

Explanation of the Notice of Completion Form

This form is **required** to be submitted with 15 copies of every draft Environmental Impact Report which is reviewed through the State Clearinghouse (see CEQA Guidelines Section 15085[d]). It is used by the Clearinghouse for transmittal of all environmental documents

LEAD AGENCY

Project Title: This is the project's common name. It is best to use project specific words in order 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.

Phone: Phone number of the contact person at lead agency.

Street Address: This is the mailing address for the contact person from the lead agency. State comments will be mailed to this address.

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 upon 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 nearest community to the location of the project.

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

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

Assessor's Parcel Number (optional): 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 also 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 thorough description of the proposed project enabling the reviewing agencies to understand the total project concept. The data categories can provide guidance and structure to the explanation given.

Reviewing Agencies Checklist:

REVIEWING AGENCIES

The back of the form lists the agencies and departments to whom the SCH may distribute a draft document. The lead agency can indicate for the SCH's information any responsible, trustee or concerned agencies which they would like to review the document, or who have previously been involved in the review of the project. Any agencies that have received the document directly from the lead agency should also be marked.

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.

Form A

Notice of Completion & Environmental Document Transmittal

SCH # _____

Mail to: State Clearinghouse, PO Box 3044, Sacramento, CA 95812-3044 916/445-0613

Project Title: _____

Lead Agency: _____ Contact Person: _____

Street Address: _____ Phone: _____

City: _____ Zip: _____ County: _____

Project Location:

County: _____ City/Nearest Community: _____

Cross Streets: _____ Zip Code: _____ Total Acres: _____

Assessor's Parcel No. _____ Section: _____ Twp. _____ Range: _____ Base: _____

Within 2 Miles: State Hwy #: _____ Waterways: _____

Airports: _____ Railways: _____ Schools: _____

Document Type:

- CEQA:** NOP Supplement/Subsequent EIR **NEPA:** NOI **Other:** Joint Document
 Early Cons (Prior SCH No.) _____ EA Final Document
 Neg Dec Other _____ Draft EIS Other _____
 Draft EIR FONSI

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 _____
 Recreational _____ Hazardous Waste: Type _____
 Other: _____

Funding (approx.): Federal \$ _____ State \$ _____ Total \$ _____

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 Capacity Wetland/Riparian
 Archeological/Historical Minerals Soil Erosion/Compaction/Grading Wildlife
 Coastal Zone Noise Solid Waste Growth Inducing
 Drainage/Absorption Population/Housing Balance Toxic/Hazardous Landuse
 Economic/Jobs Public Services/Facilities Traffic/Circulation Cumulative Effects
 Fiscal Recreation/Parks Vegetation Other _____

Present Land Use/Zoning/General Plan Designation:

Project Description:

Reviewing Agencies Checklist

Form A, continued

KEY

S = Document sent by lead agency

X = Document sent by SCH

✓ = Suggested distribution

Resources Agency

- ___ Boating & Waterways
- ___ Coastal Commission
- ___ Coastal Conservancy
- ___ Colorado River Board
- ___ Conservation
- ___ Fish & Game
- ___ Forestry & Fire Protection
- ___ Office of Historic Preservation
- ___ Parks & Recreation
- ___ Reclamation Board
- ___ S.F. Bay Conservation & Development Commission
- ___ Water Resources (DWR)

Business, Transportation & Housing

- ___ Aeronautics
- ___ California Highway Patrol
- ___ CALTRANS District # _____
- ___ Department of Transportation Planning (headquarters)
- ___ Housing & Community Development

Food & Agriculture

Health & Welfare

- ___ Health Services _____

State & Consumer Services

- ___ General Services
- ___ OLA (Schools)

Environmental Protection Agency

- ___ Air Resources Board
- ___ California Waste Management Board
- ___ SWRCB: Clean Water Grants
- ___ SWRCB: Delta Unit
- ___ SWRCB: Water Quality
- ___ SWRCB: Water Rights
- ___ Regional WQCB # _____ (_____)

Youth & Adult Corrections

- ___ Corrections

Independent Commissions & Offices

- ___ Energy Commission
- ___ Native American Heritage Commission
- ___ Public Utilities Commission
- ___ Santa Monica Mountains Conservancy
- ___ State Lands Commission
- ___ Tahoe Regional Planning Agency

___ Other _____

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

Starting Date _____

Ending Date _____

Signature _____

Date _____

Lead Agency (Complete if applicable):

Consulting Firm: _____

Address: _____

City/State/Zip: _____

Contact: _____

Phone: (____) _____

For SCH Use Only:

Date Received at SCH _____

Date Review Starts _____

Date to Agencies _____

Date to SCH _____

Clearance Date _____

Notes:

Applicant: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____