

## 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 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.

**Mailing Address:** This is the mailing address for the contact person at 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 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.

**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:** 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 back 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.

### 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: \_\_\_\_\_

Mailing 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: (\_\_\_\_) \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

For SCH Use Only:

Date Received at SCH \_\_\_\_\_

Date Review Starts \_\_\_\_\_

Date to Agencies \_\_\_\_\_

Date to SCH \_\_\_\_\_

**Clearance Date** \_\_\_\_\_

Notes: