

COUNTY OF LOS ANGELES
ENVIRONMENTAL DOCUMENT REPORTING
PROCEDURES AND GUIDELINES

ADOPTED
BOARD OF SUPERVISORS
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CHAPTER I: APPLICABILITY

The requirements set forth in these Guidelines apply to projects which may have a significant effect on the environment that are either to be carried out by, or require discretionary approval of special districts and agencies governed by the Board of Supervisors, County of Los Angeles.

CHAPTER II: PURPOSE

The purpose of these Guidelines is to set forth definitions, procedures, and criteria to be used by the County of Los Angeles in implementation of the California Environmental Quality Act of 1970, Public Resources Code, Section 21000 et. seq. (CEQA). A brief summary of the intent and requirements of the CEQA is included. The County Guidelines are intended to supplement, where appropriate, the state CEQA Guidelines by outlining specific procedures or provisions unique to County operations. In the event of any conflict, the State CEQA Guidelines shall prevail.

At the beginning of each Chapter there is a reference to corresponding portions of the State CEQA Guidelines. For information on General Responsibilities, Authority, and Lead Agency Determination, see Title 14, Division 6, Chapter 3, Article 1 (Sections 15000 et. seq.); Article 2 (Sections 15020 et. seq.); Article 3 (Sections 15040 et seq.); and Article 4 (Sections 15050 et. seq.) of the California Administrative Code.

CHAPTER III: DEFINITIONS

Only definitions which differ from those in the State CEQA Guidelines, Title 14, Division 6, Chapter 3, Article 20 (Sections 15350 et. seq.), of the California Administrative Code are identified in this chapter. The minor re-definitions are necessary to clarify their application to County procedures.

301. Approval

The action or determination to carry out a project as follows:

A. Public Projects:

- (1) If acquisition of real property is required for a project, approval occurs on the first date the specific site is approved by the Board of Supervisors or if there is no site approval involved, approval occurs on the first date expenditures are authorized for the real property acquisition or on the first date a gratis acquisition is obtained;
- (2) If no real property acquisition is required, approval occurs on the first date that construction plans, at any stage of design, are approved by the Board; or
- (3) If no plan approval by the Board is required, approval occurs on the first date public funds for the project are committed.

B. Private Projects:

- (1) If no public funds are involved in a project, approval occurs on the date the project is authorized to proceed or a discretionary permit, lease, license, certificate, or other entitlement for use is granted by the Board of Supervisors or other officials having final approval authority.

302. Categorical Exemption

An exemption from CEQA for a project meeting the criteria for a class of projects determined by the Secretary for Resources not to have a significant effect on the environment. Appendix G contains a list of projects, as determined by the Board of Supervisors, qualifying for these classes, and as a result, found not to have a significant effect on the environment.

303. Discretionary Project

A project which requires the exercise of judgement, deliberation, or decision on the part of the public agency or body in the process of approving or disapproving a particular activity, as distinguished from situations where the public agency or body merely has to determine whether there has been conformity with applicable statutes, ordinances or regulations .

304. Lead County Agency

A County department or special district which has the principal responsibility for carrying out a public project or approving a non-public project. The lead County agency will be responsible for the preparation of the environmental documents for the project.

305. Local Planning Agency

The Los Angeles County Regional Planning Commission and/or the Department of Regional Planning within the unincorporated County area. Within incorporated areas, the local planning agency is the planning department and/or planning commission of that city.

306. Notice of Consultation

A brief notice sent by the lead County agency to responsible agencies to solicit their guidance as to whether a project requires an EIR or a Negative Declaration. The notice may also request information on the scope and content of material to be covered in an EIR, if the responsible agency recommends an EIR be prepared.

307. Project

- A. The whole of an action, which has a potential for resulting in a physical change in the environment, directly or ultimately, that is any of the following:
- (1) An activity directly undertaken by any public agency including but not limited to public works construction and related activities, clearing or grading of land, improvements to existing public structures, enactment and amendment of zoning ordinances, and the adoption of and amendment of local General Plans or elements thereof pursuant to Government Code Sections 65100-65700.
 - (2) An activity undertaken by a person which is supported, in whole or in part, through public agency contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies.
 - (3) An activity involving the issuance to a person of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies.

B. Project does not include:

- (1) Anything specifically exempted by State law.
- (2) Proposals for legislation to be enacted by the State Legislature.
- (3) Continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, emergency repairs to public service facilities, general policy and procedure making (except as they are applied to specific instances covered above), and feasibility or planning studies.
- (4) The submittal of proposals to a vote of the people of the State or of a particular community.
- (5) An activity undertaken, carried out, or approved by a public agency to maintain, repair, restore, demolish, or replace property or facilities damaged or destroyed as a result of a disaster in a disaster stricken area in which a state of emergency has been proclaimed by the Governor.
- (6) Any interim ordinance enacted pursuant to Section 65858 of the Government Code or any amendment to the Zoning Ordinance which is a procedural change rather than a substantive change affecting the zoning of property, land use regulations, development standards or other similar regulations.
- (7) Feasibility or planning studies for possible future actions which have not been approved, adopted, or funded.
- (8) Activities and approvals pursuant to the California Coastal Act (Section 30000 et. seq. of the Public Resources Code).
- (9) Actions to disapprove a proposal.
- (10) Establishment or changes to rates or charges for the purpose of meeting operating expenses.
- (11) Any project of less than one mile in length within a public street or highway or any other public right-of-way for the installation of a new pipeline or the maintenance, repair, restoration, reconditioning, relocation, replacement, removal, or demolition of an existing pipeline. For purposes of this section, "pipeline" includes subsurface facilities but does not include any surface facility related to the operation of the underground facility.

- C. The term "project" refers to the activity which is being approved and which may be subject to several discretionary approvals by governmental agencies. The term "project" does not mean each separate governmental approval.
- D. Where the lead agency could describe the project as either the adoption of a particular regulation under sub-section (A) (1) or as development proposal which will be subject to several governmental approvals under sub-sections (A) (2) or (A) (3), the lead agency shall describe the project as the development proposal for the purpose of environmental analysis.

CHAPTER IV: PRELIMINARY REVIEW AND INITIAL STUDY

For more detailed information, see Title 14, Division 6, Chapter 3, Article 5 (Sections 15060 et. seq.) of the California Administrative Code.

401. Preliminary Review

- A. When a project is proposed, the lead County agency shall determine whether the project is ministerial (see Appendix H), categorically exempt (see Appendix G), an emergency project, or does not fall within the definition of a project (see Section 30B). Such projects are exempt from the requirements of CEQA and require no further consideration of environmental impact.
- B. Even though the formal environmental review period begins only after the lead County agency accepts an application as complete, the agency may begin its environmental analysis prior to this acceptance.
- C. A Notice of Exemption (see Appendix J) may be filed by either the lead County agency or by an applicant after the project has been approved. The Notice shall be filed with the County Clerk, who shall post the Notice for a period of 30 days.

402. Initial Study

- A. If a project is not exempt from the requirements of CEQA as determined by Section 401 (A), the lead County agency shall conduct an Initial Study, considering all phases of the project, to determine if there is substantial evidence that the project may have a significant effect on the environment.
- B. If a project is to be carried out by a private person or private organization, the lead County agency may require such person or organization to submit data and information which will enable the lead County agency to prepare the Initial Study. This data may be in the form of the Initial Study Questionnaire as shown in Appendix A.
- C. Prior to determining whether a Negative Declaration or an EIR will be required for a project, the lead County agency shall consult with all responsible agencies and with any trustee agencies responsible for natural resources potentially affected by the project to obtain their recommendations. The consultation may include a preliminary Initial Study determination by the lead County agency, provided sufficient information has been submitted for review. If an EIR is required, the consultation may be combined with the Notice of Preparation. See Section 801 for the consultation procedure.
- D. An Initial Study for a private project should be prepared according to the sample format in Appendix B. For County projects, the lead County agency shall prepare an Initial Study using the format in either Appendix B or Appendix C.
- E. The time limits for completing an environmental determination on a private project after accepting the application as complete are 30 days for an EIR and 45 days for a Negative Declaration.

- F. If the project will have no significant effect on the environment (considering both primary and secondary effects) as determined by the Initial Study and a review of the examples of possible significant effects included in Appendix D, the lead County agency shall prepare a Negative Declaration. If there is substantial evidence that the project may have a significant effect on the physical environment, the agency shall prepare a Draft EIR. The decision shall be based on information in the record of the lead County agency and may be guided by serious environmental controversy or disagreement between experts.
- G. Environmental effects dismissed in an Initial Study as clearly insignificant and unlikely to occur need not be discussed further in an EIR unless the lead County agency subsequently receives information inconsistent with the finding in the Initial Study. A copy of the Initial Study shall be attached to the EIR and may be attached to a Negative Declaration to provide the basis for limiting the impacts discussed.
- H. A Negative Declaration shall be prepared where the Initial Study shows that there is no substantial evidence that the project may have a significant effect on the environment or where the potentially significant effects identified in the Initial Study are mitigated to insignificant levels by revisions in the project plans made by the applicant or mutually agreeable conditions made a part of the case approval.

CHAPTER V. NEGATIVE DECLARATIONS

For more detailed information, see Title 14, Division 6, Chapter 3, Article 6 (Sections 15070 et. seq.) of the California Administrative Code.

501. Negative Declaration Process

- A. If the lead County agency determines that there is no substantial evidence that a project may have a significant effect on the physical environment or if potentially significant effects are reduced to insignificant levels by revisions to project plans or proposals or by a mutually agreeable condition of the case approval, a Negative Declaration shall be prepared by or under contract to the lead County agency. The format shown in Appendix E may be used.

- B. After drafting the Negative Declaration, the lead County agency shall consult with all responsible agencies, trustee agencies responsible for natural resources affected by the project, and every agency with jurisdiction by law (see Section 802). The lead County agency should consult with other agencies and persons having special expertise (see Section 803 (B)).

If any of these agencies is a State agency, 15 copies of the Negative Declaration shall be submitted to the State Clearinghouse for distribution and a 30 day review period. The transmittal form used for State consultation is shown in Appendix L.

- C. The lead County agency shall provide a public review period of a Negative Declaration for a reasonable period of time, but not less than 10 days, before approval of the Negative Declaration . (30 Days if the project has been submitted for State Clearinghouse review.) (See Section 804).
- D. Prior to the time the project is approved, the Board of Supervisors or other decision-making bodies or administrative officials having final approval authority shall consider the Negative Declaration, together with any comments received during the public review process, and approve or disapprove the Negative Declaration.
- E. The lead County agency shall complete a Negative Declaration for a private project within one hundred five (105) calender days from the date on which an application requesting approval of the project is received and accepted as complete. Such time limit may be extended once for 90 days, provided that compelling circumstances justify additional time and that the project applicant and lead County agency consent thereto.
- F. After making a decision to carry out or approve a project for which a Negative Declaration has been prepared, the lead County agency shall file a Notice of Determination (see Appendix M) within five (5) working days with the County Clerk, and if the project requires discretionary approval from a State agency, with the Governor's office of Planning and Research. The filing of the Notice of Determination with the County Clerk and the subsequent posting by the County Clerk starts a 30-day statute of limitations on court challenges to the approval under CEQA.

CHAPTER VI. ENVIRONMENTAL IMPACT REPORTS

For more detailed information, see Title 14, Division 6, Chapter 3, Article 7 (Sections 15080 et. seq.) and Article 9 (Sections 15120 et. seq.) of the California Administrative Code.

601. Decision to Prepare an EIR

- A. If the lead County agency finds that there is substantial evidence that the project may have a significant effect on the physical environment, the lead County agency must prepare or cause to be prepared an EIR. The lead County agency shall consider all aspects of the project, either individually or cumulatively, which may cause a substantial adverse change in the environment, regardless of whether the overall effect of the project is adverse or beneficial. A project shall be found to have a significant effect on the environment if it has the potential to degrade the quality of the physical environment, threaten to substantially reduce or eliminate a plant or animal community, or eliminate important examples of the major periods of California history or pre-history; has the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals; or will cause substantial adverse physical effects on human beings, either directly or indirectly.

02. Environmental Impact Report Process

- A. After making a determination to prepare an EIR, the lead County agency shall send a Notice of Preparation to each responsible agency and trustee agency responsible for natural resources affected by the project. These agencies shall respond within 30 days with specific detail on scope and content for the EIR. See Section 801 for consultation process and Appendix P for a sample format on a consultation letter .

If appropriate, this step may be combined with the consultation phase of the Initial Study. A sample letter of consultation is found in Appendix Q.

If a State agency is involved, a copy of the Notice of Preparation shall be sent to the Office of Planning and Research.

- B. Before completing a Draft EIR, the lead County agency should also consult with other agencies and persons as provided in Section 803 (A).
- C. The lead County agency may begin work on the Draft EIR without awaiting the responses to the Notice of Preparation; however, if necessary, the EIR is to be revised or expanded to conform to responses to such Notice.

- D. A Draft EIR shall be prepared by or under contract to the lead County agency according to the format shown in Appendix F.
- E. For private projects, the lead County agency may require the applicant to provide necessary data to assist in the preparation of an EIR by the lead County agency. Such data may be provided in the form of a Draft EIR. The lead County agency may not use the document as its own without independent evaluation and analysis.
- F. The lead County agency shall submit all Draft EIRs for review and comment (for a period not less than 30 calendar days from the date of mailing) to all responsible agencies and trustee agencies responsible for natural resources affected by the project and should consult with other organizations and persons, as provided in Sections 802 and 803 (B). Distribution to State agencies is made by submitting 15 copies to the State Clearinghouse. Appendix L contains the format used in transmitting the EIR to the State. The review period for the State Clearinghouse is 45 days. If no comment is received within the time specified, it shall be assumed, absent a written request for a specific extension of time, that no comment is to be made. Agencies reviewing the Draft EIR shall consider only those significant environmental factors within their area of expertise, and specifically comment on those factors which have not been considered or which may be inaccurate.
- G. Upon completion of a Draft EIR, the lead County agency shall file a Notice of Completion with the Governor's Office of Planning and Research (see Appendix K) and shall at the same time notify the public of the completion of the Draft EIR, pursuant to Section 804. When the Draft EIR is to be reviewed by State agencies, the cover form required by the State Clearinghouse shall serve as the Notice of Completion.
- H. The Draft EIR shall be available for Public review for at least 30 calendar days. The Draft EIR should be available in a library or libraries or other public building(s) nearest the project site. Notice of the availability of the Draft EIR shall be provided (See Section 804).
- I. After evaluating the comments from those who reviewed the Draft EIR, a Final EIR shall be prepared by the lead County agency. The responses shall describe the disposition of significant environmental issues raised and shall be based on factual information.

- J. Prior to the time the project is approved, the Final EIR shall be sent to the Board of Supervisors or other decision-making body for certification that the Final EIR has been completed in compliance with CEQA and the State and County Guidelines, and that they have reviewed and considered the information contained in the Final EIR prior to approval of the project. In addition, the Board of Supervisors or other decision making body shall determine that the project will or will not have a significant effect on the environment.

An advisory agency shall also review the Final EIR prior to a recommendation on the project.

- K. After the project for which an EIR has been prepared is approved, the lead County agency shall file a Notice of Determination (see Appendix M) within five (5) working days with the County Clerk and, if the project requires discretionary approvals from a State agency, the Governor's Office of Planning and Research. The filing of the Notice of Determination with the County Clerk and the subsequent posting by the County Clerk starts a 30-day statute of limitations on court challenges to the approval under CEQA.
- L. The lead County agency shall complete and certify the Final EIR for a private project within 12 months after the date on which an application requesting approval of such a project has been received and accepted as complete. Such time limit may be extended once for 90 days provided that compelling circumstances justify additional time and that the project applicant and lead County agency consent thereto.

603. Findings for Projects with Significant Effects

- A. If the Board of Supervisors or other County decision-making body has approved a Final EIR for a project which identifies one or more significant effects, the lead County agency must recommend that the Board of Supervisors or other County decision-making body make one or more of the following findings before the project is approved. If such finding(s) is not made, the project cannot be approved.
- (1) Changes or alterations have been required in, or incorporated into, the project which avoid or substantially lessen the significant environmental effect as identified in the Final EIR.
 - (2) Such changes or alterations are within the responsibility and jurisdiction of another public agency making the finding. Such changes have been adopted by such other agency, or can and should be adopted by such other agency.

- (3) Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the Final EIR.
- B. The findings required by Subsection A above shall be supported by substantial evidence in the record.
- C. The finding in Subsection (A) (2) shall not be made if the agency making the findings has concurrent jurisdiction with another agency to deal with identified feasible mitigation measures or alternatives.
- D. A project shall not be approved unless it will not have a significant effect on the environment or the effects are substantially lessened to the extent feasible and are acceptable due to overriding considerations.
- E. As part of the findings, there shall be an explanation why other alternatives identified in the EIR were rejected in favor of the recommended proposal.

604. Statement of Overriding Considerations

- A. Where the decision of the Board of Supervisors or other decision-making body allows the occurrence of significant effects which are identified in the Final EIR but are not mitigated, it must state in writing the reasons to support its action based on the Final EIR and/or other information in the record. This statement may be necessary if a finding is made under Section 603 (A) (2) or 603 (A) (3) .
- B. If a statement of overriding considerations is made, the statement should be included in the record of the project approval and should be mentioned in the Notice of Determination.

605. Final EIR

- A. The lead County agency shall file a copy of the Final EIR with the local planning agency where significant effects may occur.
- B. The applicant shall provide a copy of the certified EIR to each responsible agency.

606. Types of EIRs

The State Guidelines (Article 11, Sections 15160 et. seq. and Article 12, Sections 15180 et. seq.) provide for a variety of methods to using previously prepared EIRs on a project and methods to supplement them to ensure their adequacy. The State CEQA Guidelines also encourage broader EIRs which can be used on subsequent projects. Part of the State CEQA Guidelines also provide for special situations for projects consistent with specific or general plans.

CHAPTER VII. GENERAL CONSIDERATIONS IN PREPARING AND
EVALUATING ENVIRONMENTAL DOCUMENTS

For more detailed information, see Title 14, Division 6, Chapter 3, Article 10 (Sections 15140 et. seq.), Article 11 (Sections 15160 et. seq.), Article 12 (Sections 15180 et. seq.); and Article 14 (Sections 15220 et. seq.) of the California Administrative Code.

701. Role as a Responsible Agency

- A. A responsible County agency should review and comment on Draft EIRs. Comments should focus on shortcomings, possible alternatives, and possible mitigation measures and should be as specific as possible.
- B. A responsible County agency shall consider the environmental document prepared by a lead agency and reach its own conclusions. If necessary, a subsequent or supplemental EIR can be prepared. The responsible County agency shall implement feasible alternatives or mitigation measures within its powers and shall make the findings required by Section 603.

702. Standards for Adequacy of an EIR

An EIR should be prepared with a sufficient degree of analysis to provide decision-makers with information which enables them to make a decision which intelligently takes account of environmental consequences. An evaluation of the environmental effects of a proposed project need not be exhaustive, but the sufficiency of an EIR is to be reviewed in the light of what is reasonably feasible. Disagreement among experts does not make an EIR inadequate. The courts have not looked for perfection but for adequacy, completeness and a good faith effort at full disclosure.

703. Incorporation by Reference

- A. An environmental document may incorporate by reference all or portions of another document which is a matter of public record or is generally available to the public. The referenced document shall be briefly summarized and its relationship to the EIR or Negative Declaration explained.
- B. Where part of another document is incorporated by reference, such other document shall be made available to the public for inspection at a public place or public building. At the minimum, the incorporated document shall be made available to the public in an office of the lead agency in the County where the project would be carried out.

704. Degree of specificity of an EIR

The degree of specificity required in an EIR will correspond to the degree of specificity involved in the underlying activity which is described in the EIR.

705. Tiering

Agencies are encouraged to tier EIRs so as to eliminate repetitive discussions and focus the discussion at each level of environmental review. As the level of detail increases, the EIR should be limited to the effects not discussed previously.

706. Fees

- A. All lead agencies preparing EIRs or Negative Declarations for projects to be carried out by any person other than the lead agency itself may charge and collect a reasonable fee from such person or entity, in order to recover the estimated cost incurred in preparing and/or reviewing the EIR or Negative Declaration.
- B. Public agencies may charge and collect a reasonable fee from members of the public for a copy of an environmental document not to exceed the actual cost of reproducing a copy.

CHAPTER VIII. CONSULTATION AND PUBLIC REVIEW

For more detailed information, see Title 14, Division 6, Chapter 3, Article 13 (Sections 15200 et. seq.) of the California Administrative Code.

801. Consultation With Responsible Agencies Prior to Preparation of EIR or Negative Declaration

- A. Prior to determining whether a Negative Declaration or EIR is required for a project, the lead County agency shall consult with all responsible agencies and with any trustee agencies responsible for natural resources affected by the project. This first step of consultation may be done quickly and informally. A Notice of Consultation shall be sent to each responsible and trustee agency (See Appendix N).

This notice may be combined with the Notice of Preparation if a preliminary environmental determination is a part of the consultation material (See Appendix O).

- B. In response to consultation, a responsible agency must explain its reasons for recommending whether the lead County agency should prepare an EIR or Negative Declaration for a project. Where the agency recommends that an EIR be prepared for a project, the responsible agency should identify the significant environmental effects which it believes could result from the project or recommend that the project be modified to eliminate the significant effects.
- C. Immediately after making a determination to prepare an EIR, the lead agency shall send a Notice of Preparation (see Appendix N) by certified mail or any other method of transmittal which provides it with a record that the Notice was received, to each responsible agency and to those trustee agencies responsible for natural resources affected by the project. Appendix Q is a sample format for a Notice of Preparation when it is combined with the consultation process. When one or more agencies will be a state agency, the lead agency shall send the Notice of Preparation to each state responsible agency and each trustee agency with a copy to the office of Planning and Research. The Notice shall also be sent to any Federal agency involved in approving or funding the project.
- D. In order to expedite the consultation, after a Notice of Preparation has been sent indicating an EIR will be required, the lead County agency, a responsible agency, a trustee agency or a project applicant may request one or more meetings between representatives of the agencies involved to assist the lead County agency in determining the scope and content of the environmental information which the responsible agency may require. Such meetings shall be convened by the lead County agency as soon as possible, but no later than 30 days, after the meetings were requested. The responsible agency shall designate employee (s) or representative (s) to attend such meetings.

- E. As soon as possible, but not longer than 30 days after receiving a Notice of Preparation, the responsible agency is required to send a written reply to the lead County agency by certified mail or equivalent. The reply must specify with specific detail the scope and content of the environmental information which would be germane to the responsible agency's statutory responsibilities in connection with the proposed project. The response at a minimum shall identify the significant issues and possible alternatives mitigation which the responsible agency will need to have explored in the Draft EIR. The lead agency shall include this information in the EIR.

802. Consultation With Responsible Agencies After Completion of Draft EIR or Negative Declaration

- A. After completing the Draft EIR or Negative Declaration, the lead County agency shall also consult with and seek to obtain comments from each responsible agency.

If the environmental document is to be reviewed by a State agency or if the project is of statewide or regional concern, the lead County agency shall submit 15 copies of the environmental document to the State Clearinghouse (See Appendix L).

- B. A responsible agency should review and comment on Draft EIRs and Negative Declarations for projects which the responsible agency would later be asked to approve. Comments should focus on any shortcomings in the EIR, the appropriateness of using a Negative Declaration, or on additional alternatives or mitigation measures which the EIR should include. The comments shall deal only with those activities which fall within their area of expertise. Comments should be as specific as possible.

803. Consultation With Other Public Agencies, Persons and Organizations, and County Departments

- A. Prior to completing the Draft EIR, the lead County agency may consult directly with any person or organization it believes will be concerned with the environmental effects of the project.

- B. After completing the Draft EIR or Negative Declaration, the lead County agency shall also consult with and seek to obtain comments from other public agencies having jurisdiction-by-law and should also consult with persons having special expertise with respect to any environmental impact involved.

804. Notification of Availability of Environmental Document

The public notice of the preparation of a Negative Declaration and the public notice of the completion of a Draft EIR shall be provided as follows:

- A. Organizations and individuals previously requesting notice shall be informed directly.
- B. At least one of the following procedures:
 - (1) Publication in a newspaper having general circulation in the area affected by the proposed project.
 - (2) Posting of notice on and off site in the area where the project is to be located.
 - (3) Direct mailing to owners of contiguous property as such owners are shown on the latest equalized assessment roll.

The requirements of this section do not preclude a public agency from providing the public notice required herein at the same time and in the same manner as public notice otherwise required by law for such project.

805. Availability of Environmental Documents

- A. The Negative Declaration shall be available to the public at least 10 calender days prior to the approval of the project or the Negative Declaration. (30 days if project has been submitted for State Clearinghouse review).
- B. The Draft EIR shall be available for public review for at least 30 calender days.
- C. The Negative Declaration or Draft EIR should be available in a library or libraries or other public building(s) nearest the project site.

806. Public Hearing Procedures

While CEQA does not require a formal hearing, public participation is an essential part. If the lead County agency decides to hold a public hearing on the Draft EIR, the following procedures shall be utilized:

- A. An appropriate notice shall be published in a newspaper of general circulation with respect to the project at 10 calendar days prior to the hearing .
- B. The hearing shall be conducted by the lead County agency with the Draft EIR to be used as the outline for discussion.
- C. Hearings for environmental determinations may be incorporated into the normal hearing process if such a process is required for project approval.

807. Notice of Determination

After the project is approved, the lead County agency shall file a Notice of Determination (see Appendix M) within five (5) working days with the County Clerk and, if the project requires discretionary approvals from a State agency, with the Governor's Office Of Planning and Research. The Notice shall remain posted for at least 30 days and kept on file for a reasonable period thereafter.

CHAPTER IX. TIME LIMITS

For more detailed information, see Title 14, Division 6, Chapter 3, Article 8 (Sections 15100 et. seq.) of the California Administrative Code.

901. Complete Applications

On a private project, the lead County agency or responsible County agency shall determine the completeness on an application within 30 days of receipt.

902. Initial Study

The lead agency shall determine the type of environmental document necessary for a private project within 30 days after it has accepted an application as complete. During this time the lead agency shall make necessary consultations with other agencies. By mutual consent, this time may be extended for 15 days.

903. Notice of Preparation

A responsible agency or a trustee agency shall respond to a Notice of Preparation within 30 days.

904. Negative Declarations

- A. On a private project, the Negative Declaration shall be completed within 105 days after an application has been accepted as complete. This time may be extended once for 90 days.
- B. The Negative Declaration shall be available for public review for 10 days.
- C. The review period for a Negative Declaration submitted to the State Clearinghouse is 30 days.

905. EIRs

- A. On a private project, the EIR shall be completed and certified within 1 year after an application has been accepted as complete. This time may be extended once for 90 days.
- B. The EIR shall be available for public review for 30 days.
- C. The review period for an EIR submittal to the State Clearinghouse is 45 days.

906. Notice of Determination

The Notice of Determination shall be filed with the County Clerk within 5 working days after approval of the environmental document.

Appendix A

COUNTY OF LOS ANGELES INSTRUCTIONS FOR COMPLETING INITIAL STUDY QUESTIONNAIRE

TO THE APPLICANT:

The California Environmental Quality Act requires a review of your proposed project for possible environmental impacts. This Initial Study process is intended to determine the type of environmental documentation necessary to have your project considered by the County. The Initial Study consists of a completed questionnaire and other material which you must provide, and an analysis of potential impacts prepared by staff - often with the input from reviewing agencies with special expertise. This process can be expedited with your cooperation.

The project file must include the following exhibits, which you must provide (check boxes are provided for your use):

- ☐ 1. Initial Study Questionnaire- In completing this questionnaire, all questions should be answered as completely as possible (attach extra pages if necessary). If requesting a land division, it should be anticipated that future development will take place, and the questionnaire completed accordingly. Preliminary grading and/or development concepts should be submitted, even if no immediate construction is anticipated.
- ☐ 2. Development Plan with Contours showing:
 - a) the location and layout of the proposed development or possible pad location;
 - b) native vegetation-including the location, spread, health and circumference (measured 4 1/2 feet above ground level) of any oak trees; and
 - c) existing and proposed landscaping and existing and proposed trails.

Note: If your project is in the Santa Monica Mountains area, four extra copies of the map are required.

- ☐ 3. Vicinity Map of appropriate scale showing the subject property in relation to nearby streets and other significant physical features. Street maps (such as Thomas Guide) in urban areas of U.S.G.S. Quad Sheets in rural areas should be used. (Quad Sheets are available at many map stores or from the Department of the Interior Geologic Survey, 300 North Los Angeles Street, Room 7638, Los Angeles - this is the Federal Building in Los Angeles civic center).
- ☐ 4. Photographs of the site, pad locations and surrounding area. An index map keyed to the photographs should be provided, showing the location and direction of each photograph.
- ☐ 5. Generalized land use map of appropriate scale for the project site and surrounding properties, with uses clearly labeled.

Be certain that the project number (s) is on all material (e.g. maps, photographs, questionnaire).

FAILURE TO SUBMIT ALL REQUESTED MATERIALS AND TO PROVIDE COMPLETE QUESTIONNAIRE INFORMATION CAN RESULT IN DELAYS IN PROCESSING YOUR CASE.



INITIAL STUDY QUESTIONNAIRE

STAFF USE ONLY
PROJECT NUMBER (S):

A. GENERAL INFORMATION

Project Applicant (Owner):

Name _____

Address _____

Phone Number _____

Project Representative:

Name _____

Address _____

Phone Number _____

1a. Project description: _____

1b. Permit/Approval sought: _____

2. Location of project: _____

3a. Present zoning: _____

3b. Countywide General Plan designation: _____

3c. Community Plan Land Use designation: _____

4a. Present use of site: _____

4b. Previous use of site or structures: _____

5. Please list all previous cases (if any) related to this project: _____

6. Other related permit/approvals required. Specify type and granting agency: _____

7. Are you planning future phases of this project? ☐ Yes ☐ No If yes, explain: _____

8. Project area:

Total area: _____

Covered by structures, paving: _____

Landscaping, open space: _____

9. Number of floors: _____

10. Water and sewer service:

Domestic Water

Public Sewers

Does service exist at site?

☐ Yes ☐ No

☐ Yes ☐ No

If yes, do purveyors have capacity to meet demand
of project and all other approved projects

☐ Yes ☐ No

☐ Yes ☐ No

If domestic water or public sewers are not available, how will these services be provided? _____

Residential projects:

11. Number and type of units: _____

12. Schools:

What school district (s) serves the property? _____

Are existing school facilities adequate to meet project needs? _____

If not, what provisions will be made for additional classrooms? _____

Non-Residential projects:

13. Distance to nearest residential use or sensitive use (school, hospital, etc.): _____

14. Number and floor area of buildings: _____

15a. Number of employees and shifts: _____

15b. Maximum employees per shift: _____

16. Operating hours: _____

17. Identify any:

End products: _____

Waste products: _____

Means of disposal: _____

18. Do project operations use, store or produce hazardous substances such as oil, pesticides, chemicals, paints, or radioactive materials? ☐ Yes ☐ No If yes, explain: _____

19. Do your operations require any pressurized tanks? ☐ Yes ☐ No If yes, explain: _____

20. Identify any flammable, reactive or explosive materials to be located on-site: _____

21. Will delivery or shipment trucks travel through residential areas to reach the nearest highway? ☐ Yes ☐ No

If yes, explain: _____

B. ENVIRONMENTAL INFORMATION

1. Environmental Setting -- Project Site

- a. Existing use/structures: _____

- b. Topography/slopes: _____

- *c. Vegetation: _____

- *d. Animals: _____

- *e. Watercourses: _____

- f. Cultural/historical resources: _____

- g. Other: _____

2. Environmental Setting -- Surrounding Area

- a. Existing use/structures: _____

- b. Topography/slopes: _____

- *c. Vegetation: _____

- *d. Animals: _____

- *e. Watercourses: _____

- f. Cultural/historical resources: _____

- g. Other: _____

*Answers are not required if the area does not contain natural, undeveloped land.

3. Are there any major trees on the site, including oak trees? ☐ Yes ☐ No If yes, type and number: _____

4. Will any natural watercourses, surface flow patterns, etc., be changed through project development?
☐ Yes ☐ No If yes, explain: _____

5. Grading:
Will the project require grading? ☐ Yes ☐ No If yes, how many cubic yards? _____

Will it be balanced on site? ☐ Yes ☐ No
If not balanced, where will dirt be obtained or deposited? _____

6. Are there any identifiable landslides or other major geologic hazards on the property (including uncompacted fill)?
☐ Yes ☐ No If yes, explain: _____

7. Is the property located within a high fire hazard area (hillsides with moderately dense vegetation)? ☐ Yes ☐ No
Distance to nearest fire station: _____

8. Noise:
Existing noise sources at site: _____
Noise to be generated by project: _____

9. Fumes:
Odors generated by project: _____
Could toxic fumes be generated? _____

10. What energy-conserving designs or material will be used? _____

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature

Date

For: _____

APPENDIX B

STAFF USE ONLY

PROJECT NUMBER: _____

CASES: _____



***** INITIAL STUDY *****

COUNTY OF LOS ANGELES
DEPARTMENT OF REGIONAL PLANNING

GENERAL INFORMATION

I.A. Map Date: _____

Staff Member: _____

Thomas Guide: _____

USGS Quad: _____

Location: _____

Description of Project: _____

_____ Gross Area: _____

Environmental Setting: _____

Zoning: _____

General Plan: _____

Community/Areawide Plan: _____

Major projects in area:

<u>Project Number</u>	<u>Description & Status</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: For EIRs, above projects are not sufficient for cumulative analysis.

REVIEWING AGENCIES

Responsible Agencies

- ☐ None
- ☐ Regional Water Quality Control Board
 - ☐ Los Angeles Region
 - ☐ Lahontan Region
- ☐ Coastal Commission
- ☐ Army Corps of Engineers
- ☐ _____

Special Reviewing Agencies

- ☐ None
- ☐ Santa Monica Mountains Conservancy
- ☐ National Parks
- ☐ National Forest
- ☐ Edwards Air Force Base
- ☐ Resource Conservation District of the SM Mtns.
- ☐ _____

Regional Significance

- ☐ None
- ☐ SCAG Criteria
- ☐ Air Quality
- ☐ Water Resources
- ☐ Santa Monica Mtns Area

Trustee Agencies

- ☐ None
- ☐ State Fish and Game
- ☐ State Parks
- ☐ _____
- ☐ _____

County Reviewing Agencies

- ☐ Subdivision Committee
- ☐ Public Works _____
- ☐ _____
- ☐ _____
- ☐ _____

IMPACT ANALYSIS MATRIX

ANALYSIS SUMMARY (See individual pages for details)

IMPACT ANALYSIS MATRIX			Less than Significant Impact/No Impact			
CATEGORY	FACTOR	Pg			Less than Significant Impact with Project Mitigation	
						Potentially Significant Impact
						Potential Concern
HAZARDS	1. Geotechnical	5				
	2. Flood	6				
	3. Fire	7				
	4. Noise	8				
RESOURCES	1. Water Quality	9				
	2. Air Quality	10				
	3. Biota	11				
	4. Cultural Resources	12				
	5. Mineral Resources	13				
	6. Agriculture Resources	14				
	7. Visual Qualities	15				
SERVICES	1. Traffic/Access	16				
	2. Sewage Disposal	17				
	3. Education	18				
	4. Fire/Sheriff	19				
	5. Utilities	20				
OTHER	1. General	21				
	2. Environmental Safety	22				
	3. Land Use	23				
	4. Pop./Hous./Emp./Rec.	24				
	Mandatory Findings	25				

DEVELOPMENT MONITORING SYSTEM (DMS)

As required by the Los Angeles County General Plan, DMS* shall be employed in the Initial Study phase of the environmental review procedure as prescribed by state law.

1. Development Policy Map Designation: _____
2. ☐ Yes ☐ No Is the project located in the Antelope Valley, East San Gabriel Valley, Malibu/Santa Monica Mountains or Santa Clarita Valley planning area?
3. ☐ Yes ☐ No Is the project at urban density and located within, or proposes a plan amendment to, an urban expansion designation?

If both of the above questions are answered "yes", the project is subject to a County DMS analysis.

☐ Check if DMS printout generated (attached)

Date of printout: _____

☐ Check if DMS overview worksheet completed (attached)

EIRs and/or staff reports shall utilize the most current DMS information available.

Environmental Finding:

FINAL DETERMINATION: On the basis of this Initial Study, the Department of Regional Planning finds that this project qualifies for the following environmental document:

- ☐ **NEGATIVE DECLARATION**, inasmuch as the proposed project will not have a significant effect on the environment.

An Initial Study was prepared on this project in compliance with the State CEQA Guidelines and the environmental reporting procedures of the County of Los Angeles. It was determined that this project will not exceed the established threshold criteria for any environmental/service factor and, as a result, will not have a significant effect on the physical environment.

- ☐ **MITIGATED NEGATIVE DECLARATION**, inasmuch as the changes required for the project will reduce impacts to insignificant levels (see attached discussion and/or conditions).

An Initial Study was prepared on this project in compliance with the State CEQA Guidelines and the environmental reporting procedures of the County of Los Angeles. It was originally determined that the proposed project may exceed established threshold criteria. The applicant has agreed to modification of the project so that it can now be determined that the project will not have a significant effect on the physical environment. The modification to mitigate this impact(s) is identified on the Project Changes/Conditions Form included as part of this Initial Study.

- ☐ **ENVIRONMENTAL IMPACT REPORT***, inasmuch as there is substantial evidence that the project may have a significant impact due to factors listed above as "significant".

- ☐ At least one factor has been adequately analyzed in an earlier document pursuant to legal standards, and has been addressed by mitigation measures based on the earlier analysis as described on the attached sheets (see attached Form DRP/IA 101). The EIR is required to analyze only the factors not previously addressed.

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

- ☐ Determination appealed — see attached sheet.

*NOTE: Findings for Environmental Impact Reports will be prepared as a separate document following the public hearing on the project.

HAZARDS - 1. Geotechnical

SETTING/IMPACTS

- Yes No Maybe
- a. ☐ ☐ ☐ Is the project site located in an active or potentially active fault zone, Seismic Hazards Zone, or Alquist-Priolo Earthquake Fault Zone?

- b. ☐ ☐ ☐ Is the project site located in an area containing a major landslide(s)?

- c. ☐ ☐ ☐ Is the project site located in an area having high slope instability?

- d. ☐ ☐ ☐ Is the project site subject to high subsidence, high groundwater level, liquefaction, or hydrocompaction?

- e. ☐ ☐ ☐ Is the proposed project considered a sensitive use (school, hospital, public assembly site) located in close proximity to a significant geotechnical hazard?

- f. ☐ ☐ ☐ Will the project entail substantial grading and/or alteration of topography including slopes of over 25%?

- g. ☐ ☐ ☐ Would the project be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?

- h. ☐ ☐ ☐ Other factors? _____

STANDARD MITIGATION MEASURES

- ☐ Building Ordinance No. 2225 — Sections 308B, 309, 310 and 311 and Chapters 29 and 70.

OTHER CONSIDERATIONS/MITIGATIONS

- ☐ Lot Size ☐ Project Design ☐ Approval of Geotechnical Report by DPW
- _____

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on, or be impacted by, **geotechnical** factors?

- ☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

HAZARDS - 2. Flood

SETTING/IMPACTS

- Yes No Maybe
- a. ☐ ☐ ☐ Is a major drainage course, as identified on USGS quad sheets by a dashed line, located on the project site?

- b. ☐ ☐ ☐ Is the project site located within or does it contain a floodway, floodplain, or designated flood hazard zone?

- c. ☐ ☐ ☐ Is the project site located in or subject to high mudflow conditions?

- d. ☐ ☐ ☐ Could the project contribute or be subject to high erosion and debris deposition from run-off?

- e. ☐ ☐ ☐ Would the project substantially alter the existing drainage pattern of the site or area?

- f. ☐ ☐ ☐ Other factors (e.g., dam failure)? _____

STANDARD MITIGATION MEASURES

- ☐ Building Ordinance No. 2225 — Section 308A ☐ Ordinance No. 12,114 (Floodways)
- ☐ Approval of Drainage Concept by DPW

OTHER CONSIDERATIONS/MITIGATIONS

- ☐ Lot Size ☐ Project Design
- _____

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on, or be impacted by **flood (hydrological)** factors?

- ☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

HAZARDS - 3. Fire

SETTING/IMPACTS

- Yes No Maybe
- a. ☐ ☐ ☐ Is the project site located in a high fire hazard area (Fire Zone 4)?

- b. ☐ ☐ ☐ Is the project site in a high fire hazard area and served by inadequate access due to lengths, widths, surface materials, turnarounds or grade?

- c. ☐ ☐ ☐ Does the project site have more than 75 dwelling units on a single access in a high fire hazard area? _____
- d. ☐ ☐ ☐ Is the project site located in an area having inadequate water and pressure to meet fire flow standards? _____
- e. ☐ ☐ ☐ Is the project site located in close proximity to potential dangerous fire hazard conditions/uses (such as refineries, flammables, explosives manufacturing)?

- f. ☐ ☐ ☐ Does the proposed use constitute a potentially dangerous fire hazard?

- g. ☐ ☐ ☐ Other factors? _____

STANDARD MITIGATION MEASURES

☐ Water Ordinance No. 7834 ☐ Fire Ordinance No. 2947 ☐ Fire Prevention Guide No. 46

OTHER CONSIDERATIONS/MITIGATIONS

☐ Project Design ☐ Compatible Use

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on, or be impacted by **fire hazard** factors?

☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

HAZARDS - 4. Noise

SETTING/IMPACTS

Yes No Maybe

- a. ☐ ☐ ☐ Is the project site located near a high noise source (airports, railroads, freeways, industry)?

- b. ☐ ☐ ☐ Is the proposed use considered sensitive (school, hospital, senior citizen facility) or are there other sensitive uses in close proximity?

- c. ☐ ☐ ☐ Could the project substantially increase ambient noise levels including those associated with special equipment (such as amplified sound systems) or parking areas associated with the project?

- d. ☐ ☐ ☐ Would the project result in a substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels without the project?

- e. ☐ ☐ ☐ Other factors? _____

STANDARD MITIGATION MEASURES

☐ Noise Ordinance No. 11,778 ☐ Building Ordinance No. 2225--Chapter 35

OTHER CONSIDERATIONS/MITIGATIONS

☐ Lot Size ☐ Project Design ☐ Compatible Use

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on, or be adversely impacted by **noise**?

☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

RESOURCES - 1. Water Quality

SETTING/IMPACTS

- Yes No Maybe
- a. ☐ ☐ ☐ Is the project site located in an area having known water quality problems and proposing the use of individual water wells?

- b. ☐ ☐ ☐ Will the proposed project require the use of a private sewage disposal system?

- ☒ ☐ ☐ If the answer is yes, is the project site located in an area having known septic tank limitations due to high groundwater or other geotechnical limitations or is the project proposing on-site systems located in close proximity to a drainage course?

- c. ☒ ☐ ☐ Could the project's associated construction activities significantly impact the quality of groundwater and/or stormwater runoff to the stormwater conveyance system and/or receiving water bodies?

- d. ☐ ☐ ☐ Could the project's post-development activities potentially degrade the quality of stormwater runoff and/or could post-development non-stormwater discharges contribute potential pollutants to the stormwater conveyance system and/or receiving bodies?

- e. ☒ ☐ ☐ Other factors? _____

STANDARD MITIGATION MEASURES

- ☐ Industrial Waste Permit ☐ Health Code — Ordinance No. 7583, Chapter 5
- ☐ Plumbing Code — Ordinance No. 2269 ☐ NPDES Permit CAS614001 Compliance (DPW)

OTHER CONSIDERATIONS/MITIGATIONS

- ☐ Lot Size ☐ Project Design
- _____

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on, or be impacted by, **water quality** problems?

- ☒ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

RESOURCES - 2. Air Quality

SETTING/IMPACTS

- Yes No Maybe
- a. ☒ ☐ ☐ Will the proposed project exceed the State's criteria for regional significance (generally (a) 500 dwelling units for residential uses or (b) 40 gross acres, 650,000 square feet of floor area or 1,000 employees for non-residential uses)?
- b. ☐ ☐ ☐ Is the proposal considered a sensitive use (schools, hospitals, parks) and located near a freeway or heavy industrial use?
- c. ☒ ☐ ☐ Will the project increase local emissions to a significant extent due to increased traffic congestion or use of a parking structure or exceed AQMD thresholds of potential significance per Screening Tables of the CEQA Air Quality Handbook?
- d. ☒ ☐ ☐ Will the project generate or is the site in close proximity to sources which create obnoxious odors, dust, and/or hazardous emissions?
- e. ☒ ☐ ☐ Would the project conflict with or obstruct implementation of the applicable air quality plan?
- f. ☒ ☐ ☐ Would the project violate any air quality standard or contribute substantially to an existing or projected air quality violation?
- g. ☒ ☐ ☐ Would the project result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?
- h. ☒ ☐ ☐ Other factors: _____

STANDARD MITIGATION MEASURES

☐ Health and Safety Code — Section 40506

OTHER CONSIDERATIONS/MITIGATIONS

☐ Project Design ☐ Air Quality Report

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on, or be impacted by, **air quality**?

☒ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

RESOURCES - 3. Biota

SETTING/IMPACTS

Yes No Maybe

- a. ☐ ☐ ☐ Is the project site located within a Significant Ecological Area (SEA), SEA Buffer, or coastal Sensitive Environmental Resource (ESHA, etc.), or is the site relatively undisturbed and natural?

- b. ☐ ☐ ☐ Will grading, fire clearance, or flood related improvements remove substantial natural habitat areas?

- c. ☐ ☐ ☐ Is a major drainage course, as identified on USGS quad sheets by a blue, dashed line, located on the project site?

- d. ☐ ☐ ☐ Does the project site contain a major riparian or other sensitive habitat (e.g., coastal sage scrub, oak woodland, sycamore riparian woodland, wetland, etc.)?

- e. ☐ ☐ ☐ Does the project site contain oak or other unique native trees (specify kinds of trees)?

- f. ☐ ☐ ☐ Is the project site habitat for any known sensitive species (federal or state listed endangered, etc.)?

- g. ☐ ☐ ☐ Other factors (e.g., wildlife corridor, adjacent open space linkage)? _____

MITIGATION MEASURES/OTHER CONSIDERATIONS

☐ Lot Size ☐ Project Design ☐ Oak Tree Permit ☐ ERB/SEATAC Review

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on **biotic resources**?

☒ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

RESOURCES - 4. Archaeological/Historical/Palaeontological

SETTING/IMPACTS

- Yes No Maybe
- a. ☐ ☐ ☐ Is the project site in or near an area containing known archaeological resources or containing features (drainage course, spring, knoll, rock outcroppings, or oak trees) which indicate potential archaeological sensitivity?
- b. ☐ ☐ ☐ Does the project site contain rock formations indicating potential palaeontological resources?
- c. ☐ ☐ ☐ Does the project site contain known historic structures or sites?
- d. ☐ ☐ ☐ Would the project cause a substantial adverse change in the significance of a historical or archaeological resource as defined in 15064.5?
- e. ☐ ☐ ☐ Would the project directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?
- f. ☐ ☐ ☐ Other factors? _____

MITIGATION MEASURES/OTHER CONSIDERATIONS

- ☐ Lot Size ☐ Project Design ☐ Archaeology Report
- _____

CONCLUSION

Considering the, above information, could the project leave a significant impact (individually or cumulatively) on **archaeological, historical, or palaeontological** resources?

- ☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

RESOURCES - 5.Mineral Resources

SETTING/IMPACTS

- Yes No Maybe
- a. ☐ ☐ ☐ Would the project result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?
- b. ☐ ☐ ☐ Would the project result in the loss of availability of a locally-important mineral resource discovery site delineated on a local general plan, specific plan or other land use plan?
- c. ☐ ☐ ☐ Other factors? _____

MITIGATION MEASURES/OTHER CONSIDERATIONS

☐ Lot Size ☐ Project Design

CONCLUSION

Considering the, above information, could the project leave a significant impact (individually or cumulatively) on **mineral** resources?

☒ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

RESOURCES - 6. Agriculture Resources

SETTING/IMPACTS

- Yes No Maybe
- a. ☐ ☐ ☐ Would the project convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?
- b. ☐ ☐ ☐ Would the project conflict with existing zoning for agricultural use, or a Williamson Act contract?
- c. ☐ ☐ ☐ Would the project involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use?
- d. ☐ ☐ ☐ Other factors? _____

MITIGATION MEASURES/OTHER CONSIDERATIONS

- ☐ Lot Size ☐ Project Design
- _____

CONCLUSION

Considering the, above information, could the project leave a significant impact (individually or cumulatively) on **agriculture** resources?

- ☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

RESOURCES - 7. Visual Qualities

SETTING/IMPACTS

Yes No Maybe

- a. ☐ ☐ ☐ Is the project site substantially visible from or will it obstruct views along a scenic highway (as shown on the Scenic Highway Element), or is it located within a scenic corridor or will it otherwise impact the viewshed?

- b. ☐ ☐ ☐ Is the project substantially visible from or will it obstruct views from a regional riding or hiking trail?

- c. ☐ ☐ ☐ Is the project site located in an undeveloped or undisturbed area which contains unique aesthetic features?

- d. ☐ ☐ ☐ Is the proposed use out-of-character in comparison to adjacent uses because of height, bulk, or other features?

- e. ☐ ☐ ☐ Is the project likely to obstruct unique views from surrounding residential uses?

- f. ☐ ☐ ☐ Is the project likely to create substantial sun shadow, light or glare problems?

- g. ☐ ☐ ☐ Other factors (e.g., grading or landform alteration): _____

MITIGATION MEASURES/OTHER CONSIDERATIONS

☐ Lot Size ☐ Project Design ☐ Visual Report ☐ Compatible Use

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on scenic qualities?

☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

SERVICES - 1. Traffic/Access

SETTING/IMPACTS

- Yes No Maybe
- a. ☐ ☐ ☐ Does the project contain 25 dwelling units, or more and is it located in an area with known congestion problems (mid-block or intersections)?

- b. ☐ ☐ ☐ Will the project result in any hazardous traffic conditions?

- c. ☐ ☐ ☐ Will the project result in parking problems with a subsequent impact on traffic conditions?

- d. ☐ ☐ ☐ Will inadequate access during an emergency (other than fire hazards) result in problems for emergency vehicles or residents/employees in the area?

- e. ☐ ☐ ☐ Will the congestion management program (CMP) Transportation Impact Analysis thresholds of 50 peak hour vehicles added by project traffic to a CMP highway system intersection or 150 peak hour trips added by project traffic to a mainline freeway link be exceeded?

- f. ☐ ☐ ☐ Would the project conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?

- g. ☐ ☐ ☐ Other factors? _____

MITIGATION MEASURES/OTHER CONSIDERATIONS

- ☐ Project Design ☐ Traffic Report ☐ Consultation with Traffic & Lighting Division
- _____

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on the physical environment due to **traffic/access** factors?

- ☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

SERVICES - 2. Sewage Disposal

SETTING/IMPACTS

- Yes No Maybe
- a. ☐ ☐ ☐ If served by a community sewage system, could the project create capacity problems at the treatment plant?
- b. ☐ ☐ ☐ Could the project create capacity problems in the sewer lines serving the project site?
- c. ☐ ☐ ☐ Other factors? _____

STANDARD MITIGATION MEASURES

- ☐ Sanitary Sewers and Industrial Waste — Ordinance No. 6130
- ☐ Plumbing Code — Ordinance No. 2269

OTHER CONSIDERATIONS/MITIGATIONS

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on the physical environment due to **sewage disposal** facilities?

- ☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

SERVICES - 3. Education

SETTING/IMPACTS

Yes No Maybe
a. ☐ ☐ ☐

Could the project create capacity problems at the district level?

b. ☐ ☐ ☐

Could the project create capacity problems at individual schools which will serve the project site?

c. ☐ ☐ ☐

Could the project create student transportation problems?

d. ☐ ☐ ☐

Could the project create substantial library impacts due to increased population and demand?

e. ☐ ☐ ☐

Other factors? _____

MITIGATION MEASURES/OTHER CONSIDERATIONS

☐ Site Dedication ☐ Govt. Code Section 65995 ☐ Library Facilities Mitigation Fee

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) relative to educational facilities/services?

☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

SERVICES - 4. Fire/Sheriff Services

SETTING/IMPACTS

Yes No Maybe

- a. ☐ ☐ ☐ Could the project create staffing or response time problems at the fire station or sheriff's substation serving the project site?

b. ☐ ☐ ☐ Are there any special fire or law enforcement problems associated with the project or the general area?

- c. ☐ ☐ ☐ Other factors? _____

MITIGATION MEASURES/OTHER CONSIDERATIONS

☐ Fire Mitigation Fees

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) relative to **fire/sheriff** services?

☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

SERVICES - 5. Utilities/Other Services

SETTING/IMPACTS

- Yes No Maybe
- a. ☐ ☐ ☐ Is the project site in an area known to have an inadequate public water supply to meet domestic needs or to have an inadequate ground water supply and proposes water wells?

- b. ☐ ☐ ☐ Is the project site in an area known to have an inadequate water supply and/or pressure to meet fire fighting needs?

- c. ☐ ☐ ☐ Could the project create problems with providing utility services, such as electricity, gas, or propane?

- d. ☐ ☐ ☐ Are there any other known service problem areas (e.g., solid waste)?

- e. ☐ ☐ ☐ Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services or facilities (e.g., fire protection, police protection, schools, parks, roads)?

- f. ☐ ☐ ☐ Other factors? _____

STANDARD MITIGATION MEASURES

- ☐ Plumbing Code — Ordinance No. 2269 ☐ Water Code — Ordinance No. 7834

OTHER CONSIDERATIONS/MITIGATIONS

- ☐ Lot Size ☐ Project Design

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) relative to **utilities/services**?

- ☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

OTHER FACTORS - 1. General

SETTING/IMPACTS

Yes No Maybe

- a. ☐ ☐ ☐ Will the project result in an inefficient use of energy resources?

- b. ☐ ☐ ☐ Will the project result in a major change in the patterns, scale, or character of the general area or community?

- c. ☐ ☐ ☐ Will the project result in a significant reduction in the amount of agricultural land?

- d. ☐ ☐ ☐ Other factors? _____

STANDARD MITIGATION MEASURES

☐ State Administrative Code, Title 24, Part 5, T-20 (Energy Conservation)

OTHER CONSIDERATIONS/MITIGATIONS

☐ Lot size ☐ Project Design ☐ Compatible Use

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on the physical environment due to any of the above factors? _____

☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

OTHER FACTORS - 2. Environmental Safety

SETTING/IMPACTS

- Yes No Maybe
- a. ☐ ☐ ☐ Are any hazardous materials used, transported, produced, handled, or stored on-site?

- b. ☐ ☐ ☐ Are any pressurized tanks to be used or any hazardous wastes stored on-site?

- c. ☐ ☐ ☐ Are any residential units, schools, or hospitals located within 500 feet and potentially adversely affected?

- d. ☐ ☐ ☐ Have there been previous uses which indicate residual soil toxicity of the site?

- e. ☐ ☐ ☐ Would the project create a significant hazard to the public or the environment involving the accidental release of hazardous materials into the environment?

- f. ☐ ☐ ☐ Would the project emit hazardous emissions or handle hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?

- g. ☐ ☐ ☐ Would the project be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would create a significant hazard to the public or environment?

- h. ☐ ☐ ☐ Would the project result in a safety hazard for people in a project area located within an airport land use plan, within two miles of a public or public use airport, or within the vicinity of a private airstrip?

- i. ☐ ☐ ☐ Would the project impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?

- j. ☐ ☐ ☐ Other factors? _____

MITIGATION MEASURES/OTHER CONSIDERATIONS

☐ Toxic Clean-up Plan

CONCLUSION

Considering the above information, could the project have a significant impact relative to **public safety**?

☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

OTHER FACTORS - 3. Land Use

SETTING/IMPACTS

Yes No Maybe

a. ☐ ☐ ☐ Can the project be found to be inconsistent with the plan designation(s) of the subject property?

b. ☐ ☐ ☐ Can the project be found to be inconsistent with the zoning designation of the subject property?

c. Can the project be found to be inconsistent with the following applicable land use criteria:

☐ ☐ ☐ Hillside Management Criteria?

☐ ☐ ☐ SEA Conformance Criteria?

☐ ☐ ☐ Other? _____

d. ☐ ☐ ☐ Would the project physically divide an established community?

e. ☐ ☐ ☐ Other factors? _____

MITIGATION MEASURES/OTHER CONSIDERATIONS

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on the physical environment due to **land use** factors?

☐ Potentially significant

☐ Less than significant with project mitigation

☐ Less than significant/No impact

OTHER FACTORS - 4. Population/Housing/Employment/Recreation

SETTING/IMPACTS

- | | Yes | No | Maybe | |
|----|--------------------------|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Could the project cumulatively exceed official regional or local population projections?
_____ |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Could the project induce substantial direct or indirect growth in an area (e.g., through projects in an undeveloped area or extension of major infrastructure)?
_____ |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Could the project displace existing housing, especially affordable housing?
_____ |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Could the project result in substantial job/housing imbalance or substantial increase in Vehicle Miles Traveled (VMT)?
_____ |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Could the project require new or expanded recreational facilities for future residents?
_____ |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Would the project displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?

_____ |
| g. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other factors? _____
_____ |

MITIGATION MEASURES/OTHER CONSIDERATIONS

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on the physical environment due to **population, housing, employment, or recreational factors?**

- ☐ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

MANDATORY FINDINGS OF SIGNIFICANCE

Based on this Initial Study, the following findings are made:

Yes No Maybe

- a. ☒ ☐ ☐ Does the project have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory?
-

- b. ☒ ☐ ☐ Does the project have possible environmental effects which are individually limited but cumulatively considerable? "Cumulatively considerable" means that the incremental effects of an individual project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.
-

- c. ☒ ☐ ☐ Will the environmental effects of the project cause substantial adverse effects on human beings, either directly or indirectly?
-

CONCLUSION

Considering the above information, could the project have a significant impact (individually or cumulatively) on the environment?

☒ Potentially significant ☐ Less than significant with project mitigation ☐ Less than significant/No impact

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 E

COUNTY OF LOS ANGELES

DEPARTMENT OF _____

NEGATIVE DECLARATION

1. Location and Brief Description of Project
2. Mitigation Measures Included in the Project to Avoid Potentially Significant Effects
 (If none , so state)

- ### 3. Finding of No Significant Effect

Based on the attached Initial Study, it has been determined that the project will not have a significant effect on the environment.

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).

* 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.

APPENDIX H

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			

Appendix J

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)

☐ Ministerial
☐ Emergency Project

☐ Declared Emergency
☐ Categorical Exemption
☐ 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 K

NOTICE OF COMPLETION
COUNTY OF LOS ANGELES, CALIFORNIA

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

From:

PROJECT TITLE

Project Location --Specific

Project Location--County Area

Project Location--County

Description of Nature, Purpose, and Beneficiaries of Project

Lead Agency

Division

Address Where Copy of EIR is Available

Review Period

Contact Person

Area Code

Telephone

Extension

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.)

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:

APPENDIX M

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.

APPENDIX N

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 _____.

APPENDIX P

SAMPLE FORMAT

NOTICE OF PREPARATION

TO: _____ FROM: _____
(Responsible Agency) (Lead Agency)

(Address) (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