

## 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.

**Total acres:** The total area encompassed by the project site gives some indication of the scope of the project and its regional significance.

**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.

### 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: \_\_\_\_\_ Total Acres: \_\_\_\_\_

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 [ ] Neg Dec [ ] Mit Neg Dec [ ] Supplement to EIR (Note prior SCH # below) [ ] Subsequent EIR (Note prior SCH # below) [ ] Other \_\_\_\_\_ NEPA: [ ] NOI [ ] EA [ ] Draft EIS [ ] FONSI Other: [ ] Joint Document [ ] Final Document [ ] Other \_\_\_\_\_

Local Action Type:

- [ ] General Plan Update [ ] General Plan Amendment [ ] General Plan Element [ ] Community Plan [ ] Specific Plan [ ] Master Plan [ ] Planned Unit Development [ ] Site Plan [ ] Rezone [ ] Prezone [ ] Use Permit [ ] Land Division (Subdivision, etc.) [ ] Annexation [ ] Redevelopment [ ] Coastal Permit [ ] Other \_\_\_\_\_

Development Type:

- [ ] Residential: Units \_\_\_\_\_ Acres \_\_\_\_\_ [ ] Office: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_ [ ] Commercial: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_ [ ] Industrial: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_ [ ] Educational \_\_\_\_\_ [ ] Recreational \_\_\_\_\_ [ ] Water Facilities: Type \_\_\_\_\_ MGD \_\_\_\_\_ [ ] Transportation: Type \_\_\_\_\_ [ ] Mining: Mineral \_\_\_\_\_ [ ] Power: Type \_\_\_\_\_ MW \_\_\_\_\_ [ ] Waste Treatment: Type \_\_\_\_\_ MGD \_\_\_\_\_ [ ] Hazardous Waste: Type \_\_\_\_\_ [ ] Other: \_\_\_\_\_

Project Issues Discussed in Document:

- [ ] Aesthetic/Visual [ ] Agricultural Land [ ] Air Quality [ ] Archeological/Historical [ ] Biological Resources [ ] Coastal Zone [ ] Drainage/Absorption [ ] Economic/Jobs [ ] Fiscal [ ] Flood Plain/Flooding [ ] Forest Land/Fire Hazard [ ] Geologic/Seismic [ ] Minerals [ ] Noise [ ] Population/Housing Balance [ ] Public Services/Facilities [ ] Recreation/Parks [ ] Schools/Universities [ ] Septic Systems [ ] Sewer Capacity [ ] Soil Erosion/Compaction/Grading [ ] Solid Waste [ ] Toxic/Hazardous [ ] Traffic/Circulation [ ] Vegetation [ ] Water Quality [ ] Water Supply/Groundwater [ ] Wetland/Riparian [ ] Growth Inducement [ ] Land Use [ ] Cumulative Effects [ ] 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                      | <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 Los Angeles Rivers & Mountains 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    |   |

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

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

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**Lead Agency (Complete if applicable):**

Consulting Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_

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