

C A L I F O R N I A

# State Clearinghouse Handbook

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STATE OF CALIFORNIA  
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# TABLE OF CONTENTS

INTRODUCTION .....	4	GRANTS PROCESS (Executive Order 12372) .....	13
How the State Clearinghouse Serves Government Agencies and the Public .....	4	General .....	13
Where to Find Copies of CEQA and CEQA Guidelines .....	4	Flowchart for Federal Assistance Review .....	14
ENVIRONMENTAL DOCUMENT REVIEW PROCESS .....	5	Areawide Clearinghouses .....	15
Requirements for Submittal of Environmental Documents to SCH .....	5	GENERAL ACTIVITIES AND SERVICES .....	16
Negative Declaration Process .....	5	Filing Environmental Notices .....	16
Step 1: Submittal of Negative Declaration to SCH .....	5	Notice of Completion .....	16
Step 2: Distribution and Review Period .....	5	Notice of Availability .....	16
Step 3: Review of Negative Declaration .....	6	Notice of Determination .....	16
Step 4: Negative Declaration Comments .....	6	Notice of Exemption .....	17
Step 5: Notice of Determination .....	6	CEQA Database .....	17
Negative Declaration Checklist of Responsibilities (Table) .....	6	Newsletter .....	18
Helpful Hints .....	7	Faxes .....	18
Environmental Impact Report Process .....	7	Useful Websites .....	18
Step 1: Notice of Preparation .....	7	GENERAL CEQA INFORMATION .....	19
Step 2: SCH Number and Distribution .....	7	Purposes of Review .....	19
Step 3: NOP Review Period .....	7	Agency Definitions .....	19
Step 4: Submittal of Draft EIR to SCH .....	8	Types of Documents .....	19
Step 5: Draft EIR Review Period .....	8	Commenting on CEQA Documents .....	20
Step 6: Review of Draft EIR .....	8	STATE CLEARINGHOUSE FORMS .....	22
EIR Checklist of Responsibilities (Table) .....	8	Form A: Notice of Completion .....	23
Step 7: Draft EIR Comments .....	9	Form B: Notice of Preparation .....	26
Step 8: Final EIR .....	9	Form C: Notice of Determination .....	27
Step 9: Notice of Determination .....	9	Form D: Notice of Exemption .....	28
Helpful Hints .....	9	Form E: Shortened Review Request .....	29
Submission of Electronic CEQA Documents to SCH .....	9	APPENDICES	
EIR .....	9	A. Projects Requiring SCH Review .....	30
Negative Declarations .....	9	B. Flowchart of Lead Agency Decision to Prepare an EIR .....	31
Any Electronic Submission .....	10	C. Flowchart of CEQA Process .....	32
Shortened Review Process .....	10	D. CEQA Time Periods for Review .....	33
Criteria for Approval .....	10	E. Explanation of the SCH Number .....	34
Request Procedures .....	10	F. Reviewing State Agencies and Addresses .....	35
Projects of Statewide, Regional or Areawide Significance .....	12		

## INTRODUCTION

**I**N 1973, the State Clearinghouse (SCH) was established to receive and distribute environmental documents prepared pursuant to the California Environmental Quality Act (CEQA) and to coordinate the state-level environmental review process. Located within the Governor's Office of Planning and Research (OPR), the SCH is the focal point for state agency involvement in the CEQA environmental review process. Operation of the SCH is governed by the *CEQA Guidelines* (California Code of Regulations, Title 14, Sections 15000-15387), which defines the responsibilities of the SCH and its role in the environmental review process. Appendix A describes those projects requiring environmental review through the SCH.

The SCH also functions as the State Single Point of Contact, under Presidential Executive Order 12372, making it responsible for coordinating state and local review of

applications for federal grants or loans under state-selected programs. In this capacity, it is also the function of the SCH to coordinate state and local review of federal financial assistance applications, federally required state plans, direct federal development activities, and federal environmental documents. The purpose of the process is to afford state and local participation in federal activities occurring within California. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives the states an additional mechanism to ensure federal agency responsiveness to state and local concerns.

This *State Clearinghouse Handbook* explains the functions of the Clearinghouse under CEQA and Presidential Executive Order 12372.

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### How the State Clearinghouse Serves Government Agencies and the Public

#### **Coordinates the Distribution and Review of Environmental Documents under CEQA**

All draft Environmental Impact Reports (EIRs) and draft Negative Declarations\* for projects that involve a Responsible or Trustee state agency or are of statewide, regional, or areawide significance must be submitted to the SCH. The SCH distributes these documents to state agencies and coordinates the transmittal of state comments back to the Lead Agency.

#### **Advises and Assists Government Agencies and the Public**

The SCH staff provides information and assistance on the

environmental review process to state and local government officials and the public. The SCH staff is available to organize scoping meetings and to help identify Lead, Responsible, and Trustee agencies for particular development proposals. The Director of OPR also has the authority to resolve lead agency disputes upon request of a public agency or private applicant.

#### **Manages Environmental Information**

The SCH maintains a database of all environmental documents and notices that it receives. This information, dating to the mid-1980s, is available for use by other state agencies, local governments, and project applicants.

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### Where to Find Copies of CEQA and CEQA Guidelines

The **California Environmental Quality Act (CEQA)** can be found in the California Public Resources Code beginning at Section 21000. It is important to check for changes annually because the Act is subject to amendment.

The *CEQA Guidelines* are found in the California Code of Regulations, Title 14, beginning at Section 15000. The statute

and *Guidelines* are available online at the California Land Use Planning and Information Network (LUPIN) web site (<http://ceres.ca.gov/planning/>).

\*As used in this Handbook, the term "Negative Declaration" also includes Mitigated Negative Declarations.

# ENVIRONMENTAL DOCUMENT REVIEW PROCESS

## Requirements for Submittal of Environmental Documents to SCH

**L**EAD AGENCIES are required to send environmental documents, including draft Negative Declarations, Notices of Preparation (NOP), and Draft Environmental Impact Reports (EIR), to the SCH pursuant to CEQA. The purpose is to allow state agencies to review and comment on these documents.

In addition, Notices of Exemption (NOEs) for certain statutorily exempt housing projects must be filed with OPR (the State Clearinghouse) according to PRC 21159.22 through 2159.24.

Draft EIRs and Negative Declarations to be reviewed by state agencies must be submitted to the State Clearinghouse, P.O. Box 3044, Sacramento, CA 95812-3044. For courier or hand delivery, submit to: 1400 Tenth Street, Suite 222, Sacramento, CA 95814.

The following environmental documents must be submitted to SCH for review by state agencies:

- 1) All Notices of Preparation.
- 2) Draft EIRs and Negative Declarations prepared by a state Lead Agency.
- 3) Draft EIRs and Negative Declarations prepared by any public agency where a state agency is a Responsible Agency, Trustee Agency, or otherwise has jurisdiction by law with respect to the project.
- 4) Draft EIRs and Negative Declarations on projects identified in *CEQA Guidelines* Section 15206 as being of statewide, regional, or areawide significance.
- 5) Draft EISs, environmental assessments, and Findings of No Significant Impact (FONSI) prepared pursuant to NEPA, the Federal Guidelines (Title 40 CFR, Part 1500, commencing with Section 1500.1).

The following pages outline the step-by-step environmental document review procedures of the SCH.

## Negative Declaration Process

This section explains the procedures when a draft Negative Declaration is submitted to SCH for state agency review.

### Step 1: Submittal of Negative Declaration to State Clearinghouse

When a Negative Declaration requires state agency review, submit at least **15 copies** to the SCH. State review of a Negative Declaration is required when a state agency is the Lead Agency, a Responsible Agency, a Trustee Agency, or otherwise has jurisdiction by law over a project, or when the project has statewide, regional, or areawide impacts as identified in Section 15206 of the *CEQA Guidelines*. As with draft EIRs, submittal of draft Negative Declarations to SCH must be done by the Lead Agency or by a party clearly authorized by the Lead Agency.

Lead agencies are encouraged to submit one copy of the Negative Declaration in electronic format (CD) with the required 15 hardcopies (*CEQA Guidelines* Section 15205(a)).

#### The minimum content requirements for a Negative Declaration are:

- A. Description and title of the project;
- B. Location of the project, preferably shown on a map;
- C. Name of the project proponent;

- D. A proposed finding that the project will not have a significant effect on the environment;
- E. An attached copy of the Initial Study documenting reasons to support the finding; and
- F. Mitigation measures, if any, included in the project to avoid potentially significant effects.

Minimum content requirements for a Negative Declaration are discussed in *CEQA Guidelines*, Section 15071.

Although not required by CEQA, SCH requests a completed Notice of Completion (NOC) Form to be submitted with the 15 copies of the draft Negative Declaration. This form facilitates the processing of environmental documents and is circulated to state agencies together with the Negative Declaration. The information from the NOC form is entered into the SCH database. If no NOC form is submitted, the review period may be delayed. The SCH NOC form is provided at the back of this handbook (Form A)

### Step 2: Distribution and Review Period

When a complete submittal of a Negative Declaration is received by the SCH for distribution, a staff analyst assigns an SCH number to the project. If the project already has a number from a previous submittal of an environmental document, the

Lead Agency should reference the previously assigned SCH number. Next, the document is skimmed to determine its scope and to identify the state agencies that should receive it for review. The SCH will distribute the document to any Responsible or Trustee State Agencies, and to any other agencies which may have relevant expertise in the subject or otherwise have a reason to review the document. (Refer to the appendices for a listing of state agencies and departments to whom environmental documents normally are distributed.)

The SCH staff analyst sets the review dates and attaches a distribution list to the Notice of Completion form. Documents are then mailed or otherwise delivered to the selected agencies for review and comment.

The normal review period for Negative Declarations submitted to SCH is 30 calendar days (see *CEQA Guidelines*, Section 15105). The review period begins when SCH circulates the document, which is usually the same day it is received. Documents received after noon will be distributed the next working day. Specific review dates are calculated by counting as “day 1” the date on which the document is distributed by SCH and concluding on the 30th calendar day thereafter. A shortened review period of not less than 20 days may be granted under special circumstances, as described below. Lead Agencies may request or provide for a review period longer than 30 days. Such requests or provisions will routinely be honored.

### Step 3: Review of Negative Declaration

After SCH has distributed a Negative Declaration to state agencies, those agencies assign the document to staff members

in either their Sacramento or regional offices for review, analysis and comment. Agency comments are forwarded to SCH prior to the end of the assigned review period.

Occasionally, state agencies may request an extension of a review period. Reasonable requests for extensions will be granted. The SCH will notify the Lead Agency upon approval of an extension.

### Step 4: Negative Declaration Comments

At the end of the state review period, all comments from the reviewing state agencies are collected at SCH. A closing letter and a complete package of comments are forwarded to the Lead Agency on the working day following the close of the review period.

### Step 5: Notice of Determination

Within five working days of approving a project for which a Negative Declaration has been adopted, a local Lead Agency must file a Notice of Determination (NOD) with the county clerk of the county or counties where the project is located. If a project requires discretionary approval from a state agency, the NOD also must be filed with SCH. If the Lead Agency is a state agency, the NOD must be filed with the SCH.

The information required in a Notice of Determination is listed in Section 15075 of the *CEQA Guidelines*. The filing of the NOD begins a 30-calendar-day statute of limitations on court challenges to the project approval under CEQA.

Lead agencies are required to pay an environmental filing fee to the State Department of Fish and Game if the Negative

## STATE CLEARINGHOUSE NEGATIVE DECLARATION PROCESS

### STEP-BY-STEP CHECKLIST OF RESPONSIBILITIES

		Lead Agency	State Clearinghouse	Reviewing Agency
1	On the basis of the Initial Study, prepare Negative Declaration.	X		
2	Send 15 COPIES of Negative Declaration and one copy of completed NOC form to State Clearinghouse.	X		
3	Assign SCH number and state review period (normally 30 days) and distribute to selected state agencies.		X	
4	Review and comment on Negative Declaration. Send comments to State Clearinghouse within assigned review period.			X
5	Forward comments to Lead agency at end of review period with a closing letter.		X	
6	<ul style="list-style-type: none"> <li>• Consider comments received.</li> <li>• Adopt Negative Declaration.</li> <li>• Make decision on project.</li> </ul>	X		
7	File NOD with county clerk. Also file NOD with SCH if project requires discretionary approval from state agency.	X		

Declaration identified any potential impacts on fish or wildlife resources (see Fish and Game Code Section 711.4; Title 14, CCR, Section 753.5). The fee for Negative Declarations is \$1,250. This fee, if paid by a state agency must be paid to OPR. (If paid by a local agency, it must be paid to the County Clerk.) The SCH cannot post an NOD from a state agency without proof of payment of (or certificate of exemption from) the required Fish and Game filing fee.

### Helpful Hints

- Submit one completed NOC with your Negative Declaration.

- Submit 15 copies of each Negative Declaration. Submit additional copies if you have identified more than 15 state agencies that should receive a copy.
- Include a cover letter if you have special instructions for the SCH staff.
- Assume that the 30-day review period will commence within 24 hours of receipt by SCH.
- Plan ahead if you will need a shortened review period by calling SCH before mailing your document.
- Call SCH in advance if you have any questions regarding these procedures.

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## Environmental Impact Report (EIR) Process

This section explains the procedures when an EIR is submitted to the SCH for state agency review.

### Step 1: Notice of Preparation

As part of the EIR scoping process, a Lead Agency must circulate a Notice of Preparation (NOP) to OPR and to all Responsible and Trustee Agencies advising them of its intention to prepare a Draft EIR (*CEQA Guidelines*, Section 15082).

The 30-calendar-day review period for a NOP begins when an agency receives the notice. Lead Agencies are required to send copies of a NOP directly to OPR and to all Responsible and Trustee Agencies. SCH staff can assist in identifying Responsible and Trustee state agencies.

The Lead Agency's distribution list for the NOP should be attached to SCH's copy of the NOP. Filing the NOP and distribution list with SCH helps ensure that no Responsible or Trustee state agencies have been overlooked.

#### The minimum content requirements for a NOP are:

- Description of the project;
- Location of the project, indicated either on an attached map (preferably a topographical map), or by a street address in an urbanized area;
- Salient environmental issues; and
- Probable environmental effects of the project.

The SCH also requests that a completed Notice of Completion (NOC) form be submitted with the NOP. This form expedites processing of the NOP and allows for accurate data entry into the database. The NOC form facilitates processing of all environmental documents through SCH.

The project description provided in the NOP should be complete enough to enable reviewers to make meaningful comments. Even though a map is not required in all cases, provision of a good site map and vicinity map is strongly

encouraged. The mapping should show the site in a context broad enough to indicate the area to be affected by the project, including rivers, airports, schools, railways, and highways. The Initial Study, if one has been done, should be included to show the probable environmental effects of the project.

### Step 2: SCH Number and Distribution

When a NOP is submitted to SCH, a number is assigned to the project. The SCH will check the Lead Agency's distribution list and may send copies of the NOP to additional state agencies that have relevant expertise in the subject or otherwise have reason to review the project, even though they are not Responsible or Trustee Agencies. This does not extend the 30-day comment period for Responsible and Trustee Agencies that already received the NOP directly from the Lead Agency.

SCH receipt of the NOP will be acknowledged by letter to the Lead Agency, noting the SCH number that is to be used for all subsequent environmental documents for that project. A state agency distribution list will be sent with the acknowledgement letter noting any agencies to which SCH has forwarded a copy of the NOP.

### Step 3: NOP Review Period

Responsible agencies have a maximum of 30 calendar days from receipt of a NOP to comment on a proposed project (Section 15103 of the *CEQA Guidelines*). When a state agency comments on a NOP, a copy of the comment letter must be submitted to SCH.

The SCH does not compile and transmit state agency comment letters on NOPs after the end of the 30-day NOP comment period. Each commenting state agency must send its comment letter directly to the Lead Agency, with a copy to SCH.

### Step 4: Submittal of Draft EIR to SCH

When a Draft EIR requires state agency review, at least **15 copies** must be submitted to SCH together with one copy of the NOC form. Lead Agencies are required to submit their Draft EIR and NOC form to SCH when: (a) the Lead Agency is a state agency, (b) the project involves one or more Responsible or Trustee state agencies, or (c) the project has statewide, regional, or areawide significance, as identified in Section 15206 of the CEQA Guidelines. Submittal of Draft EIRs to SCH must be done by the Lead Agency or by a party clearly authorized by the Lead Agency.

Lead agencies are encouraged to submit one copy of the Draft EIR in electronic format (CD) with the required 15 hard copies (CEQA Guidelines, Section 15205(a)).

A Draft EIR may not be circulated for public review before the end of the comment period for the NOP (CEQA Guidelines, Section 15082[a]).

### Step 5: Draft EIR Review Period

When a complete submittal of a Draft EIR is received, the SCH number assigned to the NOP should be referenced on the NOC and/or EIR title page. If the Draft EIR has no prior SCH number, the SCH will assign one.

The Draft EIR is reviewed briefly by the SCH to determine its scope and to identify the state agencies that should review it. A distribution list will be attached to the NOC form, review dates are assigned, and the documents are distributed to

selected agencies. Reviewing agencies are selected for their expertise in a particular subject matter or geographical area, or their responsibility for particular types of projects. Appendix F of this *Handbook* contains a listing of all state agencies to whom SCH may send environmental documents for review.

The state review period typically starts on the same date the Draft EIR is received by the SCH if (a) the document is received by noon, and (b) the submittal is complete. Documents received in the afternoon typically are distributed the next working day. The standard review period for a Draft EIR submitted to SCH is 45 calendar days (see *CEQA Guidelines*, Section 15105). Day 1 of the review period is the date the document is distributed by SCH. The review period ends at 5 p.m. on the 45th calendar day thereafter. On the day following the close of the review period (i.e., the 46th day), the SCH will prepare and mail a closing letter to the Lead Agency. Attached to the closing letter will be copies of any comments received from reviewing state agencies.

A shortened review period of not less than 30 days may be requested and subsequently granted under exceptional circumstances, as described below. Lead Agencies may request or provide for a longer review period. Such requests will be routinely honored.

### Step 6: Review of Draft EIR

When the Draft EIR is received by reviewing state agencies, those agencies assign the document to staff members for review, analysis and comment. Some state agencies refer the

## STATE CLEARINGHOUSE EIR PROCESS

### STEP-BY-STEP CHECKLIST OF RESPONSIBILITIES

		Lead Agency	State Clearinghouse	Reviewing Agency
1	Send NOP to State Clearinghouse with state agency distribution list, and directly to responsible and trustee state agencies.	X		
2	Assign SCH number, check distribution, send to additional state agencies if necessary.		X	
3	Review NOP and send comments to Lead agency with copy to State Clearinghouse within 30 days of receipt.			X
4	Prepare DEIR and send 15 copies with NOC form to State Clearinghouse.	X		
5	Assign DEIR state review period (normally 45 days) and distribute to selected state agencies.		X	
6	Review and comment on DEIR. Send comments to State Clearinghouse within assigned review period.			X
7	Forward state agency comments to Lead agency with closing letter following end of review period.		X	
8	<ul style="list-style-type: none"> <li>Respond to comments received.</li> <li>Prepare and certify FEIR.</li> <li>Make decision on project.</li> </ul>	X		
9	File NOD with county clerk. Also file NOD with SCH if project requires discretionary approval from a state agency.	X		

document to regional offices; others rely on their Sacramento staff. Agency comments are forwarded to SCH prior to the end of the assigned review period.

State agencies may request an extension of a review period while a document is in review. Reasonable requests for extensions will be granted. The SCH will notify the Lead Agency upon approval of an extension.

See *CEQA Guidelines*, Section 15096(d) for more information on how Responsible and Trustee state agencies are expected to comment.

### Step 7: Draft EIR Comments

On the day following the close of the review period, a complete package of comments is forwarded to the Lead Agency by SCH.

### Step 8: Final EIR

After receiving all public comments, including those of state agencies, the Lead Agency must prepare written responses and include them in the Final EIR. Refer to the *CEQA Guidelines*, Section 15088 for information on how to respond to comments; Section 15132 provides information on the content requirements for a Final EIR.

The Lead Agency then must certify the Final EIR before approving the project (*CEQA Guidelines*, Section 15090).

Although it is not required that Final EIRs be filed with the SCH, it is recommended that a copy be provided for information purposes.

### Step 9: Notice of Determination

Within five working days of approving a project for which an EIR was prepared, a local Lead Agency must file a Notice of Determination (NOD) with the county clerk of the county or counties where the project will be located. If the project

requires discretionary approval from a state agency, the NOD must also be filed with SCH. State Lead Agencies must file the NOD with the SCH. The NOD must be signed by the proper authority of the Lead Agency and completed in full before SCH will post it.

The information required in a NOD is listed in Section 15094 of the *CEQA Guidelines*. The filing and posting of the NOD begins a 30-day statute of limitations on court challenges to the project approval under CEQA.

Lead agencies are required to pay an environmental filing fee to the State Department of Fish and Game if the draft EIR identified any potential impacts on fish or wildlife resources (see Fish and Game Code Section 711.4; Title 14, CCR, Section 753.5). The fee for EIRs is \$850. This fee, if paid by a state agency, must be paid to OPR. (If paid by a local agency, it must be paid to the County Clerk.) The SCH cannot post a NOD from a state agency without proof of payment of (or certificate of exemption from) the required Fish and Game filing fee.

### Helpful Hints

- Send one copy of all NOPs to the SCH.
- Send the NOP to Responsible and Trustee agencies using certified mail or a similar method to ensure documentation of receipt.
- Submit one NOC with your Draft EIR.
- Submit 15 copies of each Draft EIR. Submit additional copies if you have identified more than 15 state agencies that should receive a copy.
- Include a cover letter to SCH if you have special instructions.
- Advise SCH in advance of Draft EIRs that may require special handling.
- Call SCH in advance if you have any questions regarding these procedures.
- SCH does not retain copies of all environmental documents it receives.

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## Submission of Electronic CEQA Documents to SCH

In order to take advantage of the cost and time savings afforded by electronic documents, the State Clearinghouse will accept electronic documents under the following conditions. Submission of CEQA documents in electronic format is voluntary on the part of the lead agency.

The following policy does not invalidate CEQA Guideline §15205, which requires a public agency submitting printed documents to the State Clearinghouse to send, in addition, an electronic copy of the document, *if available*.

### For Environmental Impact Reports

For EIRs, the lead agency may submit 15 CD copies instead of 15 print copies. The 15 CDs must be accompanied by 15 print copies of the Executive Summary. This allows the State Clearinghouse and the reviewing agencies to efficiently route the document to the proper persons.

### For Negative Declarations

Negative Declarations and Mitigated Negative Declarations will not be accepted on CD. However, any

separately bound technical appendices to the document may be submitted on CD. If submitting separate technical appendices on CD, please submit 15 CD copies of the appendices with 15 print copies of the Negative Declaration or Mitigated Negative Declaration.

### For Any Electronic Submission

Electronic documents shall be on CD and the file format shall be either Adobe PDF or Microsoft Word.

When submitting electronic copies of CEQA documents for certain types of projects, particularly large infrastructure

projects including airport expansions, the State Clearinghouse may request a certain number of print copies in addition to the 15 CD copies. In addition, the State Clearinghouse will inform the lead agency of any special request from a responsible or trustee agency which requires a print copy of the document for purposes of review and comment. Lead agencies shall be expected to honor these special requests for additional print copies.

Please contact SCH if you have any questions regarding the submission and circulation of environmental documents in electronic format (state.clearinghouse@opr.ca.gov).

## Shortened Review Process

**U**NDER EXCEPTIONAL circumstances, and when requested by the Lead Agency, SCH may shorten the normal review periods for draft Negative Declarations and EIRs. It is strongly advised that the Lead Agency contact SCH prior to submitting a request for shortened review.

Written requests for shortened reviews *must* be submitted to SCH together with the required 15 copies of the draft environmental document. The request letter must explain why the shortened review is needed and identify prior approval from Responsible and Trustee state agencies. Certain types of projects are *not* eligible for shortened reviews. Refer to the Shortened Review Request Procedures and criteria below (per Section 21091 (e) of the Public Resources Code).

### Criteria for Approving Shortened Review

A request for a shortened review period will only be considered prior to the start of the state review period (i.e., SCH will not shorten a review period while the regular review period is running). SCH will consider a request for a shortened review if one or more of the following criteria are met (CEQA Guidelines, Appendix K):

- 1) The Lead Agency is operating under an extension of the one-year period for completion of an EIR and would not otherwise be able to complete the EIR within the extended period.
- 2) The public project applicant is under severe time constraints with regard to obtaining financing or exercising options which cannot be met without shortening the review period.
- 3) The document is a supplement to a certified EIR previously submitted to the State Clearinghouse.
- 4) The health and safety of the community would be at risk unless the project is approved expeditiously.

- 5) The document is a revised draft EIR, or proposed negative declaration or mitigated negative declaration, where changes in the document are primarily the result of comments from agencies and the public.

The Lead Agency should provide evidence that there has been prior consultation with Responsible and Trustee state agencies. In the case of a Draft EIR, the Lead Agency should have sent a NOP to the Responsible and Trustee state agencies. For Negative Declarations, the Lead Agency should have previously consulted, formally or informally, with Responsible and Trustee state agencies.

Before submitting a shortened review request, the Lead Agency must have obtained verbal or written approval for a shortened review period from Responsible and Trustee state agencies. The request letter from the Lead Agency must identify which state agencies have been contacted and the agencies' responses to the request.

### Shortened Review Request Procedures

- 1) The request must be made to SCH in writing by the decision-making body of the Lead Agency, or an authorized representative of the Lead Agency (e.g., City Manager or Planning Director), and shall be made on Lead Agency letterhead. When submitted by a representative, a copy of the resolution or ordinance from the decision-making body of the Lead Agency delegating authority should be attached.
- 2) The request must explain the "exceptional circumstances" (see criteria) for making the request.
- 3) The request must be accompanied by 15 copies of the environmental document.
- 4) The request will not be approved if the project has statewide, regional, or areawide significance as defined in CEQA

Guidelines Section 15206 (see next page).

- 5) SCH approval of a shortened review period must be granted before issuing the public notice of availability.
- 6) The public review period must be at least as long as the review period set by SCH.
- 7) The review period for a Negative Declaration shall not be shorter than 20 days. The Lead Agency must specify the requested length of the shortened review period.
- 8) The review period for a Draft EIR shall not be shorter than 30 days. The Lead Agency must specify the requested length of the shortened review period.
- 9) The Lead Agency may use the Shortened Review Application form contained in this *Handbook* (see Form E).

## Projects of Statewide, Regional or Areawide Significance

(From CEQA Guidelines, Section 15206)

A project is considered to be of statewide, regional or areawide significance if the project meets any of the following criteria and shall therefore be ineligible for a shortened review period:

- (1) A proposed local general plan, element, or amendment thereof for which an EIR was prepared. If a Negative Declaration was prepared for the plan, element, or amendment, the document need not be submitted for review.
- (2) A project has the potential for causing significant effects on the environment extending beyond the city or county in which the project would be located. Examples of the effects include generating significant amounts of traffic or interfering with the attainment or maintenance of state or national air quality standards. Projects subject to this subsection include:
  - (A) A proposed residential development of more than 500 dwelling units.
  - (B) A proposed shopping center or business establishment employing more than 1,000 persons or encompassing more than 500,000 square feet of floor space.
  - (C) A proposed commercial office building employing more than 1,000 persons or encompassing more than 250,000 square feet of floor space.
  - (D) A proposed hotel/motel development of more than 500 rooms.
  - (E) A proposed industrial, manufacturing, or processing plant, or industrial park planned to house more than 1,000 persons, occupying more than 40 acres of land, or encompassing more than 650,000 square feet of floor area.
- (3) A project which would result in the cancellation of an open space contract made pursuant to the California Land Conservation Act of 1965 (Williamson Act) for any parcel of 100 or more acres.
- (4) A project for which an EIR and not a Negative Declaration was prepared which would be located in and would substantially impact the following areas of critical environmental sensitivity:
  - (A) The Lake Tahoe Basin.
  - (B) The Santa Monica Mountains Zone as defined by Section 67463 of the Government Code.
  - (C) The California Coastal Zone as defined in, and mapped pursuant to, Section 30103 of the Public Resources Code.
  - (D) An area within 1/4 mile of a wild and scenic river as defined by Section 5093.5 of the Public Resources Code.
  - (E) The Sacramento-San Joaquin Delta, as defined in Water Code Section 12220.
  - (F) The Suisun Marsh as defined in Public Resources Code Section 29101.
  - (G) The jurisdiction of the San Francisco Bay Conservation and Development Commission as defined in Government Code Section 66610.
- (5) A project which would substantially affect sensitive wildlife habitats including but not limited to riparian lands, wetlands, bays, estuaries, marshes, and habitats for endangered, rare and threatened species as defined by Section 15380 of this Chapter.
- (6) A project which would interfere with attainment of regional water quality standards as stated in the approved areawide waste treatment management plan.
- (7) A project which would provide housing, jobs, or occupancy for 500 or more people within 10 miles of a nuclear power plant.

## GRANTS PROCESS

(Presidential Executive Order 12372)

**T**he Governor's Office of Planning and Research (OPR) is responsible for implementing Presidential Executive Order 12372. The Order requires federal agencies to use state and local processes of intergovernmental coordination for review of federal financial assistance applications, direct development activities, and environmental documents.

Many federal financial assistance applications specifically instruct the applicant to contact the State Single Point of Contact to ensure coordination of state and local review. The State Clearinghouse (SCH), within OPR, fulfills this role.

The *Catalog of Federal Domestic Assistance* (CFDA) contains an appendix entitled "Programs Requiring Executive Order 12372 Review," which lists all the programs potentially subject to review by the State of California. Grant applicants should consult the OPR website to determine whether the program they are applying for is subject to SCH review. Applicants also may call SCH to make this determination.

Of those programs generally subject to intergovernmental review, only some of them may be subject to review by the State of California. OPR is responsible for selecting the federal programs which must be reviewed by the State. If you are applying for a federal grant or loan that is on the CFDA list and it is one of the programs selected for review by the State of California, you must contact the SCH as follows.

Applicants for federal assistance programs covered under E.O. 12372 must send a copy of the Federal Standard Form 424 to SCH and to their appropriate Areawide Clearinghouse (see the following list of clearinghouses). Form 424 is the cover

sheet of the federal grant application and is entitled, "Application for Federal Financial Assistance." *It is not necessary to transmit the entire application package to SCH.*

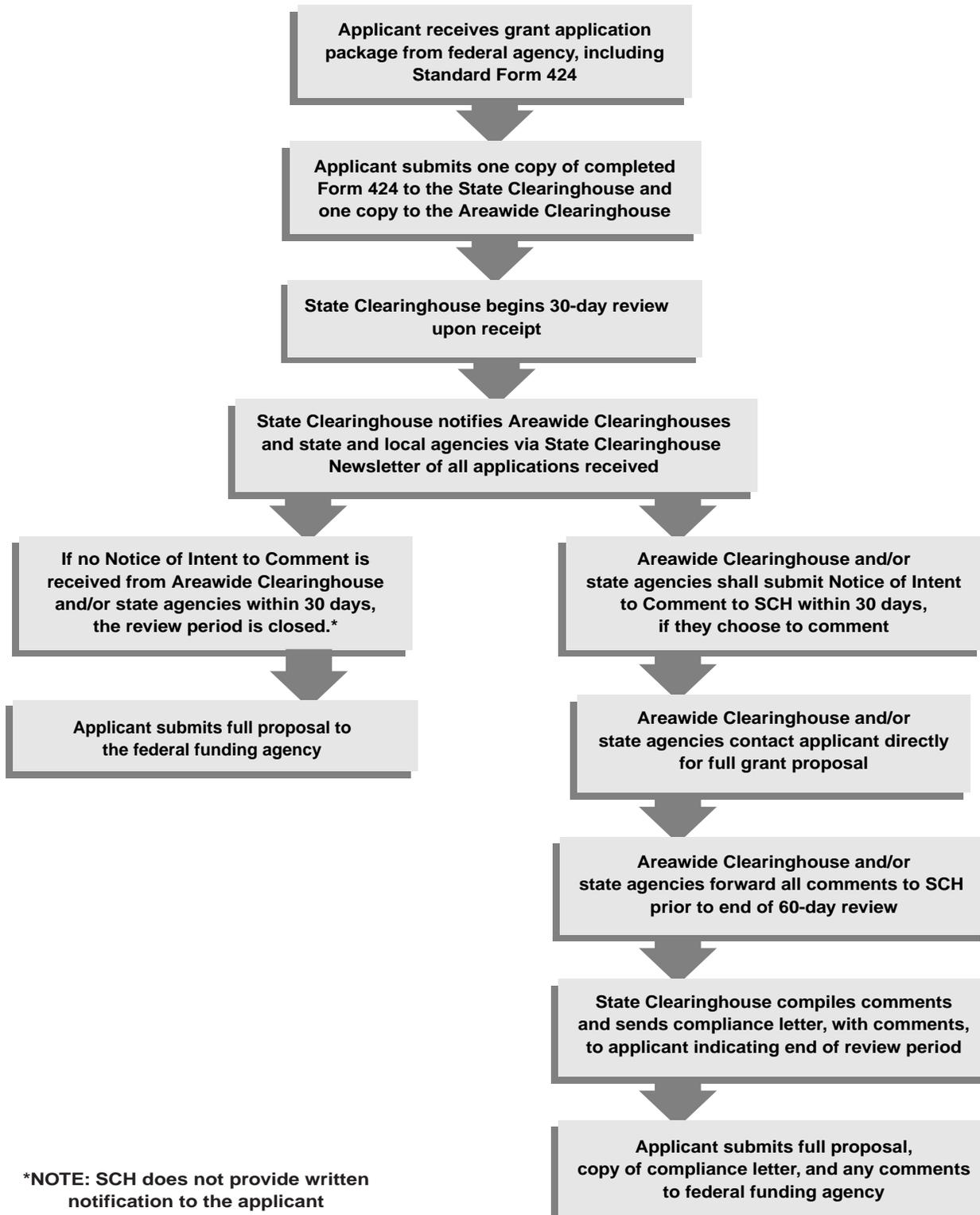
Form 424 is date stamped upon receipt by SCH, which begins a 30-day review period. If a Notice of Intent to Comment is received from any agency within the first 30 days of the review period, the review period is automatically extended 30 days, allowing a total review period of not more than 60 days. This extension is intended to allow a commenting agency sufficient time to submit comments to the applicant.

SCH does not assign SCH numbers to grant applications, nor are the grant applications tracked in a database. (The grants database was discontinued prior to 1999.)

SCH notifies the public of the grant applications by publishing a bi-monthly online "SCH Newsletter", which is distributed to state and local agencies and private individuals, upon request. Copies of all Form 424s received by SCH for the preceding two-week period are included in the *SCH Newsletter*. The *Newsletter* allows agencies and individuals the opportunity to review these applications, and to decide whether they would like to comment on a particular application. Since SCH does not receive a complete copy of the federal assistance proposal, any person wishing to review a proposal must contact the applicant directly for more information.

At the end of the 30 (or 60) day comment period, the SCH will forward copies of any comment letters it receives to the applicant. If no comments are received, the SCH will not notify the applicant in writing. This ends SCH involvement in the grant review process.

## California State Clearinghouse Flowchart for Federal Grant Review



## Areawide Clearinghouses

### Association of Bay Area Governments (ABAG)

Street Address: Metro Center, 101 Eighth Street  
Oakland, CA 94607  
Mailing Address: P.O. Box 2050  
Oakland, CA 94604-2050  
Phone: 510/464-7900  
website: [www.abag.org](http://www.abag.org)  
Region: Alameda County, Contra Costa County, Marin County, Napa County, San Francisco County, San Mateo County, Santa Clara County, Solano County, Sonoma County, and 97 cities

### Association of Monterey Bay Area Governments (AMBAG)

Street Address: 445 Reservation Road, Suite G  
Marina, CA 93933  
Mailing Address: P.O. Box 809  
Marina, CA 93933  
Phone: 831/883-3750  
e-mail: [info@ambag.org](mailto:info@ambag.org)  
website: [www.ambag.org](http://www.ambag.org)  
Region: Monterey County, Santa Cruz County, San Benito County and 18 cities

### Central Sierra Planning Council and Economic Development District

53 West Bradford Avenue, Suite 200  
Sonora, CA 95370  
Phone: 209/532-8768  
e-mail: [cspc@mlode.com](mailto:cspc@mlode.com)  
Region: Alpine County, Amador County, Calaveras County, Tuolumne County and 7 cities

### Council of Fresno County Governments

2100 Tulare Street, Suite 619  
Fresno, CA 93721  
Phone: 559/233-4148  
website: [www.fresnocog.org](http://www.fresnocog.org)  
Region: Fresno County and 15 cities

### Humboldt County Association of Governments (HCAG)

235 4th Street, Suite F  
Eureka, CA 95501  
Phone: 707/444-8208  
website: [www.hcaog.net/indexmain.htm](http://www.hcaog.net/indexmain.htm)  
Region: Humboldt County and 7 cities

### Kern County Council of Governments (Kern COG)

Kress Building, 1401 19th Street, Suite 300  
Bakersfield, CA 93301  
Phone: 661/861-2191  
website: <http://www.kerncog.org>  
Region: Kern County and 11 cities

### Kings County Association of Governments (KcAG)

Government Center, 1400 West Lacey Blvd., Bldg.#6  
Hanford, CA 93230  
Phone: 559/582-3211, ext.2670  
website: [www.co.kings.ca.us/kcag](http://www.co.kings.ca.us/kcag)  
Region: Kings County and 4 cities

### Merced County Association of Governments (MCAG)

369 W. 18th Street  
Merced, CA 95340  
Phone: 209/723-3153

website: [www.mcag.cog.ca.us](http://www.mcag.cog.ca.us)  
Region: Merced County and 6 cities

### Sacramento Area Council of Governments (SACOG)

1415 L St., Suite 300  
Sacramento, CA 95814  
Phone: 916/321-9000  
website: [www.sacog.org](http://www.sacog.org)  
Region: Placer County, Sacramento County, Sutter County, Yolo County, Yuba County, El Dorado County and 15 cities

### San Diego Association of Governments (SANDAG)

Wells Fargo Plaza  
401 B Street, Suite 800  
San Diego, CA 92101  
Phone: 619/595-5300  
website: [www.sandag.cog.ca.us](http://www.sandag.cog.ca.us)  
Region: San Diego County and 19 cities

### San Joaquin Council of Governments (SJCOCG)

555 East Weber Ave.  
Stockton, CA 95202  
Phone: 209/468-3913  
website: [www.sjcog.org](http://www.sjcog.org)  
Region: San Joaquin County and 7 cities

### Santa Barbara County Association of Governments

260 North San Antonio Rd., Suite B  
Santa Barbara, CA 93110  
Phone: 805/961-8900  
website: [www.sbcag.org](http://www.sbcag.org)  
Region: Santa Barbara County and 7 cities

### Sierra Economic Development District

560 Wall Street, Suite F  
Auburn, CA 95603  
Phone: 530/823-4703  
website: [www.sedd.org](http://www.sedd.org)  
Region: El Dorado County (part), Nevada County, Placer County (part), Sierra County and 10 cities

### Southern California Association of Governments (SCAG)

818 West Seventh Street, 12th Floor  
Los Angeles, CA 90017  
Phone: 213/236-1800  
website: [www.scag.ca.gov](http://www.scag.ca.gov)  
Region: Imperial County, Los Angeles County, Orange County, Riverside County, San Bernardino County, Ventura County and 188 cities

### Stanislaus Council of Governments (StanCOG)

900 H Street, Suite D  
Modesto, CA 95354  
Phone: 209/558-7830  
website: [www.stancog.org](http://www.stancog.org)  
Region: Stanislaus County and 9 cities

### Tulare County Association of Governments (TCAG)

961 South Mooney Blvd.  
Visalia, CA 93277  
Phone: 559/733-6291  
website: [www.tularecog.org](http://www.tularecog.org)  
Region: Tulare County and 8 cities

## GENERAL ACTIVITIES AND SERVICES

**A**LTHOUGH coordinating state agency review of environmental documents and grants is the primary function of the State Clearinghouse, the office also has other responsibilities, and provides services that can be useful to those involved in the land use field. These services

include posting of certain notices, publication of a bi-monthly newsletter, and maintaining a searchable a computer database of CEQA notices. These activities are discussed below.

### Filing Environmental Notices

As of January 1, 1985, the process for filing environmental notices under CEQA was changed in order to centralize and simplify the process. Notices of Completion, Exemption, and Determination that previously were filed with the Resources Agency are now filed with the Governor's Office of Planning and Research (at SCH).

#### Notice of Completion

(Public Resources Code, Section 21161)

CEQA requires that a Notice of Completion be filed at SCH by a public agency whenever a Draft EIR is completed. SCH requests that Lead Agencies also submit a NOC for Negative Declarations and NOPs. The Notice of Completion Form is contained in the appendices to this *Handbook*.

#### Notice of Availability

(Public Resources Code, Section 21092)

Public notice of the availability of a Draft EIR or a Negative Declaration must be provided by the Lead Agency to enable public agencies and individuals to review and comment on the document.

Minimum Contents of Public Notice of Availability:

- 1) Description of proposed project;
- 2) Location of proposed project;
- 3) Specific period during which comments on proposed project will be accepted;
- 4) Date, time, and place of any public meetings on proposed project;
- 5) Address where copies of Draft EIR or Negative Declaration are available for review; and
- 6) Environmental effects of the project, if any.

The notice must be provided to all organizations and individuals who previously requested notice. At least one of the following notification methods must be used:

- 1) Publication by the Lead Agency in a newspaper of general circulation in the area affected by the proposed project.
- 2) Posting of the notice by the Lead Agency on- and off-site

in the area where the project is to be located.

- 3) Direct mailing to the owners and occupants of contiguous property shown on the latest equalized assessment roll.

A Notice of Availability does not need to be filed with SCH. However, the Lead Agency may submit this notice together with its Draft EIR or Negative Declaration to provide additional information to state agencies.

#### Notice of Determination

(CEQA Guidelines, Sections 15075 and 15094)

A Notice of Determination (NOD) is a document filed by a public agency within 5 days after it approves or determines to carry out a project that is subject to the requirements of CEQA.

Filing the NOD starts a 30-calendar-day statute of limitations on court challenges to the project approval under CEQA. (See appendices for an example of a NOD form.) If a NOD is not filed, the statute of limitations is 180 days from the date of approval.

Filing requirements for state and local agencies differ as follows:

- Local Lead Agency: If a local Lead Agency approves the project, it must file the NOD with the county clerk of the county or counties where the project will be located within 5 working days. In addition, if the project requires discretionary approval from any state agency, the local Lead Agency must file a copy of the NOD with SCH.
- State Lead Agency: When a state agency is the Lead Agency, the NOD must be filed with SCH.

Minimum Contents of a Notice of Determination:

For a Negative Declaration

(CEQA Guidelines, Section 15075)

- 1) Identification of the project, including its common name or title, if possible;
- 2) Location of the project;
- 3) Brief description of the project;
- 4) Date the agency approved the project;
- 5) The determination by the approving agency that the project

in its approved form will not have a significant effect on the environment;

- 6) Statement that a Negative Declaration was prepared pursuant to the provisions of CEQA; and
- 7) Address where a copy of the environmental document and record of project approval can be examined.

For an Environmental Impact Report (EIR)  
(CEQA Guidelines, Section 15094)

- 1) Identification of the project, including its common name or title, if possible;
- 2) Location of the project;
- 3) Brief description of the project;
- 4) Date the agency approved the project;
- 5) Determination by the approving agency whether the project in its approved form will have a significant effect on the environment;
- 6) Statement that an EIR was prepared pursuant to the provisions of CEQA;
- 7) Whether mitigation measures were made a condition of the approval of the project;
- 8) Whether a statement of overriding considerations was adopted for the project;
- 9) Whether findings were made pursuant to Section 15091 of the *CEQA Guidelines*; and
- 10) Address where a copy of the final EIR and record of project approval may be examined.

Additionally, the notice shall be mailed to any person who has filed a written request for such notice.

### Notice of Exemption

(CEQA Guidelines, Section 15062):

A Notice of Exemption (NOE) is a brief notice that can (but is not required to) be filed after a public agency has decided to carry out or approve a project it has determined is exempt from CEQA.

If a NOE is filed, it should be filed with the county clerk or SCH after the project has been approved. When a public agency approves an applicant's project, either the agency or the applicant may file a Notice of Exemption.

There are different filing requirements for state agencies, local agencies, and project applicants, as follows:

- **State Lead Agency:** If a state agency, board, or commission determines that a project is not subject to CEQA, it may file a NOE with SCH after the project has been approved.
- **Local Lead Agency:** When a local agency files this notice, it must be filed with the county clerk of the county or counties where the project is to be located.
- In specific cases where the lead agency determines the project to be statutorily exempt based on PRC Section 21159.22, 21159.23 or 21159.24, an NOE **must** be filed with **OPR** (SCH).
- **Applicant:** When an applicant files a NOE, the notice must be filed in the same place as if it were filed by the Lead Agency. Additionally, the notice shall be accompanied by a certified document issued by the public Lead Agency stating that the agency has found the project to be exempt.

Additionally, the notice must be mailed to any person who has filed a written request for such notice.

The filing of an NOE begins a 35-day statute of limitations on legal challenges to the Lead Agency's decision that the project is exempt from CEQA. If a NOE is not filed, a 180-day statute of limitations applies. (See sample NOE form in the appendices to this *Handbook*.)

Minimum Contents of a Notice of Exemption:

- 1) Brief description of the project;
- 2) A finding that the project is exempt, including a citation that references the *CEQA Guidelines* or statutory section under which it is found to be exempt; and
- 3) Brief statement of reasons to support the finding.

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## CEQA Database ([www.ceqanet.ca.gov](http://www.ceqanet.ca.gov))

### Environmental Documents

Summary information about the environmental documents submitted to SCH are recorded in an online CEQA database that contains records of all documents filed with the SCH. The information in the database is taken directly from the NOC forms provided by the Lead Agency, and includes the following:

- A. Title of the project;
- B. Project's SCH number;
- C. Name and address of the Lead Agency;
- D. Name and telephone number of a contact person;
- E. Type of local action, e.g., specific plan, rezone, etc.;
- F. Location of the project;
- G. Description of the project;
- H. Type of document submitted for review;
- I. Environmental issues discussed in the document;
- J. The state agencies reviewing the document; and
- K. The state review period.

This database can be a useful source of information for planners, consultants, and project applicants who are preparing new environmental documents. The purpose of the database is to streamline the environmental document preparation process by allowing reuse of relevant information from prior documents for similar projects or issues.

## Notices

The SCH also maintains in its computer database a record of all Notices of Exemption, Notices of Determination, and

Notices of Preparation that it receives. It is then possible to verify that a notice has been received by searching under the SCH number (if applicable), the Lead Agency name, project title, or project location. This system has made it easier for the Lead and Responsible agencies, attorneys, and interested parties to confirm the date that a notice was filed at SCH. Copies of all NODs and NOEs received by SCH are kept on file for a period of five years. All records older than five years are removed to archives.

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## Newsletter

The *SCH Newsletter* is published twice per month. It contains general information regarding SCH, a brief listing of all environmental documents received (including NOPs, NOCs, NODs, NOEs, Final EIRs, etc.), and a copy of all Form 424s for federal grant applications received during the preceding

two weeks. The newsletter is posted on the OPR website at <http://www.opr.ca.gov/clearinghouse/Newsletter.shtml>. The SCH will provide hard copies of the newsletter to agencies and individuals upon request.

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## Faxes

With the increased use of and reliance upon facsimile machines, SCH has developed the following policies regarding faxed information.

In all instances, the faxed document should be addressed to the proper staff person and the fax must be followed up with a mailed copy of the document that expressly mentions the date and time that the fax was sent.

**State Agency Comments:** The faxing of state agency comments on environmental documents is permitted.

**Environmental Documents:** The SCH will not accept Negative Declarations or Draft EIRs by fax. After pre-

arrangement with the appropriate SCH staff analyst, NOPs may be accepted by fax.

**Environmental Notices:** NODs and NOEs may be accepted by fax. If the Lead Agency follows up with a duplicate mailed copy of the NOD or NOE, the Lead Agency must indicate to SCH that a prior copy was sent by fax. This is necessary to avoid duplication of posting and data entry by SCH staff.

**Federal Grant Form 424:** Federal Form 424 will be accepted by fax.

State Clearinghouse Fax Number:  
(916) 323-3018

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## Useful Websites

The following web site addresses are useful to persons seeking information about how to comply with CEQA.

<http://ceres.ca.gov/ceqa>

View and download CEQA, the CEQA Guidelines, court cases and other CEQA related reference documents.

<http://www.whitehouse.gov/ceq>

Select NEPA Net from content bar. View and download NEPA, NEPA Regulations and related guidance.

<http://www.opr.ca.gov>

View and download information about OPR, SCH, local planning assistance, and OPR publications including this SCH Handbook.

<http://www.opr.ca.gov/clearinghouse/Clearinghouse.shtml>

View and download information about SCH, including the environmental review process, CEQA database, SCH Newsletter, grant process, and the list of CFDA numbers.

# GENERAL CEQA INFORMATION

## Purposes of Review

As defined in the *CEQA Guidelines*, Section 15200, the purposes of reviewing Environmental Impact Reports (EIRs) and Negative Declarations include:

- |                                |                                     |
|--------------------------------|-------------------------------------|
| a) Sharing expertise,          | d) Detecting omissions,             |
| b) Disclosing agency analyses, | e) Discovering public concerns, and |
| c) Checking for accuracy,      | f) Soliciting counter proposals.    |

## Agency Definitions

**Lead Agency** (*CEQA Guidelines* Section 15367)—the public agency that has the principal responsibility for carrying out or approving a project. Criteria for determining which agency will be the Lead Agency for a project are contained in Section 15051.

**Local Agency** (*CEQA Guidelines* Section 15368) — any public agency other than a state agency, board, or commission.

**Public Agency** (*CEQA Guidelines* Section 15379)—includes any state agency, board, or commission and any local or regional agency, as defined in the *CEQA Guidelines*. It does not include agencies of the federal government.

**Responsible Agency** (*CEQA Guidelines* Section 15381) — a public agency that proposes to carry out or approve a project, for which a Lead Agency is preparing or has prepared an EIR or Negative Declaration. For purposes of CEQA, the term “Responsible Agency” includes all public agencies other than

the Lead Agency that have discretionary approval power over the project.

**State Agency** (*CEQA Guidelines* Section 15383) — a governmental agency in the executive branch of state government and funded primarily by the State Treasury. Health and Safety Code Section 25199.1 (o) defines a “state agency” as “any agency, board, or commission of state government . . . include[ing] an air pollution control district and an air quality management district.”

**Trustee Agency** (*CEQA Guidelines* Section 15386) — a state agency having jurisdiction by law over natural resources affected by a project that are held in trust for the people of the State of California. Trustee agencies include:

- California Department of Fish and Game
- State Lands Commission
- State Department of Parks and Recreation
- University of California

## Types of Documents

It is the responsibility of the Lead Agency to determine the appropriate type of CEQA document for its project based on interpretation of the CEQA Statutes and *CEQA Guidelines*.

**Negative Declaration** (*CEQA Guidelines*, Section 15371) — a written statement by the Lead Agency briefly describing the reasons why a proposed project, not exempt from CEQA, will not have a significant effect on the environment and, therefore, does not require the preparation of an EIR.

The contents of the Negative Declaration are described in *CEQA Guidelines*, Section 15071.

**Environmental Impact Report** (*CEQA Guidelines*, Section 15362)—a detailed statement prepared under CEQA describing and analyzing the significant environmental effects of a project and discussing ways to mitigate or avoid the effects. The contents are also listed under *CEQA Guidelines*, Article 9.

**Notice of Preparation** (*CEQA Guidelines*, Section 15375)—a brief notice sent by a Lead Agency to notify the Responsible, Trustee, and involved federal agencies that the Lead Agency plans to prepare an EIR for the project. The purpose of the notice is to solicit guidance from those agencies as to the scope and content of the environmental information to be included in the EIR.

**Project EIR** (*CEQA Guidelines*, Section 15161) — The most common type of EIR examines the environmental impacts of a specific development project. This type of EIR should focus primarily on the changes in the environment that would result from the development project. The EIR shall examine all phases of the project including planning, construction, and operation.

**Program EIR** (*CEQA Guidelines*, Section 15168) — an EIR that may be prepared on a series of actions that can be characterized as one large project and are related either geographically, or are “logical parts in the chain of contemplated actions, or are in connection with issuance of rules, regulations, plans, or other general criteria to govern the conduct of a continuing program, or as individual activities carried out under the same authorizing statutory or regulatory authority and having generally similar environmental effects which can be mitigated in similar ways.”

**Supplement to an EIR** (*CEQA Guidelines*, Section 15163) — The Lead or Responsible Agency may choose to prepare a supplement to an EIR rather than a subsequent EIR if only minor additions or changes would be necessary to make the previous EIR adequately apply to the project in the changed situation.

The supplement to the EIR need contain only the information necessary to make the previous EIR adequate for the project as revised. A supplement to an EIR shall be given the same kind of notice and public review as is given to a draft EIR under

Section 15087. A supplement to an EIR may be circulated by itself without re-circulating the previous draft or final EIR.

**Subsequent EIR and Negative Declaration** (*CEQA Guidelines*, Section 15162) — Where an EIR or Negative Declaration has been prepared, it is not necessary to prepare an additional EIR or Negative Declaration unless substantial changes occur with respect to the circumstances under which the project is undertaken, and these changes will require important revisions in the previous EIR or Negative Declaration due to the involvement of new significant environmental impacts not covered in a previous document.

**Addendum to an EIR or Negative Declaration** (*CEQA Guidelines*, Section 15164) — The Lead or Responsible Agency shall prepare an addendum to an EIR or Negative Declaration if only minor technical changes or additions are necessary to make the document adequate, and the changes made by the addendum do not raise important new issues about the significant effects on the environment.

An addendum need not be circulated for public review but can be included in or attached to the final EIR or adopted Negative Declaration. The decision-making body shall consider the addendum with the final EIR or Negative Declaration prior to making a decision on the project.

**Final EIR** (*CEQA Guidelines*, Sections 15132 and 15362) — an EIR containing the information contained in the draft EIR, comments either verbatim or in summary received in the review process, a list of persons commenting, and the response of the Lead Agency to the comments received.

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## Commenting on CEQA Documents

**Authority to Comment** (*CEQA Guidelines*, Section 15044) — Any person or entity other than a Responsible Agency may submit comments to a Lead Agency concerning any environmental effects of a project being considered by the Lead Agency.

**Comments by e-mail** (Public Resources Code, Section 21091[d][3]) — The Lead Agency must accept comments on a DEIR, Negative Declaration or any CEQA notice via e-mail and must treat e-mail comments as equivalent to written comments.

**Response to Notice of Preparation** (*CEQA Guidelines*, Section 15082[b] and Section 15103) — Within 30 days after receiving the Notice of Preparation, each Responsible Agency shall provide the Lead Agency with specific detail about the scope and content of the environmental information related to the Responsible Agency’s area of statutory responsibility which must be included in the draft EIR.

The response, at a minimum, shall identify the significant environmental issues and reasonable alternatives and mitigation measures that the Responsible Agency will need to have explored in the DEIR. The response shall also identify whether the agency will be a Responsible Agency or Trustee Agency for the project.

If a Responsible Agency fails to reply within 30 days with either a response or a well-justified request for additional time, the Lead Agency may assume that the Responsible Agency has no response to make and ignore a late response.

**Responsible Agency Comments on Draft EIRs and Negative Declarations** (*CEQA Guidelines*, Section 15096[d]) — A Responsible Agency should review and comment on draft EIRs and Negative Declarations for projects that 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 additional alternatives or mitigation measures the EIR should include.

The comments shall be limited to those project activities within the agency's area of expertise or that are required to be carried out or approved by the agency or that will be subject to the exercise of powers by the agency. Comments shall be as specific as possible and supported by either oral or written documentation.

**Consideration of Comments on a Negative Declaration** (*CEQA Guidelines*, Section 15074[b]) — Prior to approving the project, the decision-making body of the Lead Agency shall consider the proposed Negative Declaration together with any comments received during the public review process. They shall approve the project if they find there is no substantial evidence the project will have a significant effect on the environment.

**Evaluation of and Response to EIR Comments** (*CEQA Guidelines*, Section 15088) — The Lead Agency shall evaluate comments on environmental issues received from persons who reviewed the draft EIR and shall prepare a written response. The Lead Agency shall respond to comments received during the noticed comment period and any extensions and may respond to late comments.

The written 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 environmental issues raised when the Lead Agency's position varies from recommendations and objections raised in the comments must be addressed in detail giving reasons why specific comments and suggestions were not accepted. There must be good faith, reasoned analysis in

response. Conclusory statements unsupported by factual information will not suffice.

The response to comments may take the form of a revision to the draft EIR or may be a separate section in the final EIR. Where the response to comments makes important changes in the information contained in the text of the draft EIR, the Lead Agency should either revise the text in the body of the EIR, or include marginal notes showing that the information is revised in the response to comments.

**Contents of the Final EIR** (*CEQA Guidelines*, Section 15132) — The Final EIR shall consist of, among other things, the responses of the Lead Agency to significant environmental points raised in the review and consultation process.

**Failure to Comment** (*CEQA Guidelines*, Section 15207) — If any public agency or person who is consulted with regard to an EIR or Negative Declaration fails to comment within a reasonable time as specified by the Lead Agency, it shall be assumed, without a request for a specific extension of time, that such agency or person has no comment to make. Although the Lead Agency need not respond to late comments, it may choose to respond.

**Retention and Availability of Comments** (*CEQA Guidelines*, Section 15208) — Comments received through the consultation process shall be retained for a reasonable period and available for public inspection at an address given in the final EIR. Comments that may be received on a draft EIR or Negative Declaration under preparation shall also be considered and kept on file.

## STATE CLEARINGHOUSE FORMS

**T**HIS SECTION contains the standard forms used by SCH. Although the forms in this section have been carefully developed to transmit the information required under CEQA, the statute does not require agencies to use these particular forms. Agencies are free to devise their own forms. However, agencies choosing to create their own forms must be sure to include all the information required in the *CEQA Guidelines*.

SCH strongly encourages Lead Agencies to use the following forms, especially when state level review is required.

### Form A: Notice of Completion

*CEQA Guidelines*, Section 15085 requires agencies to file a Notice of Completion (NOC) form with OPR as soon as the Draft EIR is complete. If the Draft EIR will be subject to a state review period, SCH requires that the NOC form accompany the submittal of the required 11 copies of the environmental document.

The NOC form should be used as a document transmittal form when submitting any type of environmental document to SCH. Note the *Document Type* section on the form and check the appropriate box. This form expedites the processing of environmental documents submitted to SCH for review. SCH also requests that this form be used when submitting Negative Declarations and federal environmental documents.

### Form B: Notice of Preparation

*CEQA Guidelines*, Section 15082 discusses the required contents of a Notice of Preparation (NOP). All notices of preparation are required by law to be submitted to the SCH.

### Form C: Notice of Determination

*CEQA Guidelines*, Sections 15075 and 15904 outline the content requirements for filing a Notice of Determination (NOD). The NOD form in this *Handbook* can be used to file with SCH and/or the county clerk.

### Form D: Notice of Exemption

*CEQA Guidelines*, Section 15062 discusses the content requirements for filing a Notice of Exemption (NOE). The NOE form in this *Handbook* can be used to file with SCH and/or the county clerk.

### Form E: Shortened Review

Public Resources Code Section 21091 allows for shortened review periods under certain circumstances. Appendix K of the *CEQA Guidelines* contains the criteria for receiving a shortened review. A form for requesting shortened review has been provided in this *Handbook* to ensure that the requesting agency provides all the information necessary for SCH to make a determination. For more information on this process, refer to the Shortened Review Process section of this *Handbook*.

## Explanation of the Notice of Completion Form

Form A is **required** to be submitted with 15 copies of every draft Environmental Impact Report and Negative Declaration that is reviewed through the State Clearinghouse (see CEQA Guidelines Section 15085[d]).

### LEAD AGENCY

**Project Title:** This is the project's common name. It is best to use project specific words to facilitate database searches.

**Lead Agency:** This is the name of the public agency that has legal responsibility for preparation and review of the environmental document.

**Contact Person:** Name of contact person from the Lead Agency. This should not be the consultant's name.

**Mailing Address:** This is the mailing address for the contact person at the Lead Agency. State comments will be mailed to this address.

**Phone:** Phone number of the contact person at Lead Agency.

**City:** City of the Lead Agency address. This is not necessarily the city in which the project is located.

**Zip:** Zip code of the Lead Agency. Please indicate the new nine-digit zip code if applicable.

**County:** County of the Lead Agency address. This is not necessarily the county in which the project is located.

### PROJECT LOCATION

**County:** County in which the project is located. Most state agencies assign projects for review according to the county of the project. The State Clearinghouse is not always able to determine the location of the project based on the address of the Lead Agency. An example of this problem is Los Angeles Department of Airports projects located at Ontario International Airport.

**City/Nearest Community:** City or town in which the project is located, or the community nearest the location of the project.

**Cross Streets:** Indicate the nearest major cross street or streets.

**Assessor's Parcel Number:** For locational purposes.

**Section, Township, Range and Base:** Please indicate base meridian. If you are not able to provide Assessor's Parcel Number, please indicate Section, Township, and Range.

**Highways, Airports, Railroads, Schools, and Waterways (including streams or lakes):** These identifiers are of consequence to many projects. By restricting the information to those features within a two-mile radius of the project site, unnecessary data collection can be avoided. Please indicate the name(s) of the waterways, airports, railroads, schools, and the route number(s) of the state highways.

### DOCUMENT TYPE

This identifies the nature of the environmental document. Mark appropriate blanks with an "X."

### LOCAL ACTION TYPE

This helps reviewers understand the type of local approvals

that will be required for the project and the nature of the project and its environmental documentation. Mark appropriate blanks with "X."

### DEVELOPMENT TYPE

This data category helps identify the scope of the project for distribution purposes. Additionally, the information serves to identify projects of a similar character to assist in the reuse of environmental documents. For some of the development types, the form asks for the number of acres, square footage, and number of permanent employees. Fill in the blanks. The total area encompassed by the project site gives some indication of the scope of the project and its regional significance.

### PROJECT ISSUES DISCUSSED IN DOCUMENT

These are the topics on which the environmental document focuses attention. These are not necessarily the adverse impacts of the project, but the issues which are discussed in some depth. Check appropriate blanks.

### PRESENT LAND USE AND ZONING

This enables the agencies to understand the extent of the changes proposed and again helps to identify projects with similar environmental issues for later reuse of information.

### PROJECT DESCRIPTION

This response should provide a brief (1-2 paragraph) description of the proposed project, yet thorough enough for the reviewing agencies to understand the total project concept. The data categories can provide guidance and structure to the explanation given.

### REVIEWING AGENCIES CHECKLIST

The second page of the form lists the agencies and departments to whom SCH may distribute a draft document. The Lead Agency can indicate for SCH's information any Responsible, Trustee, or concerned agencies they would like to review the document, or who have previously been involved in the project's review. Any agencies that received the document directly from the Lead Agency also should be marked accordingly.

### LOCAL PUBLIC REVIEW PERIOD

This section is to be filled in when the Notice of Completion form is being filed and not being submitted with environmental documents.

### CONSULTING FIRM

This information is to be filled in only if applicable.

### APPLICANT

This identifies whether the applicant/project proponent is a private developer or the Lead Agency.

Notice of Completion & Environmental Document Transmittal

SCH # \_\_\_\_\_

Mail to: State Clearinghouse, P. O. Box 3044, Sacramento, CA 95812-3044 (916) 445-0613

For Hand Delivery/Street Address: 1400 Tenth Street, Sacramento, CA 95814

Project Title: \_\_\_\_\_

Lead Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Project Location:

County: \_\_\_\_\_ City/Nearest Community: \_\_\_\_\_

Cross Streets: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Assessor's Parcel No. \_\_\_\_\_ Section: \_\_\_\_\_ Twp. \_\_\_\_\_ Range: \_\_\_\_\_ Base: \_\_\_\_\_

Within 2 Miles: State Hwy #: \_\_\_\_\_ Waterways: \_\_\_\_\_

Airports: \_\_\_\_\_ Railways: \_\_\_\_\_ Schools: \_\_\_\_\_

Document Type:

- CEQA: [ ] NOP [ ] Draft EIR [ ] Early Cons [ ] Supplement/Subsequent EIR [ ] Neg Dec [ ] Mit Neg Dec [ ] Other
NEPA: [ ] NOI [ ] EA [ ] Draft EIS [ ] FONSI
Other: [ ] Joint Document [ ] Final Document [ ] Other

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, etc.) [ ] Other

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 \_\_\_\_\_ MGD \_\_\_\_\_
[ ] Recreational \_\_\_\_\_ [ ] Hazardous Waste: Type \_\_\_\_\_
Total Acres (approx.) \_\_\_\_\_ [ ] 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 [ ] Wetland/Riparian
[ ] Archeological/Historical [ ] Minerals [ ] Soil Erosion/Compaction/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 Capacity [ ] Other

Present Land Use/Zoning/General Plan Designation:

Project Description: (please use a separate page if necessary)

**Reviewing Agencies Checklist**

continued

Lead Agencies may recommend State Clearinghouse distribution by marking agencies below with and "X". If you have already sent your document to the agency please denote that with an "S".

- |   |   |
|---|---|
| <input type="checkbox"/> Air Resources Board                    | <input type="checkbox"/> Office of Emergency Services                         |
| <input type="checkbox"/> Boating & Waterways, Department of     | <input type="checkbox"/> Office of Historic Preservation                      |
| <input type="checkbox"/> California Highway Patrol              | <input type="checkbox"/> Parks & Recreation                                   |
| <input type="checkbox"/> Caltrans District # _____              | <input type="checkbox"/> Pesticide Regulation, Department of                  |
| <input type="checkbox"/> Caltrans Division of Aeronautics       | <input type="checkbox"/> Public Utilities Commission                          |
| <input type="checkbox"/> Caltrans Planning (Headquarters)       | <input type="checkbox"/> Reclamation Board                                    |
| <input type="checkbox"/> Coachella Valley Mountains Conservancy | <input type="checkbox"/> Regional WQCB # _____ (_____)                        |
| <input type="checkbox"/> Coastal Commission                     | <input type="checkbox"/> Resources Agency                                     |
| <input type="checkbox"/> Colorado River Board Commission        | <input type="checkbox"/> S.F. Bay Conservation & Development Commission       |
| <input type="checkbox"/> Conservation, Department of            | <input type="checkbox"/> San Gabriel & Lower L.A. Rivers and Mtns Conservancy |
| <input type="checkbox"/> Corrections, Department of             | <input type="checkbox"/> San Joaquin River Conservancy                        |
| <input type="checkbox"/> Delta Protection Commission            | <input type="checkbox"/> Santa Monica Mountains Conservancy                   |
| <input type="checkbox"/> Education, Department of               | <input type="checkbox"/> State Lands Commission                               |
| <input type="checkbox"/> Office of Public School Construction   | <input type="checkbox"/> SWRCB: Clean Water Grants                            |
| <input type="checkbox"/> Energy Commission                      | <input type="checkbox"/> SWRCB: Water Quality                                 |
| <input type="checkbox"/> Fish & Game Region # _____             | <input type="checkbox"/> SWRCB: Water Rights                                  |
| <input type="checkbox"/> Food & Agriculture, Department of      | <input type="checkbox"/> Tahoe Regional Planning Agency                       |
| <input type="checkbox"/> Forestry & Fire Protection             | <input type="checkbox"/> Toxic Substances Control, Department of              |
| <input type="checkbox"/> General Services, Department of        | <input type="checkbox"/> Water Resources, Department of                       |
| <input type="checkbox"/> Health Services, Department of         | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Housing & Community Development        | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Integrated Waste Management Board      |   |
| <input type="checkbox"/> Native American Heritage Commission    |   |

-----  
**Local Public Review Period (to be filled in by lead agency)**

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

<b>Lead Agency (Complete if applicable):</b>	<b>Applicant:</b> _____
Consulting Firm: _____	Address: _____
Address: _____	City/State/Zip: _____
City/State/Zip: _____	Phone: (____) _____
Contact: _____	
Phone: (____) _____	

-----  
Signature of Lead Agency Representative \_\_\_\_\_ Date \_\_\_\_\_

To: \_\_\_\_\_  
(Agency)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_

**Subject: Notice of Preparation of a Draft Environmental Impact Report**

**Lead Agency:**

Agency Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Contact \_\_\_\_\_

**Consulting Firm (If applicable):**

Firm Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Contact \_\_\_\_\_

\_\_\_\_\_ 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 approval for the project.

The project description, location, and the potential environmental effects are contained in the attached materials. A copy of the Initial Study is attached.

Due to the time limits mandated by State law, your response must be sent at the earliest possible date but **not later than 30 days** after receipt of this notice.

Please send your response to \_\_\_\_\_ at the address shown above. We will need the name for a contact person in your agency.

**Project Title:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_  
City (nearest) County

**Project Description:** (brief)

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Telephone \_\_\_\_\_

# Notice of Determination

Form C

**To:**  Office of Planning and Research  
*For U.S. Mail:* *Street Address:*  
P.O. Box 3044 1400 Tenth St.  
Sacramento, CA 95812-3044 Sacramento, CA 95814

County Clerk  
County of: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**From:** Public Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

Lead Agency (if different from above):  
Address: \_\_\_\_\_  
\_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

**SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.**

State Clearinghouse Number (if submitted to State Clearinghouse): \_\_\_\_\_

Project Title

\_\_\_\_\_

Project Location (include county)

\_\_\_\_\_

Project Description

\_\_\_\_\_

\_\_\_\_\_

This is to advise that the \_\_\_\_\_ has approved the above described project on \_\_\_\_\_  
 Lead Agency or  Responsible Agency  
\_\_\_\_\_ and has made the following determinations regarding the above described project:  
(Date)

1. The project [ will  will not] have a significant effect on the environment.
2.  An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.  
 A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures [ were  were not] made a condition of the approval of the project.
4. A statement of Overriding Considerations [ was  was not] adopted for this project.
5. Findings [ were  were not] made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval, or the negative Declaration, is available to the General Public at: \_\_\_\_\_

Signature (Public Agency) \_\_\_\_\_ Title \_\_\_\_\_  
Date \_\_\_\_\_

Date received for filing at OPR:

# Notice of Exemption

Form D

**To:** Office of Planning and Research  
P.O. Box 3044, Room 212  
Sacramento, CA 95812-3044

**From:** (Public Agency) \_\_\_\_\_

County Clerk  
County of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Address)

Project Title: \_\_\_\_\_

Project Location - Specific: \_\_\_\_\_

Project Location – City: \_\_\_\_\_ Project Location – County: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Name of Public Agency Approving Project: \_\_\_\_\_

Name of Person or Agency Carrying Out Project: \_\_\_\_\_

Exempt Status: **(check one)**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: \_\_\_\_\_
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt: \_\_\_\_\_

Lead Agency  
Contact Person: \_\_\_\_\_ Area Code/Telephone/Extension: \_\_\_\_\_

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

- Signed by Lead Agency
  - Signed by Applicant
- Date received for filing at OPR: \_\_\_\_\_

January 2004

# Shortened Review Request Form

Form E

(To be filled out and signed by the **Lead Agency** and submitted with DEIR or Negative Declaration to SCH)

To: State Clearinghouse  
P.O. Box 3044  
Sacramento, CA 95812-3044

From: \_\_\_\_\_  
Lead Agency: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone #: (     ) \_\_\_\_\_

SCH # \_\_\_\_\_

Contact: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_  
*City* *County*

Explain "exceptional circumstances" (CEQA, Section 15205(d)) for requesting a shortened review:

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List responsible and trustee state agencies, as well as any agencies that have commented on the project (Indicate whether the Responsible and Trustee Agencies have granted approval for this shortened review):

_____	_____
_____	_____
_____	_____

As designated representative for the lead agency, I verify, in their behalf, that there is no "statewide, regional, or areawide significance" to this project.

Length of review being requested: \_\_\_\_\_ days

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Revised January 2004

## Appendix A

# Projects Requiring State Clearinghouse Review

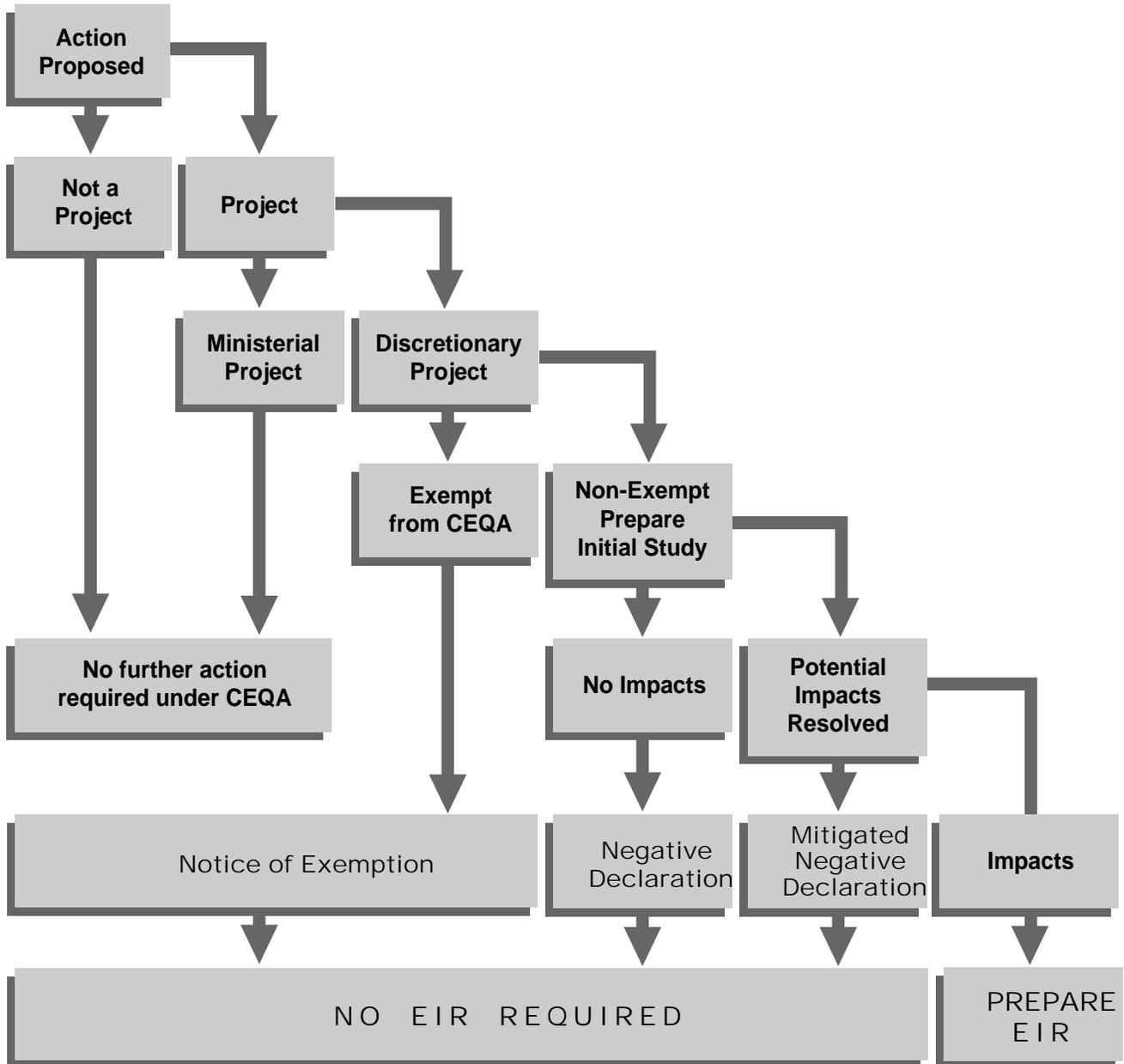
As required by the *CEQA Guidelines*, Sections 15205 and 15206, the following types of environmental documents must be submitted to the State Clearinghouse for state agency review:

1. Where the lead agency is a state agency (*Guidelines* Section 15205).
2. Where there is a responsible or trustee state agency (*Guidelines* Section 15205).
3. Where the project has statewide, regional, or areawide significance (*Guidelines* Section 15206).

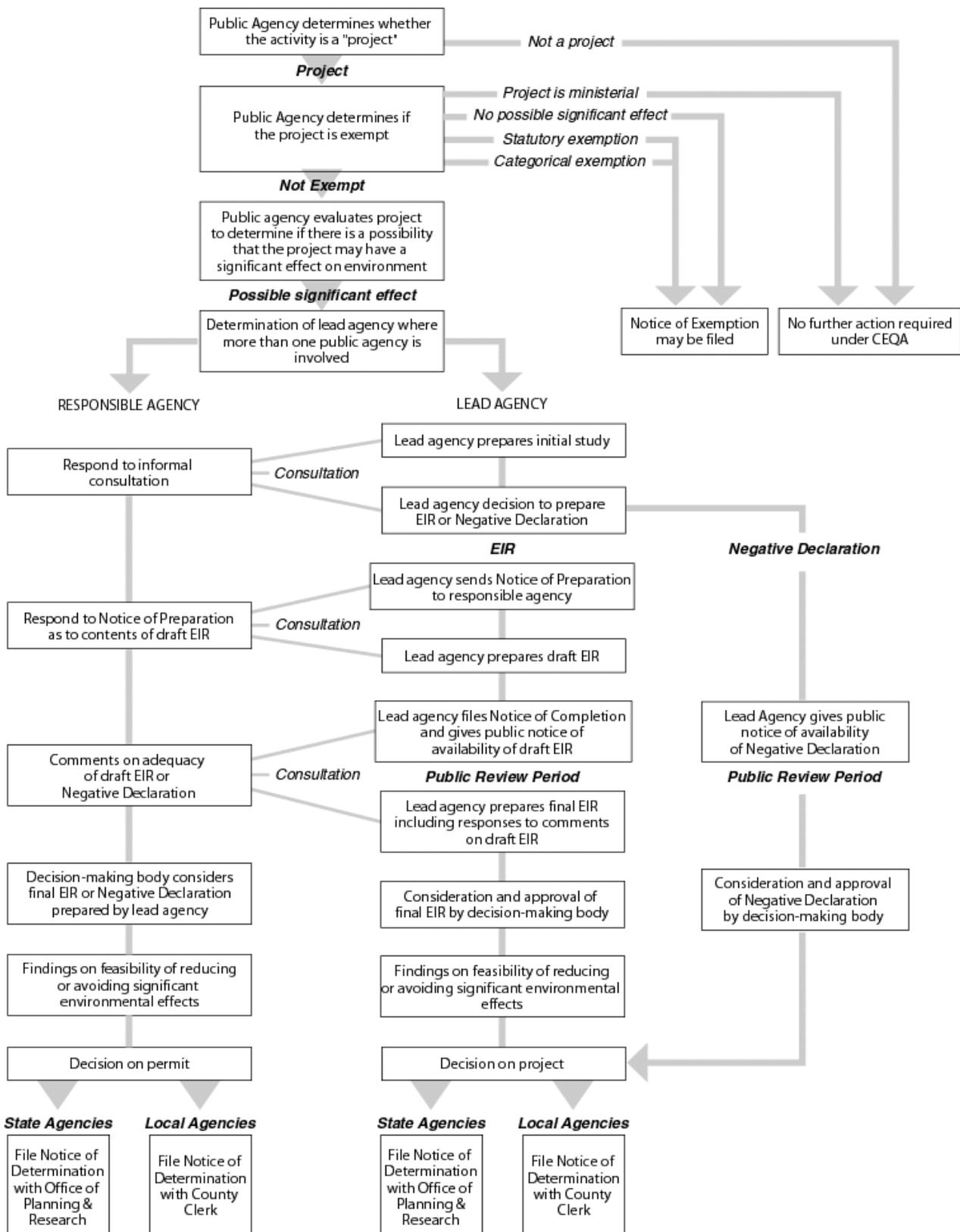
With regard to item 3 above, the *CEQA Guidelines* define the following types of projects as having statewide, regional, or areawide significance:

1. A proposed local general plan, element, or amendment for which an EIR was prepared.
2. A proposed residential development of more than 500 dwelling units.
3. A proposed shopping center or business establishment that will employ more than 1,000 persons or encompass more than 500,000 square feet of floor space.
4. A proposed hotel/motel development of more than 500 rooms.
5. A proposed industrial, manufacturing, or processing plant, or industrial park, planned to house more than 1,000 persons, occupy more than 40 acres of land or encompass more than 650,000 square feet of floor area.
6. A project that would result in the cancellation of a Williamson Act Contract for any parcel of 100 or more acres.
7. A project for which an EIR was prepared and which is located in and substantially impacting an area of critical environmental sensitivity. This includes the Lake Tahoe Basin, the California Coastal Zone, the Sacramento-San Joaquin Delta, the Suisun Marsh, any area within 1/4 mile of a wild and scenic river, and the jurisdiction of the San Francisco Bay Conservation and Development Commission.
8. A project that would substantially affect sensitive wildlife habitats such as riparian lands, wetlands, bays, estuaries, marshes, and habitats for rare and endangered species.
9. A project that would interfere with the attainment of regional water quality standards as stated in the approved areawide wastewater management plan.
10. A project that would provide housing, jobs, or occupancy for 500 or more people within ten miles of a nuclear power plant.

## Appendix B Lead Agency Decision To Prepare An EIR



## Appendix C CEQA Process Flowchart



## Appendix D

## Time Periods for Review of Environmental Documents

<i>Document or Action</i>	<i>Effect</i>	<i>Time Period</i>	<i>CEQA Statute &amp; Guidelines</i>
<b>Review of application for completeness</b>	Lead agency has 30 days to review an application for completeness. If no determination is made within this period, it will be deemed complete	30 days	15060 15101
<b>Lead Agency acceptance of an application as complete</b>	Begins maximum one year period to complete environmental review for certain projects	1 year	15060 PRC 21100.2 PRC 21151.5
<b>Initial Study</b>	Provides 30 days to determine whether an EIR or Neg Dec will be required	30 days	15102
<b>Notice of Preparation</b>	Provides 30 days from receipt of NOP for agencies to respond to the lead agency	30 days	15103
<b>Convening of scoping meetings</b>	Requires a meeting requested by an agency or by the applicant to be convened within 30 days of the request	30 days	15104
<b>Public review of draft documents</b>	When an environmental document is submitted to the Clearinghouse, the public review period shall be at least as long as the review set by the Clearinghouse	EIR: 30 – 60 days ND: 20 – 30 days	15105
<b>Review by state agencies</b>	Provides standard 45 days for EIRs and standard 30 days for NDs, through State Clearinghouse	EIR: 45 days ND: 30 days	15105
<b>Completion of Negative Declaration</b>	For a private project, the Neg Dec must be adopted in 180 days after the application is complete	180 days	15107 PRC 21100.2 PRC 21151.5
<b>Completion and certification of EIR</b>	For a private project, an EIR must be completed within one year – May be extended once for up to 90 days	1 year	15108 PRC 21100.2 PRC 21151.5
<b>Response to comments (EIR)</b>	Lead agency must give commenting agencies a response at least 10 days before certifying the EIR	10 days	PRC 21092.5
<b>Notice of Determination</b>	Provides that agencies shall file notice within 5 days of project approval	5 days	15075 15094
<b>Statute of limitations for CEQA challenge</b>	Filing starts a 30-day statute of limitations to court challenges to the approval of the project. If NOD not filed, then statute of limitation is 180 days from date of project approval.	30 days 180 days	15075 15094 15112
<b>Notice of Exemption</b>	Filing of NOE following approval of projects exempt from CEQA starts a 35 day statute of limitations. If NOE not filed, then statute of limitations is 180 days.	35 days 180 days	15062
<b>Suspension of time limits</b>	Unreasonable delay of document preparation caused by the applicant allows suspension of time periods in Guidelines, Sections 15107 and 15108	varies	15109
<b>Projects with federal involvement</b>	Time limits may be waived or superseded by federal time requirements	varies	15110

NOTE: Related time periods for project approval are contained in Chapter 4.5 of the Government Code beginning at Section 65920.

## Appendix E

# Explanation of the State Clearinghouse Number

The State Clearinghouse Number (SCH #) is a ten-digit number which is unique to each project reviewed through the State Clearinghouse. The sequencing of the numbers has evolved through the years. As of January 1, 2000, a new sequencing went into effect. The first four digits indicate the year in which the document was processed by the State Clearinghouse (or **first** processed in the case of projects for which several documents have been sent to the State Clearinghouse). The next two digits indicate the month in which the document was processed. The seventh digit indicates the geographic location of the project or unique type of document (i.e. “region”). The last three digits indicate the order in which the document was processed that month.

**Example:** 2000053089 -- The document having this SCH number was the eighty-ninth document processed in May of 2000 for Region #3.

2000	05	3	089
------	----	---	-----

YEAR                  MONTH                  REGION                  SEQUENCE NUMBER

The same State Clearinghouse number must be used on all documents relating to a particular project. This enables the Clearinghouse to keep better records on the history of projects and assures that comments and subsequent documents will be correctly filed for future reference.

Please Note: The new numbering system in 2000 changed the SCH # from an 8-digit to 10-digit format. Please be advised that all documents received prior to January 1, 2000 will now have a “19” preceding the existing SCH #. We request that you add these two digits to the SCH # of any documents you forward to us that were numbered in the 8-digit format. For example, a project from 1999 would have a SCH # of 1999122001.

**IMPORTANT:** Always identify any known SCH number on all communication with the State Clearinghouse.

## Appendix F

# Reviewing State Agencies

### Address List

#### **RESOURCES AGENCY**

##### **Boating and Waterways**

2000 Evergreen Street, Suite 100  
Sacramento, CA 95815-388  
(916) 263-0780 FAX: (916) 263-0648

##### **California Coastal Commission**

45 Fremont Street, Suite 2000  
San Francisco, CA 94105-2219  
415-904-5200 FAX: 415-904-5400

##### **California Coastal Conservancy**

1330 Broadway, 11th Floor  
Oakland, CA 94612  
(510) 286-1015 FAX: (510) 286-0470

##### **California Energy Commission**

1516 Ninth Street, MS-40  
Sacramento, CA 95814  
(916) 654-4162 FAX: (916) 654-3882

##### **California Tahoe Conservancy**

2161 Lake Tahoe Blvd., Suite 2  
South Lake Tahoe, CA 96150  
(530) 542-5580 FAX: (530) 542-5591

##### **Coachella Valley Mountains Conservancy**

73-710 Fred Waring Drive, Suite 205  
Palm Desert, CA 92260  
(760) 776-3405 FAX: (760) 776-9596

##### **Colorado River Board**

770 Fairmont Avenue, Suite 100  
Glendale, CA 91203-1035  
(818) 543-4676 FAX: (818) 543-4685

##### **Conservation, Department of**

801 K Street, MS-24-02  
Sacramento, CA 95814  
(916) 445-8735 FAX: (916) 324-0948

##### **Delta Protection Commission**

P.O. Box 530  
Walnut Grove, CA 95690  
(916) 776-2290 FAX: (916) 776-2293

##### **Forestry and Fire Protection, Department of**

1416 Ninth Street, Room 1516-24  
Sacramento, CA 95814  
(916) 657-0300 FAX: (916) 653-8957

##### **Historic Preservation, Office of**

P.O. Box 942896  
Sacramento, CA 94296-0001  
(916) 653-6624 FAX: (916) 653-9824

##### **Reclamation Board**

3310 El Camino Avenue, Suite LL60  
Sacramento, CA 95821  
Division of Flood Management  
(916) 574-0373 FAX: (916) 574-0681

##### **Parks and Recreation, Department of**

P.O. BOX 942896  
Sacramento, CA 94296-0001  
Environmental Stewardship Section  
(916) 653-6725 FAX: (916) 657-3355

##### **San Gabriel & Lower Los Angeles Rivers and Mountain Conservancy**

900 South Fremont Avenue  
Annex Building, 2nd Floor  
P.O. Box 1460  
Alhambra, CA 91802-1460  
(626) 458-4315 FAX: (626) 979-5363

##### **Santa Monica Mountains Conservancy**

5750 Ramirez Canyon Road  
Malibu, CA 90265  
(310) 589-3200x128 FAX: (310) 589-3207

##### **San Francisco Bay Conservation & Development Commission**

50 California Street, 26th Floor  
San Francisco, CA 94111  
(415) 352-3614 FAX: 352-3606

##### **San Joaquin River Conservancy**

1330 Broadway, Suite 1100  
Oakland, CA 94612-2530  
(510) 286-1015

##### **Water Resources, Department of**

901 P Street, 2nd Floor  
Sacramento, CA 95814  
(916) 651-9642 FAX: (916) 3271648

#### **FISH AND GAME, DEPARTMENT OF**

##### **DFG Region 1**

601 Kocust Street  
Redding, CA 96001  
(530) 225-2363 FAX: (530) 225-2381

##### **DFG Region 2**

1701 Nimbus Road, Suite A  
Rancho Cordova, CA 95670  
(916) 358-2898 FAX: (916) 358-2912

##### **DFG Region 3**

Post Office Box 47  
Yountville, CA 94599  
(707) 944-5517 FAX: (707) 944-5563

##### **DFG Region 4**

1234 East Shaw Avenue  
Fresno, CA 93710  
(559) 243-4017 FAX: (559) 243-4020

##### **DFG Region 5, Habitat Conservation Program**

4949 Viewridge Avenue  
San Diego, CA 92123  
(858) 467-4276 FAX: (858) 467-4299

##### **DFG Region 6, Habitat Conservation Program**

3602 Inland Empire Blvd., Suite C-220  
Ontario, CA 91764  
(909) 484-0459 FAX: (909) 481-2945

**DFG Region 6, Inyo/Mono, Habitat Conservation**

407 West Line Street, Room 8  
Bishop, CA 93514  
(760) 872-1461 FAX: (760) 872-1284

**DFG Environmental Services Division**

1416 Ninth Street, 13th Floor  
Sacramento, CA 95814  
(916) 653-9719 FAX: (916) 653-2588

**DFG Marine Region**

20 Lowerragsdale Drive, Suite 100  
Monterey, CA 93940  
(831) 649-2894 FAX: (831) 649-2894

**BUSINESS, TRANSPORTATION AND HOUSING AGENCY****Housing & Community Development**

1800 Third Street, Room 430  
Sacramento, CA 95814  
Housing Policy Division  
(916) 323-3176 FAX: (916) 327-2643

**California Highway Patrol**

2555 1st Avenue  
Sacramento, CA 95818  
Special Projects  
(916) 657-7222 FAX: (916) 452-3151

**TRANSPORTATION, DEPARTMENT OF (CALTRANS)****Caltrans, Division of Aeronautics**

P.O. Box 942874 MS-40  
Sacramento, CA 94274-0001  
(916) 654-5314 FAX: (916) 653-9531

**Department of Transportation Planning**

P.O. Box 942874, MS32  
Sacramento, CA 94274-0001  
(916) 653-9966 FAX: (916) 653-0001

**Caltrans, District 1**

1656 Union Street P.O. Box 3700  
Eureka, CA 95502-3700  
(707) 441-3937 FAX: (707) 441-5869

**Caltrans, District 2**

P.O. Box 496073  
Redding, CA 96049-6073  
(530) 225-3369 FAX: (530) 225-3020

**Caltrans, District 3, Sacramento**

P.O. Box 942874, MS15  
Sacramento, 95901  
(916) 274-0614 FAX: (916) 274-0648

**Caltrans, District 4**

P.O. Box 23660  
Oakland, CA 94612-3660  
(510) 286-5572 FAX: (510) 286-5513

**Caltrans, District 5**

50 Higuera Street  
San Luis Obispo, CA 93401-5415  
(805) 549-3683 FAX: (805) 549-3077

**Caltrans, District 6**

P.O. Box 12616  
Fresno, CA 93778-2616  
(559) 488-4216

**Caltrans, District 7**

120 South Spring Street, Room 1-12D  
Los Angeles, CA 90012  
(213) 897-3747 FAX: (213) 897-9210

**Caltrans, District 8**

464 W. 4th Street, 7th Floor  
San Bernardino, CA 92401-1400  
(909) 383-6327 FAX: (909) 383-6890

**Caltrans, District 9**

500 South Main Street  
Bishop, CA 93514  
(760) 872-0785 FAX: (760) 872-0754

**Caltrans, District 10**

P.O. Box 2048  
Stockton, CA 95201  
(209) 941-1921 FAX: (209) 948-7906

**Caltrans, District 11**

P.O. Box 85406, MS 50 2829 Juan Street  
San Diego, CA 92186-5406  
(619) 688-3140 FAX: (619) 688-4299

**Caltrans, District 12**

3337 Michelson Drive, Suite 380  
Irvine, CA 92612-8894  
(949) 724-2255 FAX: (949) 724-2592

**CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY****Air Resources Board, Airport Projects**

1001 I Street, PTSDAQTPB  
Sacramento, CA 95814  
(916) 322-6007 FAX: (916) 322-3646

**Air Resources Board, Industrial Projects**

1001 I Street, PTSDAQTPB  
Sacramento, CA 95814  
(916) 322-6026 FAX: (916) 322-3646

**Air Resources Board - Transportation Projects**

1001 I Street, PTSDAQTPB  
Sacramento, CA 95812-4025  
(916) 445-5610 FAX: (916) 322-3646

**California Integrated Waste Management Board**

1001 I Street (P.O. Box 4025 MS-15)  
Sacramento, CA 95814  
(916) 341-6334 FAX: (916) 319-7456

**Department of Pesticide Regulation**

1001 I Street, P.O. Box 4015  
Sacramento, CA 95812-4015  
(916) 324-4100 FAX: (916) 324-4088

**State Water Resources Control Board**

Division of Financial Assistance  
P.O. Box 944212  
Sacramento, CA 94244-2120  
(916) 341-5691 FAX: (916) 341-5707

**State Water Resources Control Board**

Division of Water Quality  
P.O. Box 806 (1001 "I" Street)  
Sacramento, CA 95812-4025  
CEQA Coordinator  
(916) 341-5482 FAX: (916) 341-5470

**State Water Resources Control Board**

Division of Water Rights  
P.O. Box 2000 (1001 "I" Street, 14 Floor)  
Sacramento, CA 95812-2000  
(916) 341-5337 FAX: (916) 341-5400

**Department of Toxic Substances Control**

Chief of Planning & Environmental Analysis  
P.O. Box 806 (1001 "I" Street)  
Sacramento, CA 95812-0806  
(916) 322-8955 FAX: (916) 324-1788

**REGIONAL WATER QUALITY CONTROL BOARDS****North Coast Region (1)**

5550 Skylane Blvd., Suite A  
Santa Rosa, CA 95403  
(707) 576-2220 FAX: (707) 523-0135

**San Francisco Bay Region (2)**

1515 Clay Street, Suite 1400  
Oakland, CA 94612  
CEQA Coordinator  
(510) 622-2300 FAX: (510) 622-2460

**Central Coast Region (3)**

895 Aerovista Place, Suite 101  
San Luis Obispo, CA 93401-7906  
(805) 549-3697 FAX: (805) 788-3527

**Los Angeles Region (4)**

320 West 4th Street, Suite 200  
Los Angeles, CA 90013  
(213) 576-6600 FAX: (213) 576-6640

**Central Valley Region (5)**

11020 Sun Center Drive, #200  
Rancho Cordova, CA 95670-6114  
(916) 464-3291

**Central Valley Region (5), Fresno Branch**

1685 E Street  
Fresno, CA 93706  
(559) 445-5116 FAX: (559) 445-5910

**Central Valley Region (5), Redding Branch**

415 Knollcrest Drive  
Redding, CA 96002  
(530) 224-4845 FAX: (530) 224-4857

**Lahontan Region (6)**

2501 Lake Tahoe Boulevard  
South Lake Tahoe, CA 96150  
(530) 542-5400 FAX: (530) 544-2271

**Lahontan Region (6) Victorville Branch Office**

15428 Civic Drive, Suite 100  
Victorville, CA 92392-2359  
(760) 241-6583 FAX: (760) 241-7308

**Colorado River Basin Region (7)**

73720 Fred Waring Drive, #100  
Palm Desert, CA 92260-2564  
(760) 346-7491 FAX: (760) 341-6820

**Sana Ana Region (8)**

3737 Main Street, Suite 500  
Riverside, CA 92501-3348  
(951) 782-4130 FAX: (951) 781-6288

**San Diego Region (9)**

9174 Sky Park Court, Suite 100  
San Diego, CA 92123  
(858) 467-2952 FAX: (858) 571-6972

**INDEPENDENT COMMISSIONS AND BOARDS****Department of Education**

1430 N Street, Suite 1201  
Sacramento, CA 95814  
(916) 322-1463 FAX: (916) 327-3954

**Food and Agriculture, Department of**

1220 N Street, Room 452  
Sacramento, CA 95814  
(916) 653-5658 FAX: (916) 657-5017

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

1400 10th Street, P.O. Box 3044  
Sacramento, CA 95812-3044  
(916) 445-0613 FAX: (916) 323-3018

**Native American Heritage Commission**

915 Capitol Mall, Room 364  
Sacramento, CA 95814  
(916) 653-4038 FAX: (916) 657-5390

**Office of Emergency Services**

P.O. Box 419023  
Rancho Cordova, CA 95741-9023  
916-845-8270 FAX: 916-845-8382

**State Lands Commission**

100 Howe Avenue, Suite 100-S  
Sacramento, CA 95825  
(916) 574-1880 FAX: (916) 574-1885

**Public Utilities Commission**

505 Van Ness Avenue  
San Francisco, CA 94102  
(415) 703-1637 FAX: (415) 703-1184

**Tahoe Regional Planning Agency**

P.O. Box 5310  
Stateline, NV 89449-5310  
(775) 588-4547 FAX: (775) 588-4527

**OTHER DEPARTMENTS****Corrections, Department of**

P.O. Box 4147, 1550 W Fremont St.  
Stockton, CA 95204-0147  
(209) 948-7173 FAX: (209) 948-7160 & 62

**General Services, Department of**

707 Third Street, P.O. Box 989052,  
Ste. 3-400  
West Sacramento, CA 95798-9052  
(916) 376-1600 FAX: (916) 445-3556

**Health Services, Department of**

1616 Capitol Avenue, MS 7416  
Sacramento, CA 94599  
(916) 449-5641 FAX: (916) 323-1382

**Office of Statewide Health Planning and Development (OSHPD)**

1600 Ninth Street, Room 420  
Sacramento, CA 95814  
(916) 654-2012