

APPENDIX D: SEA CHECKLISTS & WORKSHEETS

1 – SEA COUNSELING CHECKLISTS

2 – BIOLOGICAL CONSTRAINTS ANALYSIS (BCA) CHECKLIST

3 – BIOTA REPORT CHECKLIST

SEA COUNSELING CHECKLIST

BCM & CONCEPTUAL PROJECT DESIGN

This is a checklist just for counseling purposes only. The Case Planner and County Biologist shall review all applicable information, check for adequacy and completeness before scheduling a SEA Counseling meeting. The SEA Counseling meeting may result in further directions/recommendations.

Biological Constraints Map (BCM)	
Shows all project site parcel(s) boundaries ³⁴	
Existing permitted development (structures, graded areas, roads, etc.)	
Vegetation communities (utilizing Sawyer, Keeler-Wolf, Evens 2009 classifications), and indicating CDFW Natural Community Rarity Ranking, extending out to 200-feet from the project site boundaries ³⁵	
Map location of native trees that meet the protected sizes listed in the SEA Protected Tree List. Not all trees on the property need to be mapped; only enough to meet the preservation requirements. Do not need to provide DBH or Protected Zones at this stage.	
Location of observed and previously recorded sensitive species (e.g. from site survey, previous biological reports, or identified through CNDDDB records, etc.)	
Delineated boundaries of water resources, such as rivers and streams (including intermittent and ephemeral drainages), lakes, reservoirs, ponds, wetlands, marshes, seeps, springs, vernal pools, and playas <u>and</u> required setbacks.	
Important physical site features that may provide important habitat for sensitive species (e.g. rock outcrops) or facilitate or restrict wildlife movement (e.g. ridgelines, culverts, fences, etc.)	
Existing protected open space that has been recorded on or adjacent to any part of the subject parcel.	
Biologist's Initials:	
Conceptual Project Design	
<p>Show the conceptual development footprint and the following information of the proposed project as much as possible. Can be shown on the BCM or a separate plan.</p> <ul style="list-style-type: none"> - All anticipated graded areas - Existing and proposed structure locations - Fuel modification to 200-feet from all structures - Utility access - Driveways and parking areas - Landscaped areas - Exploratory testing locations 	
Planner's Initials:	

³⁴ Include all parcels or lots involved with the land use project.

³⁵ Vegetation communities can be estimated offsite using visual surveys from the project site and adjacent roads or trails in conjunction with aerial imagery and existing data.

SEA COUNSELING RECOMMENDATION FORM

This form will be filled out by the Case Planner at the conclusion of the SEA Counseling meeting. A copy of the signed form will be provided to the applicant and uploaded to Energov. Applicant must submit this form as part of the full Permit Application package.

SEA Counseling Date: _____

Case Planner
(Print & Sign Name): _____

County Biologist: _____

Address & APN(s) of project site: _____

<u>RECOMMENDATION</u>	
<input type="checkbox"/>	Ministerial SEA Review
<input type="checkbox"/>	Protected Tree Permit
Biologist Site Visit: <input type="checkbox"/> Yes <input type="checkbox"/> No	

<input type="checkbox"/>	SEA Conditional Use Permit
<input type="checkbox"/>	Protected Tree Permit

Adequacy of Biological Constraints Map

Does the Biological Constraints Map adequately document the biological resources on the project site?

Yes No

Ability to Comply with SEA Development Standards

Does the conceptual project design adequately demonstrate the ability to comply with the SEA Development Standards?

Some Development Standards (e.g. fence materials, outdoor lighting, and glass reflectivity) do not need to be shown on the conceptual project design, but the applicant should be made aware of these requirements and should be specified on the site plan when submitted.

Yes No

All three requirements must be met to receive a Ministerial SEA Review:

- Comply with all applicable SEA Development Standards
 - Building Site Area is no more than 20,000 square feet
 - Provide Open Space Preservation on-site
-

Additional Biological Reports Required

- BCA Biota Report Restoration/Enhancement Plan Protected/Oak Tree Report
- Rare Plant Survey Protocol Survey for _____ Jurisdictional Waters/Wetlands
- Other:

BIOLOGICAL CONSTRAINTS ANALYSIS (BCA) CHECKLIST

The Case Planner and County Biologist shall initial in the designated section, indicating that the items have been included in the report and that the report is adequate and ready for SEATAC review.

BIOLOGICAL CONSTRAINTS ANALYSIS (BCA) CHECKLIST

COMPLETE

I. COVER / SPINE / TITLE PAGE	
A. Project name, type of report (Biological Constraints Analysis)	
B. County identification numbers (Project number, CUP number, APNs).	
C. Applicant name and contact information	
D. SEA name(s)	
E. Name of head biologist and consulting company directive information	
F. Date of report	
II. INTRODUCTION	
A. Project Description	
1. Project name, type of report, address of project	
2. County application identification numbers including APNs	
3. Applicant name and contact information	
4. SEA name(s)	
5. Supervising biologist, company, directive information	
6. Parcel and Acreage Table (for more than one parcel)	
7. Location	
a) Map of regional features in vicinity showing project location, and including all drainages and wetlands	
b) Color USGS topographic map with outline of project parcels, SEA, open space resource areas, etc.; scale about 1:24000	
c) Color orthogonal aerial showing project parcels, SEA, open space, etc.	
	Planner Initials:
B. Description of Natural Geographic Features	
1. Summary of known biological resources including relation to: <ul style="list-style-type: none"> a) Landforms and geomorphology b) Drainage and wetland features c) Soils; include soil map d) Vegetation communities e) SEA criteria and resources 	
2. Color site photography with keys	
3. Summary of biological resources and pertinent literature review	
C. Methodology of Biological Survey	
1. Table of surveys (surveys approximately 1 year old or more recent)	
2. Text description of survey methods	
3. Table of information on biologist(s) and other contributors for BCA; appendix of contributors' experience	
4. Proof of permits or Memoranda of Understanding for trapping shall be in the appendix.	

III. BIOLOGICAL CHARACTERISTICS OF THE SITE	
A. Vegetation Data and Descriptions	
1. Vegetation map of Sawyer, Keeler-Wolf, Evens (2009) alliances and associations of vegetation types, relevé locations	
2. Vegetation cover table	
3. Map of trees (for jurisdictional oaks, State and County, an oak tree report will be needed. Oak tree reports will be in an appendix.)	
4. Summary of vegetation site habitats in relation to soil, sensitivity, rainfall, potential for impact (Only necessary if there is a possibility of rare plant occurrences that would be made possible by the presence of some important soil type or geological formation)	
5. CD/DVD of georeferenced files for vegetation data as ESRI .shp including metadata (may be combined with other project data on CD/DVD)	
B. Fauna and Flora Sensitive Species Tables and Discussion	
1. Table of sensitive species known from the region, sensitivity rankings, habitat requirements, and likelihood of occurrence on site—with rationale for likelihood determination.	
2. Table of break points on rough estimate of population size (appendix)	
3. Paragraphs for each sensitive species on characteristics that might lead to project impact. Listed species paragraphs in separate section.	
C. Maps of occurrence for sensitive species	
D. Wildlife movement/habitat linkage analysis with map of site and movement areas	
E. Floral and faunal compendia (all plant and animal species observed directly or indirectly on site, and for animals, in adjacent areas of similar habitat), updated for latest observation if multiple versions of the BCA are submitted, version date	
F. All voucher collections shall be deposited in an appropriate, recognized public institution, and shall be tabulated in the floristic and faunal lists.	
IV. CHARACTERISTICS OF THE SURROUNDING AREA	
A. Description of Existing Land Uses in the Project Area	
B. Table of development projects in the vicinity and summary discussion (acreage, units, etc.)	
C. Map of land uses	
D. Description of open space reserves in the area and depiction of wildlife movement/habitat linkage relationships to open space. Include known conservation and open space easements in perpetuity. Refer to maps II.A.7	
E. Reference to and relationship to any conservation plans in the vicinity	
F. Description of Habitats, alliances, associations and vegetative communities in the vicinity with respect to those on site	
G. Rough estimates of the overall population sizes of species of flora and fauna on site and in vicinity fauna on site and in vicinity	
H. Description of overall biological value of the area: fit to the biotic mosaic; contribution to surrounding area and SEA ecological functions	
V. CONCLUSION	
A. Regulatory framework	
B. Summarized biological data with respect to regulatory framework	
C. Biological Constraints Map	

D. Explicit statement of SEA/SERA/ESHA acreages total and in project parcels; explicit statement of length of watersheds on project parcels and total; potential affected area of watercourses	
E. Recommendations for further studies needed to prepare Biota Report	
VI. BIBLIOGRAPHY	
A. Bibliography of references cited in text	
B. Bibliography of general references used to prepare document but not cited	
VII. APPENDICES [as appropriate]	
A. Table of biologists and other contributors; Preparer and other contributor qualifications; permits, MOUs	
B. Vegetation alliance relevé data	
C. Oak Tree Report for sites with jurisdictional native oak trees (5" DBH and larger)	
D. Focused and floristic survey reports.	
E. Floral and faunal compendia	
F. Copies of meeting minutes from previous SEATAC/ERB reviews of project	
G. Correspondence with State and Federal trustee agencies	
H. Completed BCA Checklist (this table)	
I. SEA Counseling Checklist with BCM and Conceptual Project Design	
J. Digital Copies of BCA as .pdf for final version; georeferenced files of vegetative data and sensitive species occurrences.	
	Biologist Initials:

BIOTA REPORT CHECKLIST

The Case Planner and County Biologist shall initial in the designated section, indicating that the items have been included in the report and that the report is adequate and ready for SEATAC review.

BIOTA REPORT CHECKLIST

COMPLETE

I. COVER / SPINE / TITLE PAGE	
A. Project name, type of report (Biota Report)	
B. County identification numbers (Project number, CUP number, APNs).	
C. Applicant name and contact information	
D. SEA name(s)	
E. Name of head biologist and consulting company directive information	
F. Date of report	
II. INTRODUCTION	
A. Summary of project impacts and mitigation	
B. Project description	
1. Project name, type of report, address of project	
2. County application identification numbers including APNs	
3. Applicant name and contact information	
4. SEA name(s)	
5. Supervising biologist, company, directive information	
6. Parcel and Acreage Table (for more than one parcel)	
7. Location (Note, these maps/photos may be excerpts or contain less detail than those submitted in the BCA so long as they provide an adequate indication of the project location and the surrounding area)	
a) Map of regional features in vicinity showing project location, and including all drainages and wetlands	
b) Color USGS topographic map with outline of project parcels, SEA, open space resource areas, etc.; scale about 1:24000	
	Planner Initials:
8. Project and alternatives description	
a) Site plans; at least one superimposed on vegetation map with topo lines	
b) Grading plans; at least one superimposed on vegetation map, topo lines	
c) Description of disturbance schedule	
d) Permits requested	
e) Alternatives	
III. IMPACTS	
A. Regulatory framework	
B. Tables	
1. Table of impact for sensitive vegetation and species	
2. Table of vegetation type and proposed changes	
3. Table of acreage additions and deductions of SEA land	
C. Discussion of logic on conclusions of significance	

D. Maps [may be combined, but each of the following should be illustrated in one form or other]	
1. Map(s) of vegetation constraints.	
2. Map of proposed vegetation impacts (grading and fuel-modification superimposed on vegetation map)	
3. Map of noteworthy or protected tree species, sensitive plant observations (and animal if highly resource dependent, e.g. aquatics, burrowing owl, etc.), showing removals and disturbance proposed.	
4. Regional and local maps of wildlife corridors and habitat linkages [including regional and statewide efforts (e.g. South Coast Missing Linkages, California Essential Connectivity Project, Puente Hills “Missing Middle”, etc.), as well as any site-specific features (ridgelines, drainages, culverts, fencing, etc.) that may facilitate or constrain movement.	
E. Discussion of Impacts—direct (grading and fuel-modification), indirect, and cumulative impacts to each of the following must be discussed	
1. Vegetation, with note of any sensitive vegetation types (refer to State and Global sensitivity rankings included on the CDFW Natural Communities List) or noteworthy natural stands that may be unique to the site.	
2. Special-status species, including any locally-recognized sensitive species (e.g. the Los Angeles Audubon list of Los Angeles County’s Sensitive Bird Species) and unusual sightings of otherwise common taxa (e.g. <i>Gilia diegensis</i> in the Liebre Mountains, <i>Petalonyx thurberi</i> in the Santa Clara River, etc.)	
3. Protected and noteworthy trees	
4. Wildlife habitat, including wildlife corridors and habitat linkages	
5. Project impact on integrity of the SEA	
F. Discussion of project consistency with SEA CUP compatibility criteria	
1. That the requested development is designed to be highly compatible with the biotic resources present, including the setting aside of appropriate and sufficient undisturbed areas	
2. That the requested development is designed to maintain water bodies, watercourses, and their tributaries in a natural state	
3. That the requested development is designed so that wildlife movement corridors (migratory paths) are left in an undisturbed and natural state	
4. That the requested development retains sufficient natural vegetative cover and/or open spaces to buffer critical resources, habitat areas, or migratory paths	
5. That the roads and utilities serving the proposed development are located and designed so as not to conflict with critical resources, habitat areas, or migratory paths	
V. MITIGATION MEASURES	
A. List of impact and mitigation measures that apply. The following aspects of SEA impact must be addressed:	
1. Acreage remaining as natural open space and percentage of original	
2. Existing designated open space on and adjacent to the parcel in question	

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