

MEMORANDUM

Governor's Office of Planning and Research State Clearinghouse

DATE: AUGUST 12, 2002

TO: ALL CEQA LEAD AGENCIES

FROM: TERRY ROBERTS, STATE CLEARINGHOUSE

RE: CONFIRMATION OF RECEIPT FOR NOTICES OF DETERMINATION

We regret to inform you that the State Clearinghouse will no longer be able to honor requests for written confirmation of the posting of a Notice of Determination (NOD) or Notice of Exemption (NOE) with the Governor's Office of Planning and Research (OPR). In the past, and as a courtesy, we were able to comply with requests for written confirmation. However, due to recent budget cuts and an increasing volume of special requests, we can no longer provide such confirmation, either by mail or by fax.

Sections 15075 and 15094 of the CEQA Guidelines spell out the responsibility of the State Clearinghouse to post NODs. Section 15062 (c) of the Guidelines spells out the responsibility of the SCH to post NOEs. We realize the importance of timely posting because this begins a statute of limitations on court challenges. OPR will continue to post NODs and NOEs in a timely manner and enter the notice information in our online CEQAnet database.

If you fax a NOD or NOE to the State Clearinghouse, please retain the fax confirmation for your records. If you file a NOD or NOE with us in person, please provide a second copy of the document and we will at that time be happy to date stamp and return it to you immediately. If you mail a NOD or NOE to us, you may call the State Clearinghouse at (916) 445-0613 to request verbal confirmation of receipt, or obtain written confirmation of posting by printing a report from the CEQAnet database at www.ceqanet.ca.gov.

We apologize for any inconvenience this may cause. The State Clearinghouse will continue to provide the best possible service to the public within our means.