

**Governor's Office of Planning and Research  
State Clearinghouse**

**MEMORANDUM**

To: All CEQA Lead Agencies

From: Terry Roberts, Unit Manager  
Governor's Office of Planning and Research

Date: September 11, 2000

Subject: **Location Maps Required for State Agencies' Review**

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The State Clearinghouse role is to distribute CEQA documents to state agencies for their timely review of issues which are within their particular purview. The goal is to elicit a timely response from those agencies and return the comments to the lead agency as quickly as possible.

When reviewing documents submitted by lead agencies and distributed through the State Clearinghouse, state agencies are having difficulty locating the project site on many of the submittals. A clearly drawn location map, along with a legible project site plan/plot plan, are not always provided in the CEQA document.

CEQA Guidelines require the submittal of a suitable map along with the Notice of Preparation for an EIR under Section 15082 (a) (1) (b), and in the Draft EIR itself, under Section 15124 (a). Sections 15071 (b) and 15125 (a) and (c) apply similarly for Negative Declarations. The general rule that the Clearinghouse applies is: does the CEQA document and related maps contain sufficiently detailed information to allow reviewers to make meaningful comments? We find that many lead agencies provide inadequate project location maps, especially in Negative Declarations.

Projects whose locations are not adequately identified with clear graphics may be prevented from being reviewed promptly and thoroughly by State agencies. The subject site must often be field checked by one or more agency staff members. In some cases, they are unable to locate the property under review. It is difficult for

reviewers at offices located far from the subject site to identify and evaluate the property unless clear contextual information is provided them.

We urge lead agencies to improve the quality of the maps that you include in your CEQA documents. They should contain, at a minimum, the following information: a map scale, the project site's location and dimensions, rivers or major streams, highways, important buildings or landmarks, major geographical features, streets and access points, street names, topographical information, and adjoining property information for context.

Please refer to the attached examples of graphics that state reviewers found to be helpful and informative. For the example dairy project, the lead agency provided three detailed maps (Maps A, B, and C) identifying regional location, project vicinity and site plan. INTERNET resources, such as MAPQUEST (Map D), also provide useful vicinity maps, which when accompanied by an adequate site plan, provide the necessary project location information.

We hope you find this advisory message to be helpful when preparing documents for Clearinghouse distribution. If you have any questions, please contact us at the following e-mail address or telephone number:

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