

# BIOLOGICAL REPORTS CHECKLIST

## INFORMATION:

This checklist provides the standard and report-specific required information for biological reports. Only those consultants listed in our [Certified Biologist List](#) can prepare biological reports listed below. The type of biological report to be submitted is determined by location of the project and proposed impacts to biological resources.

### **Santa Monica Mountains Coastal Zone**

**Biological Inventory (BI)** – A BI is submitted with the Coastal Development Permit application for new development not located in, or within 200 feet of, H1, H2, or H2 "High Scrutiny" Habitat as mapped on the Biological Resources Map of the Santa Monica Mountains Local Coastal Program. The BI provides a description of the biological resources observed or likely to be present on or within 200 ft of the project site based on standard database queries and local knowledge.

**Biological Assessment (BA)** – A BA is submitted with the Coastal Development Permit application for new development in, or within 200 feet of, H1, H2, or H2 "High Scrutiny" Habitat as mapped on the Biological Resources Map of the Santa Monica Mountains Local Coastal Program. The BA provides detailed discussions of the biological resources, natural features, and regional context of the project site, and provides a thorough community-level assessment of the biological resources on the project site and surrounding area based on appropriately-timed surveys for all potentially present biological resources.

### **Significant Ecological Areas (including Santa Monica Mountains North Area)**

**Biological Constraints Map (BCM)** – A BCM is submitted for the required pre-application SEA Counseling meeting. The BCM is a tool for quickly identifying areas of potential biological significance in the vicinity of the proposed development. BCM requirements can be found in [Chapter 6 of the SEA Implementation Guide](#).

**Biological Constraints Analysis (BCA)** – A BCA is submitted with the SEA Conditional Use Permit application. This report builds on the BCM, providing detailed discussions of the biological resources, natural features, and regional context of the project site, and providing a more thorough community-level assessment of the biological resources on the project site and surrounding area.

**Biota Report** – The Biota Report is submitted after BCA consistency review. The Biota Report uses the data provided in the BCM, BCA, and additional surveys to provide a more complete analysis of the project's impacts on SEA Resources. The Biota Report includes a discussion of possible and probable impacts from the development and proposes specific mitigation measures and monitoring to address each impact.

REQUIRED INFORMATION	COMPLETE
<b>Title Page</b>	Planner Initials
1. Project name	
2. Assessor's Parcel Number(s)	
3. Type of report (Biological Inventory, Biological Assessment, Biological Constraints Analysis, Biota Report)  <b>BCA and Biota Report:</b> Provide Significant Ecological Area (SEA) name(s)	
4. Name of biologist who prepared report and company affiliation	
5. Applicant name	
6. Date of report (For revisions and supplements to the report, add the date of the revision to the title page.)	
<b>Introduction</b>	
1. Project description <ul style="list-style-type: none"> <li>Type of project (new construction, addition to existing structures, or retroactive permit)</li> <li>Proposed land use</li> <li>Size of development footprint</li> <li>Amount of grading</li> <li>Utility connections (Electrical, sewer, water, etc.)</li> </ul> <b>Biota Report:</b> Provide summary of project impacts and mitigations.	
2. Parcel and acreage information (a table may be used for projects on multiples parcels)	
3. Location <ul style="list-style-type: none"> <li>Map of regional features showing project location, including watershed boundaries, proximity to public lands, streams, drainages, and roads in region.</li> <li>Color aerial photograph(s) showing regional context of project, project parcel(s), existing development, open space, etc.</li> <li>Topographic map with outline of the project parcel(s), SEA, open space resource areas, etc. within a minimum of 1000 ft. (BI and BCM maps may be limited to within 200 ft of the project parcel.)</li> </ul>	
4. <b>BA and Biota Report:</b> <ul style="list-style-type: none"> <li>Detailed description of proposed project, including area of vegetation removal, modification, or disturbance, grading volumes, etc.</li> <li>Site plans; at least one superimposed on vegetation map with topographic lines.</li> <li>Grading plans; at least one superimposed on vegetation map with topographic lines.</li> <li>Description of disturbance schedule (as appropriate, such as for subdivisions, which may be phased).</li> <li>Permits requested.</li> <li>Alternatives (as appropriate based on need, such as for variances or EIR projects)</li> </ul>	

<p>5. Description of major natural features</p> <ul style="list-style-type: none"> <li>• Summary of known biological resources including relation to: <ul style="list-style-type: none"> <li>○ Landforms and geomorphology</li> <li>○ Drainage and wetland features</li> <li>○ Soils - include map for BA, BCA, and Biota Report</li> <li>○ Vegetation communities</li> </ul> </li> </ul> <p><b>BCA and Biota Report:</b> Include SEA criteria and resources</p>	
<p>6. Methodology of Biological Survey</p> <ul style="list-style-type: none"> <li>• Date(s) of survey(s).</li> <li>• Detailed description of survey methods.</li> </ul>	
<b>Biological Characteristics of the Site</b>	
<p>1. Flora</p> <ul style="list-style-type: none"> <li>• Map of vegetation, specifying system used. Wherever possible, the use of alliance and association names listed on <a href="#">CDFW's California Natural Community List</a> should be used.</li> </ul> <p>Where alternate authoritative mapping has been conducted (e.g., NPS mapping within the Santa Monica Mountains National Recreation Area), that system should be used. Where no agency or authority-recognized alliance or association name is defined, a landcover description (e.g., "developed") may be used.</p> <ul style="list-style-type: none"> <li>• Descriptions of vegetation types.</li> <li>• Map of project site showing the relevant resources for the planning area by indicating the Habitat Categories superimposed over vegetation: <ul style="list-style-type: none"> <li>○ SMMCZ: H1, H2, H2 "High Scrutiny", H3 Habitat;</li> <li>○ SMMNA: S1, S2, S3, S4; or</li> <li>○ SEA: Resource Categories 1-5.</li> </ul> </li> <li>• Vegetation cover table with acreages of each vegetation type (can be a legend in map).</li> <li>• Map of native trees. Show trunk location, trunk, diameter, and canopy extent mapped for each protected native tree that is within 50 ft of any portion of the proposed development structures (on-site or off-site). Identify species.</li> </ul> <p>Protected Tree Lists for each planning area:</p> <ul style="list-style-type: none"> <li>○ <a href="#">SMMCZ and SMMNA</a></li> <li>○ <a href="#">SEA</a></li> </ul>	
<p>2. Fauna</p> <ul style="list-style-type: none"> <li>• Discussion of species observed.</li> <li>• Description of wildlife community.</li> </ul>	

<p>3. Sensitive species</p> <ul style="list-style-type: none"> <li>• Table of sensitive species potential to occur (PTO), including columns for species names (common and scientific), sensitivity statuses, habitat requirement, and rationale for determining absence or possible presence.</li> <li>• Include all species returned in a 9-quad query of the CNDDDB &amp; CNPS Rare Plant Inventory for the USGS quad in which the project is located and all surrounding quads. Include possible <a href="#">LA County Sensitive Birds</a>, and any other applicable <a href="#">rare or sensitive species lists</a> as applicable.</li> <li>• Maps of occurrence for sensitive species observed</li> </ul>	
<b>Impacts (BA and Biota Report)</b>	
<ul style="list-style-type: none"> <li>• A full analysis of all temporary and permanent direct and indirect impacts to biological resources and a determination of potential significant impacts.</li> <li>• Mitigation measures to reduce any potentially significant impacts to a less than significant level.</li> <li>• An analysis of project compatibility of the project with the required findings of the planning area (<a href="#">SMMCZ</a>, <a href="#">SMMNA</a>, or <a href="#">SEA</a>).</li> </ul>	
<b>Appendices</b>	
1. Bibliography or References section of all references cited in the text.	
2. Site photographs of plant alliances (color) [with photo key].	
3. Qualifications of biologists and other contributors (CV or resume).	
4. Oak Tree Report or Protected Tree Report for sites with protected trees (as applicable).	
5. Lists of flora and fauna observed or known from site.	
6. Digital copies of draft biological reports must be provided in MS Word format with tracked changes. Final versions of biological reports must be provided as a PDF, including georeferenced files of vegetative data and sensitive species occurrences.	
7. For retroactive permits, the report should identify biological conditions prior to the unpermitted activity and provide project- specific, detailed Best Management Practices for mitigating impacts of the project.	
<b>Landscape Plan Requirements</b>	
1. Drawn to scale. Display north arrow, scale, and all existing and proposed structures.	
2. Display all landscaping and re- vegetation activities up to the property boundary. Include a plant palette with symbols keyed to plants.	
3. Provide a legend for the irrigation layout with symbols for irrigation parts and hydro- zones.	
4. Show all <a href="#">Fire Fuel Modification Zones A, B, and C, out to 200 ft.</a>	