result in any substantial change to use or occupancy of the land;
- (i) Variances for a minor modification of building line setbacks, yards, open space, and buffer areas; parking facility development standards; landscaping requirements; wall, fencing and screening requirements; street and highway dedication, and improvements standards; lot area and width requirements; sign regulations other than outdoor advertising; provided that such variances do not result in any change in land use or density nor in the creation of any new parcel;
- (j) Animal permits;
- (k) Reversion to acreage in accordance with the Subdivision Map Act;

- (l) Quit-claim of an easement to satisfy a legally binding agreement;
- (m) Conditional Certificates of Compliance, wherein improvements required are pursuant to General or Area plans and/or are required in the interest of public health, safety, or general welfare, and do not substantially alter the existing natural features;
- (n) Parking permits;

**Class 6: Information Collection** - Class 6 consists of basic data collection, research, and experimental management and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. These may be for strictly information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted or funded.

- (a) Installation of gas monitoring equipment and devices in or on existing sanitary landfills and existing County buildings;
- (b) Small projects performed for research and demonstration purposes which involve no more than minor construction at or on existing County facilities, such as but not limited to solid waste disposal by pyrolysis, sanitary landfill demonstration cells, and automated mapping demonstrations;
- (c) Permits and licenses on County-owned property;
- (d) Test boring permits and geologic investigations;
- (e) Installation of Stream Gauges.

**Class 7: Regulatory Actions for the Protection of Natural Resources** - Class 7 consists of actions taken by regulatory agencies, as authorized by State law or local ordinance, to assure the maintenance, restoration, or enhancement of a natural resource where the regulatory process involves procedures for protection of the environment. Construction activities are not included in this exemption.

**Class 8: Regulatory Actions for the Protection of the Environment** - Class 8 consists of actions taken by regulatory agencies as authorized by State and local ordinance, to assure the maintenance, restoration, enhancement or protection of the environment where the regulatory process involves procedures for protection of the environment. Construction activities are not included in this exemption.

Class 9:     Inspections- Class 9 consists of activities limited entirely to inspection, to check for performance of an operation, or quality, health or safety of a project, including related activities such as inspection for possible mislabeling, misrepresentation or adulteration of products. Examples include:

- (a)     Industrial waste inspection;
- (b)     Water Quality sampling and testing.

Class 10:    Loans - Class 10 consists of loans made by the Department of Veteran Affairs under the Veteran's Farm and Home Purchase Act of 1943, mortgages for the purchase of existing structures where the loan will not be used for new construction, and the purchase of such mortgages by financial institutions.

Class 11:    Accessory Structures - Class 11 consists of construction of replacement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities, including, but not limited to:

- (a)     Construction of small parking lots to serve existing facilities;
- (b)     Paving of outdoor storage areas on existing County-owned property;
- (c)     Erection or placement of small storage or work sheds accessory to existing County facilities;
- (d)     Erection of informational or directional on-premise signs;
- (e)     Plot plan for on-premise signs;
- (f)     Small parking lots and landscaping;
- (g)     Building leases, renewals, and amendments: (1) that involve the use of structures and facilities, for the purpose for which they were constructed (e.g., office use in office buildings); and (2) for the housing of County operations that do not include visits by the public as a normal, regular and recurring function of such operations,
- (h)     Placement of seasonal or temporary use items such as lifeguard towers, mobile food units, portable restrooms or similar items in generally the same locations from time to time in publicly owned parks, stadiums, or other facilities designed for public use.

Class 12: Surplus Government Property Sales - Class 12 consists of sales of surplus government property except for parcels of land located in an area of statewide interest or potential area of critical concern as identified in the Governor's Environmental Goals and Policy report prepared pursuant to Government Code Section Nos. 65041, et. seq. However, if the surplus property to be sold is located in those areas identified in the Governor's Environmental Goals and Policy Report, its sale is exempt if:

- (a) The property does not have significant values for wildlife habitat or other environmental purposes; and
- (b) Any of the following conditions exists:
  - (1) The property is of such size or shape that it is incapable of independent development or use, or
  - (2) The property to be sold would qualify for an exemption under any other class of categorical exemption in these guidelines, or
  - (3) The use of the property and adjacent property had not changed since the time of purchase by the public agency.

Class 13: Acquisition of Lands for Wildlife Conservation Purposes - Class 13 consists of the acquisition of lands for fish and wildlife conservation purposes, including preservation of fish and wildlife habitat, establishing ecological reserves under Fish and Game Code Section No. 1580, and preserving access to public lands and waters where the purpose of the acquisition is to preserve the land in its natural condition.

Class 14: Minor Additions to Schools - Class 14 consists of minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25 percent or ten classrooms, whichever is less. The addition of portable classrooms is included in this exemption.

Class 15: Minor Land Divisions - Class 15 consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous two years, and the parcel does not have a slope greater than 20 percent.

Class 16: Transfer of Ownership of Land in Order to Create Parks - Class 16 consists of the acquisition or sale of land in order to establish a park where the land is in a natural condition or contains historic sites or archaeological sites and either the management plan for the park has not been prepared, or the management plan proposes to keep the area in a natural condition or preserve the historic or archaeological site. CEQA will apply when a management plan is proposed that will change the area from its natural condition or significantly change the historic or archaeological site.

Class 17: Open Space Contracts or Easements - Class 17 consists of the establishment of agricultural preserves, the making and reviewing of open space contracts under the Williamson Act, or the acceptance of easements or fee interests in order to maintain the open space character of the area. The cancellation of such preserves, contracts, interests or easements is not included.

Class 18: Designation of Wilderness Areas - Class 18 consists of the designation of wilderness areas under the California Wilderness System.

Class 19: Annexations of Existing Facilities and Lots for Exempt Facilities - Class 19 consists of only the following annexations:

- (a) Annexations to a city or special district of areas containing existing public or private structures developed to the density allowed by the current zoning or pre-zoning of either the gaining or losing governmental agency whichever is more restrictive, providing, however, that the extension of utility services to the existing facilities would have a capacity to serve only the existing facilities;
- (b) Annexations of individual small parcels of the minimum size for facilities exempted by Class 3, New Construction of Small Structures.

Class 20: Changes in Organization of Local Agencies - Class 20 consists of changes in the organization or reorganization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised. Examples include, but are not limited to:

- (a) Establishment of a subsidiary district.
- (b) Consolidation of two or more districts having identical powers.
- (c) Merger with a city of a district lying entirely within the boundaries of the city.

Class 21: Enforcement Actions by Regulatory Agencies

- (a) Class 21 consists of actions by regulatory agencies to enforce a lease, permit, license, certificate, or other entitlement for use issued, adopted or prescribed by the regulatory agency or law, general rule, standard, or objective, administered or adopted by the regulatory agency. Such actions include, but are not limited to, the following:
  - (1) The direct referral of a violation of lease, permit, license, certificate, or entitlement for use or of a general rule, standard or objective to the District Attorney for judicial enforcement.
  - (2) The adoption of an administrative decision or order enforcing or revoking the lease, permit, license, certificate, or entitlement for use or enforcing the general rule, standard, or objective.
- (b) Construction activities undertaken by the public agency taking the enforcement or revocation action are not included in this exemption.

Class 22: Education or Training Program Involving No Physical Changes - Class 22 consists of the adoption, alteration, or termination of educational or training programs which involve no physical alteration in the area affected or which involve physical changes only in the interior of existing school or training structures. Examples include, but are not limited to:

- (a) Development of or changes in curriculum or training methods;
- (b) Changes in the grade structure in a school which do not result in student transportation.
- (c) Development of recreational and/or safety classes.

Class 23: Normal Operations of Facilities for Public Gatherings - Class 23 consists of the normal operations of existing facilities for public gatherings for which the facilities were designed, where there is a past history of the facility being used for the same kind of purpose. Facilities included within this exemption include, but are not limited to, racetracks, stadiums, convention centers, auditoriums, community centers, amphitheaters, planetariums, swimming pools, parks and beaches.

Class 24: Regulation of Working Conditions: - Class 24 consists of actions taken by regulatory agencies, including the Industrial Welfare commission, as authorized by statute, to regulate any of the following:

- (a) Employee wages,
- (b) Hours of work, or
- (c) Working conditions where there will be no demonstrable physical changes outside of the place of work.

Class 25: Transfers of Ownership of Interests in Land to Preserve Open Space - Class 25 consists of the transfers of ownership of interests in land in order to preserve open space. Examples include, but are not limited to:

- (a) Acquisition of areas to preserve the existing natural conditions;
- (b) Acquisition of areas to allow continued agricultural use of the areas;
- (c) Acquisition to allow restoration of natural conditions;
- (d) Acquisition to prevent encroachment of development into flood plains.

Class 26: Acquisition of Housing for Housing Assistance Programs - Class 26 consists of actions by a redevelopment agency, housing authority, or other public agency to implement an adopted Housing Assistance Plan by acquiring an interest in housing units. The housing units may be either in existence or possessing all required permits for construction when the agency makes its final decision to acquire the units.

Class 27: Leasing New Facilities - Class 27 consists of the leasing of a newly constructed or previously unoccupied privately-owned facility by a local agency where the local governing authority determined that the building was exempt from CEQA. To be exempt under this section, the proposed use of the facility:

- (a) Shall be in conformance with existing State plans and policies and with general, community, and specific plans for which an EIR or Negative Declaration has been prepared;
- (b) Shall be substantially the same as that originally proposed at the time the building permit was issued;

- (c) Shall not result in a traffic increase of greater than 10 percent of front access road capacity; and
- (d) Shall include the provision of adequate employee and visitor parking facilities.

Examples of Class 27 include, but are not limited to:

- (a) Leasing of administrative offices in newly constructed office space;
- (b) Leasing of client service offices in newly constructed office space;
- (c) Leasing of administrative and/or client service offices in constructed industrial parks.

Class 28: Installation of Hydroelectric - Class 28 consists of the installation of hydroelectric generating facilities in connection with existing dams, canals, and pipelines where:

- (a) The capacity of the generating facilities is less than 5 megawatts;
- (b) Operation of the generating facilities will not change the flow regime in the affected stream, canal, or pipeline including, but not limited to:
  - (1) Rate and volume of flow,
  - (2) Temperature,
  - (3) Amounts of dissolved oxygen to a degree that could adversely affect aquatic life, and
  - (4) Timing of releases.
- (c) New power lines to connect the generating facilities to existing power lines will not exceed one mile in length if located on a new right-of-way and will not be located adjacent to a wild or scenic river;
- (d) Repair or reconstruction of the diversion structure will not raise the normal maximum surface elevation of the impoundment;
- (e) There will be no significant existing upstream or downstream passage of fish;
- (f) The discharge from the power house will not be located more than 300 feet from the toe of the diversion structure;

- (g) The project will not cause violations of applicable State or Federal water quality standards;
- (h) The project will not entail any construction on or alteration of a site included in or eligible for inclusion in the National Register of Historic Places; and
- (i) Construction will not occur in the vicinity of any rare or endangered species.

Class 29: Installation of Cogeneration Equipment - Class 29 consists of the installation of cogeneration equipment with a capacity of 50 megawatts or less at existing facilities meeting the conditions described in this section.

- (a) At existing industrial facilities, the installation of cogeneration facilities will be exempt where it will:
  - (1) Result in no net increases in air emissions from the industrial facility, or will produce emissions lower than the amount that would require review under the new source review rules applicable in the County; and
  - (2) Comply with all applicable State; Federal, and local air quality laws.
- (b) At commercial and institutional facilities, the installation of cogeneration facilities will be exempt if the installation will:
  - (1) Meet all the criteria described in subsection (a);
  - (2) Result in no noticeable increase in noise to nearby residential structures; and
  - (3) Be adjacent to other commercial or institutional structures.



MINISTERIAL PROJECTS

The following are projects county agencies approve or carry out which are classified as ministerial projects:

Permits

1. Issuance of permits in accordance with the County Building, Plumbing, Electrical, Mechanical, Health, and Fire Codes.
2. Issuance of Sewer Construction Permits and Industrial Waste Permits in accordance with the Sanitary Sewer and Industrial Waste Ordinance (County Ordinance No. 6130).
3. Issuance of permits allowing the connection of drainage facilities to Flood Control District facilities when the flows conveyed will meet Regional Water Quality Control Board water quality requirements and the drain will only convey flows from tributary watersheds.
4. Issuance of the following permits by the County Road Department in accordance with County Ordinance No. 3597:

(a) Construction Permits

Curb and gutter

Sidewalk

Driveways -- all types

Drainage structures -- includes catch basins, junction structures, manholes and pipes

Road surface improvements -- includes lengthening existing left turn pockets, widening of existing openings, irrigation systems for landscaping and landscaping of medians

Street improvements in existing right-of-way by subdivision activity

Private driveways on unimproved right-of-way

(b) Excavation

Placing of underground pipes, conduits and pertinent facilities -- including gas, water, sewer, storm drains, oil, telephone, electrical and cable television lines

Utility services -- includes water meter installation and service, connection, house sewer laterals, gas and communication service connections

Power poles--includes installation, relocation and removal

Street light standards

Fire hydrants and pertinent facilities

Pipeline attachments to bridges

Excavations for investigation of soils and location of pipelines

Emergency utility work--includes excavation and repair to all facilities

Use of right -of-way for privately-owned utility facilities by fee owner or fee owner's consent

(c) Encroachments

Pedestrian protection fence--temporary wooden fencing during construction  
Overhead structures and canopies

Utility facilities--above ground--includes metering stations, control cabinets, pressure release facilities and boxes for connections of communications

Utility subsurface facilities--includes subsurface vaults, pumping facilities, regulators, metering, splicing and filtering

(d) Moving Permits

Annual moving permits --construction equipment and trailers less than 10" wide and oil well rigs and truck cranes

Overlength vehicles

Overweight vehicles

Overwidth vehicles

Housing moving

### Highway Plan

1. Amendment of the Highway Plan to reflect actions by the California State Highway Commission on the location of State Highways or Freeways.
2. Amendment of the Highway Plan to reflect City Highway Plans.
3. Determination of centerline for existing Highway Plan and local streets.

### Subdivisions/Zoning

1. Certificates of Compliance where no conditions are required
2. Notices of Violation of subdivision and zoning regulations.

### Zoning Plot Plans

1. Plot plans for zoning ordinance compliance, including, but not limited to, the following uses:
  - apiaries
  - business licenses
  - campgrounds
  - churches, convents, and monasteries
  - crops
  - day care nurseries
  - equestrian hotels
  - grazing
  - lot coverage
  - maintenance building
  - outdoor advertising
  - outside display
  - plant nurseries
  - radio and television stations and towers
  - residence for caretaker
  - schools
  - ski lifts, tows, runs, warming huts
  - zone SR-D site plans

APPENDIX I

ENVIRONMENTAL FACTORS AND COUNTY DEPARTMENTS  
WITH ENVIRONMENTAL INFORMATION

	Air Quality Management District	Arboreta/Botanic Gardens	Beaches and Harbors	Forester/Fire Warden	Health Services	Natural History Museum	Parks and Recreation	Public Works	Regional Planning	Sanitation Districts	Sheriff	Superintendent of Schools
Geologic/Soils Hazard				X				X	X			
Fire Hazard		X		X					X			
Flood/Run-off Hazard			X					X	X			
Noise					X			X	X			
Water Quality					X			X		X		
Air Quality	X								X			
Biota		X		X	X	X	X					
Archaeological/Historical / Paleontological Resources						X			X			
Scenic Qualities		X	X				X		X			
Fire/Police Services				X							X	
Other Services (e.g. , liquid waste, utilities, education and recreation)			X	X	X	X	X	X	X	X		X
Traffic/Access	X		X		X			X	X			
Other Factors (e.g., energy, community disruption)									X			

NOTICE OF EXEMPTION

TO: County Clerk  
Corporation Division  
111 North Hill Street  
Los Angeles, CA 90012

FROM:

Project Title \_\_\_\_\_  
Project Location \_\_\_\_\_  
Description of Project \_\_\_\_\_  
\_\_\_\_\_

Name of Lead Agency \_\_\_\_\_

Exempt Status: (Check One)

- |  |  |
|--|--|
| <input type="checkbox"/> Ministerial       | <input type="checkbox"/> Declared Emergency    |
| <input type="checkbox"/> Emergency Project | <input type="checkbox"/> Categorical Exemption |
|  | <input type="checkbox"/> Class _____           |

Reasons why project is exempt \_\_\_\_\_  
\_\_\_\_\_

Contact Person	Area Code	Telephone	Extension
_____	_____	_____	_____

If filed by applicant:

1. Name of Applicant \_\_\_\_\_
2. Attached certified document of exemption finding.
3. Has a notice of exemption been filed by the public agency approving the project?  Yes  No

Date Filed: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

State Office of Planning and Research



# APPENDIX L

## Notice of Completion

Mail to: State Clearinghouse, P.O. Box 3044, Sacramento, CA 95812-3044 916/445-0613

See NOTE below

SCH # \_\_\_\_\_

**Project Title:** \_\_\_\_\_  
**Lead Agency:** L. A. County Department of Regional Planning **Contact Person:** \_\_\_\_\_  
**Street Address:** 320 W. Temple Street **Phone:** (213) 974 6461  
**City:** Los Angeles CA **Zip:** 90012 **County:** Los Angeles

### Project Location

**County:** \_\_\_\_\_ **City/Nearest Community:** UNINCORPORATED  
**Cross Streets:** \_\_\_\_\_ **Total Acres:** \_\_\_\_\_  
**Assessor's Parcel No.** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Twp.** \_\_\_\_\_ **Range:** \_\_\_\_\_ **Base:** \_\_\_\_\_  
**Within 2 Miles:** **State Hwy #:** \_\_\_\_\_ **Waterways:** \_\_\_\_\_  
**Airports:** \_\_\_\_\_ **Railways:** \_\_\_\_\_ **Schools:** \_\_\_\_\_

### Document Type

**CEQA:**  NOP  Supplement/Subsequent **NEPA:**  NOI **Other:**  Joint Document  
 Early Cons  EIR (Prior SCH No.) \_\_\_\_\_  EA  Final Document  
 Neg Dec  Other \_\_\_\_\_  Draft EIS  Other \_\_\_\_\_  
 Draft EIR  FONSI

### Local Action Type

General Plan Update  Specific Plan  Rezone  Annexation  
 General Plan Amendment  Master Plan  Prezone  Redevelopment  
 General Plan Element  Planned Unit Development  Use Permit  Coastal Permit  
 Community Plan  Site Plan  Land Division (Subdivision, Parcel Map, Tract Map, etc.)  Other

### Development Type

Residential: Units \_\_\_\_\_ Acres \_\_\_\_\_  Water Facilities: Type \_\_\_\_\_ MGD \_\_\_\_\_  
 Office: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_  Transportation: Type \_\_\_\_\_  
 Commercial: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_  Mining: Mineral \_\_\_\_\_  
 Industrial: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_  Power: Type \_\_\_\_\_ Watts \_\_\_\_\_  
 Educational \_\_\_\_\_  Waste Treatment: Type \_\_\_\_\_  
 Recreational \_\_\_\_\_  Hazardous Waste: Type \_\_\_\_\_  
 Other: \_\_\_\_\_

### Project Issues Discussed In Document

Aesthetic/Visual  Flood Plain/Flooding  Schools/Universities  Water Quality  
 Agricultural Land  Forest Land/Fire Hazard  Septic Systems  Water Supply/Groundwater  
 Air Quality  Geologic/Seismic  Sewer Capacity  Wetland/Riparian  
 Archeological/Historical  Minerals  Soil Erosion/Comp./Grading  Wildlife  
 Coastal Zone  Noise  Solid Waste  Growth Inducing  
 Drainage/Absorption  Population/Housing Balance  Toxic/Hazardous  Land Use  
 Economic/Jobs  Public Services/Facilities  Traffic/Circulation  Cumulative Effects  
 Fiscal  Recreation/Parks  Vegetation  Other \_\_\_\_\_

### Present Land Use/Zoning/General Plan Use

### Project Description

NOTE: Clearinghouse will assign identification numbers for all new projects. If a SCH number already exists for a project (e.g., from a Notice of Preparation or previous draft document), please fill it in.

Revised October 1989

# Reviewing Agencies Checklist

**KEY**  
 S = Document sent by lead agency  
 X = Document sent by SCH  
 ✓ = Suggested distribution

**Resources Agency**

- \_\_\_\_\_ Boating & Waterways
- \_\_\_\_\_ Coastal Commission
- \_\_\_\_\_ Coastal Conservancy
- \_\_\_\_\_ Colorado River Board
- \_\_\_\_\_ Conservation
- \_\_\_\_\_ Fish & Game
- \_\_\_\_\_ Forestry
- \_\_\_\_\_ Office of Historic Preservation
- \_\_\_\_\_ Parks & Recreation
- \_\_\_\_\_ Reclamation
- \_\_\_\_\_ S.F. Bay Conservation & Development Commission
- \_\_\_\_\_ Water Resources (DWR)

**Business, Transportation & Housing**

- \_\_\_\_\_ Aeronautics
- \_\_\_\_\_ California Highway Patrol
- \_\_\_\_\_ CALTRANS District # 7 \_\_\_\_\_
- \_\_\_\_\_ Department of Transportation Planning (headquarters)
- \_\_\_\_\_ Housing & Community Development
- \_\_\_\_\_ Food & Agriculture

**Health & Welfare**

- \_\_\_\_\_ Health Services \_\_\_\_\_
- \_\_\_\_\_ State & Consumer Services
- \_\_\_\_\_ General Services
- \_\_\_\_\_ OLA (Schools)

**Environmental Affairs**

- \_\_\_\_\_ Air Resources Board
- \_\_\_\_\_ APCD/AQMD
- \_\_\_\_\_ California Waste Management Board
- \_\_\_\_\_ SWRCB: Clean Water Grants
- \_\_\_\_\_ SWRCB: Delta Unit
- \_\_\_\_\_ SWRCB: Water Quality
- \_\_\_\_\_ SWRCB: Water Rights
- \_\_\_\_\_ Regional WQCB # \_\_\_\_\_ (\_\_\_\_\_)

**Youth & Adult Corrections**

- \_\_\_\_\_ Corrections

**Independent Commissions & Offices**

- \_\_\_\_\_ Energy Commission
- \_\_\_\_\_ Native American Heritage Commission
- \_\_\_\_\_ Public Utilities Commission
- \_\_\_\_\_ Santa Monica Mountains Conservancy
- \_\_\_\_\_ State Lands Commission
- \_\_\_\_\_ Tahoe Regional Planning Agency

\_\_\_\_\_ Other \_\_\_\_\_

**Public Review Period (to be filled in by lead agency)**

Starting Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Lead Agency (Complete if applicable):**

Consulting Firm: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

**Applicant:** \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**For SCH Use Only:**

Date Received at SCH \_\_\_\_\_

Date Review Starts \_\_\_\_\_

Date to Agencies \_\_\_\_\_

Date to SCH \_\_\_\_\_

Clearance Date \_\_\_\_\_

Notes: \_\_\_\_\_

NOTICE OF DETERMINATION

Lead Agency\*

Date: \_\_\_\_\_

Project Title and Number \_\_\_\_\_

Location of Project \_\_\_\_\_

Description of Project \_\_\_\_\_

State clearinghouse Number (if applicable) \_\_\_\_\_

The project was approved by \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_

The project in its approved form will not have a significant effect on the environment.

A Negative Declaration was prepared for this project pursuant to CEQA.

The project will have a significant effect on the environment.

An Environmental Impact Report was prepared for this project pursuant to CEQA, and is on file with the lead agency.

Mitigation measures were made a condition of approval of the project.

A Statement of Overriding Considerations was adopted for this project.

Please forward one copy to:

County Clerk  
Corporations Division  
111 North Hill Street  
Los Angeles, California 90012

Office of Planning and Research  
P.O.Box 3044  
Sacramento, California 95812-3044

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Contact Person  
Telephone: \_\_\_\_\_

\*A copy of the environmental document and the project record may be reviewed at this location.

SAMPLE FORMAT  
NOTICE OF CONSULTATION

SUBJECT: NOTICE OF CONSULTATION ON \_\_\_\_\_

The staff of the \_\_\_\_\_ intends to serve as the lead agency for the preparation of the environmental document on the above-mentioned project. The location and characteristics of the proposed project are identified in the attached materials.

The purpose of this Notice is to obtain your agency's views on the type of environmental document-- Negative Declaration or Environmental Impact Report ( EIR)-- necessary for the proposal . If your agency feels an EIR is necessary, please identify the significant effects and provide information on the scope and content of the environmental information which is germane to your statutory responsibilities. This information should be specific and concise in order to avoid confusion and delays. Any suggestions for mitigation measures should be included in your reply. Please note that if the mitigating measures can reduce the impact to insignificant levels, the project can still qualify for a Negative Declaration provided the mitigation measure is made a condition of approval. Your response should include the name of a contact person in your agency.

Your request should be submitted within 30 days of the date of this letter. If you have any question, please contact \_\_\_\_\_ at \_\_\_\_\_ .

APPENDIX O

SAMPLE FORMAT

NOTICE OF CONSULTATION

Project No. \_\_\_\_\_

Location \_\_\_\_\_

The staff of the \_\_\_\_\_ is in the process of reviewing preliminary environmental information for the project identified above. A preliminary determination by the staff indicates that the following environmental document is required:

- Environmental Impact Report
- Negative Declaration
- Negative Declaration with conditions (see Initial Study for conditions)

The above determination is preliminary and will not be finalized until comments are received from responsible agencies.

To assist us in our final determination as to whether the project qualifies for a Negative Declaration or if it requires an Environmental Impact Report (EIR), it is respectfully requested that your department indicate whether or not it agrees with the preliminary determination.

If your agency feels an EIR is necessary, please identify the significant effects and provide information on the scope and content of the environmental information which is germane to your statutory responsibilities. This information should be specific and concise in order to avoid confusion and delays. Any suggestions for mitigation measures should be included in your reply. Please note that if the mitigating measures can reduce the impact to insignificant levels, the project can still qualify for a Negative Declaration provided the mitigation measure is made a condition of approval. Your response should include the name of a contact person in your agency.

General project information and environmental data are contained in the attached materials. In order for our department to comply with State mandated reporting period time limit, it is requested that your office respond within 30 calendar days of the date of this letter. If no response is received in this office by this date, it will be assumed that you concur with the above preliminary determination.

If you have any questions regarding this matter, please contact \_\_\_\_\_ at \_\_\_\_\_.

SAMPLE FORMAT

NOTICE OF PREPARATION

TO: \_\_\_\_\_  
(Responsible Agency)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_

FROM: \_\_\_\_\_  
(Lead Agency)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_

SUBJECT: NOTICE OF PREPARATION OF A DRAFT ENVIRONMENTAL IMPACT REPORT

\_\_\_\_\_ will be the Lead Agency and will prepare an Environmental Impact Report for the project identified below. We need to know the views of your agency as to the scope and content of the environmental information which is germane to your agency's statutory responsibilities in connection with the proposed project. Your agency will need to use the EIR prepared by our agency when considering your permit or other approvals for the project.

The project description, location, and the possible environmental effects are contained in the attached materials. A copy of the Initial Study \_\_\_\_\_ is \_\_\_\_\_ is not attached.

Due to the time limits mandated by State law, your response must be sent at the earliest possible date, but not later than 45 days after receipt of this notice.

Please send your response to \_\_\_\_\_ at the address shown above. We will need the name of a contact person in your agency.

PROJECT NO. OR TITLE: \_\_\_\_\_

PROJECT APPLICANT, IF ANY: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

- Office of Planning and Research

APPENDIX Q

SAMPLE FORMAT

NOTICE OF PREPARATION

(If determination is combined with consultation)

Return Receipt Requested

**SUBJECT: NOTICE OF PREPARATION**  
**PROJECT NO. \_\_\_\_\_**

Pursuant to the requirements of the State CEQA Guidelines, we are hereby notifying your agency that an Environmental Impact Report (EIR) will be prepared for the above-mentioned project. The project description, location, and the environmental factors that are to be evaluated in this EIR are indicated on the attached Initial Study.

Your agency:

Was contacted by a letter dated \_\_\_\_\_ for consultation and review of the proposed project for the purpose of ascertaining the scope and content of the environmental information, germane to your statutory responsibility, required for a full evaluation in the EIR.

Has not been contacted on this project, based on previously established criteria.

When the EIR is completed, a copy will be sent to your offices through the State Clearinghouse . Questions regarding this matter should be directed to the Impact Analysis Section at the above address, or call (213) 974-6461.

Attachments

- State Office of Planning and Research

