

CITY OF NOVATO

ENVIRONMENTAL REVIEW GUIDELINES



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* *Guidelines prepared by the Novato Planning Division and adopted by the Novato City Council to implement the California Environmental Quality Act*

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I. GENERAL INFORMATION

A. Application

1. These guidelines are applicable to any public or private project subject to a permit or approval from the City of Novato. They are consistent with the State of California Resources Agency Guidelines for Implementation of the California Environmental Quality Act (CEQA).
2. The City of Novato hereby incorporates by reference the State CEQA Guidelines prescribed by the Secretary for Resources as most recently amended.
3. These guidelines set forth definitions, procedures, and criteria to be used by the City of Novato in implementation of the California Environmental Quality Act of 1970 (Public Resources Code, Sections 21000 et seq) and may be cited as the "City of Novato Environmental Review Guidelines." These guidelines contain only those provisions which are necessary to tailor the general provisions of the State CEQA Guidelines to the specific operation of the City of Novato (15022[d]). Section numbers contained in parentheses refer to sections of the State CEQA Guidelines which relate to local provisions.

B. Policy

1. CEQA establishes a duty for public agencies to avoid or minimize environmental damage where feasible.
 - a. In regulating public or private activities, agencies are required to give major consideration to preventing environmental damage.
 - b. A public agency should not approve a project as proposed if there are feasible alterations or mitigation measures available that would substantially lessen any significant effects that the project would have on the environment.
2. In deciding whether changes in a project are feasible, an agency may consider specific economic, environmental, legal, social, and technological factors.

3. The duty to prevent or minimize environmental damage is implemented through the findings required by Section III.F.7 of the Novato Environmental Review Guidelines (15091).
4. CEQA recognizes that in determining whether and how a project should be approved a public agency has an obligation to balance a variety of public objectives, including economic, environmental, and social factors and, in particular, the goal of providing a decent home and satisfying living and working environment for every Californian. An agency shall prepare a statement of overriding considerations (15093) to reflect the ultimate balancing of competing public objectives when the agency decides to approve a project that will cause one or more significant effects on the environment.
5. The City of Novato encourages the preparation of environmental documents early in the planning process to promote environmentally sound design and to allow early recognition of environmental constraints and opportunities. The City specifically encourages project applicants to consult with staff prior to formal submission of plans. To the extent feasible, environmental review procedures shall be integrated with other project approval procedures to avoid excessive delays.

C. Fees

The City of Novato will charge and collect reasonable fees (to be approved by the City Council) to recover costs incurred by the City in preparing environmental documents not covered in contractual agreements with consultants as follows:

1. A fee to recover costs of preparation of the Initial Study (and Negative Declaration where one is issued).
2. A fixed fee to cover costs of processing appeals.
3. A fee to recover costs of implementing the Mitigation Monitoring Program.
4. In addition, the Department of Community Development shall charge and collect a fee from members of the public for the actual cost of reproducing a copy of an environmental document requested by the member of the public after the initial number of copies provided in the EIR contract have been distributed.

II. DEFINITIONS

Section numbers in parentheses refer to definitions in the State CEQA Guidelines incorporated by reference.

Applicant (15351)

Approval (15352)

California Environmental Quality Act (CEQA) (15353)

Categorical Exemption (15354) – (A list of projects considered categorically exempt is included in Appendix A)

Cumulative Impacts (15355)

Decision-making Body (15356)

Discretionary Project (15357)

Effects (15358)

Emergency Project (15359)

Environment (15360)

Environmental Checklist – An inclusive list of environmental effects used as a format for findings of significance, possible significance, or insignificance which is included in the Initial Study for use by the Environmental Coordinator for a determination of whether or not an EIR is required (see Appendix G for format).

Environmental Coordinator – The person appointed by the Community Development Director for the purpose of evaluating the Initial Study so as to determine whether or not a project will have a significant effect on the environment and whether or not an EIR must be prepared. In the absence of the Environmental Coordinator, or when the Environmental Coordinator will act on the project in another capacity, an alternate Environmental Coordinator, as appointed by the Community Development Director, shall evaluate the Initial Study.

Environmental Data Submission – Information submitted by the project applicant describing the nature of the project and the changes it could produce in the environment to be used as the basis for preparation of the Environmental Checklist. (The format of the Environmental Data Submission is provided in Appendix F.)

Environmental Documents (15361)

Environmental Impact Report (EIR) (15362)

Environmental Impact Statement (15363)

Feasible (15364)

Initial Study – A preliminary environmental analysis consisting of the Application, Environmental Data Submission and the Environmental Checklist to be used by the Environmental Coordinator to determine whether an EIR or a Negative Declaration must be prepared or to identify significant environmental effects to be analyzed in an EIR.

Justification by Law (15366)

Lead Agency (15367)

Lead City Department – A City department which has the responsibility for carrying out a public project or recommending approval of a private project.

Local Agency (15368)

Negative Declaration (15371)

Notice of Completion (15372) – (See Appendix C for format.)

Notice of Determination (15373) – (See Appendix D for format.)

Notice of Exemption (15374) – (See Appendix E for format.)

Notice of Preparation (15375) – (See Appendix J for format.)

Person (15376)

Private Project (15377)

Project (15378)

Public Agency (15379)

Rare or Endangered Species (15380)

Responsible Agency (15381)

Shall or Must – Identifies a mandatory statement which agencies and applicants are required to follow.

Significant Effect on the Environment (15382)

State Agency (15383)

Substantial Evidence (15384)

Tiering (15385)

Trustee Agency (15386)

Urbanized Area (15387)

III. ENVIRONMENTAL DOCUMENTS AND PROCEDURES

A. Preliminary Review (15060)

1. The City has 30 days from when it receives applications for permits or other entitlements to review them for completeness. This review determines whether the applicant presents enough information for the City to decide whether the project is subject to CEQA. During this review, the City will examine the project for environmental issues that might require the preparation of an EIR or additional explanation by the applicant. Requests for additional explanation may be made as part of the review for completeness.
2. The City shall begin the formal environmental evaluation of the project after accepting an application as complete and determining that the project is subject to CEQA. Accepting an application as complete does not limit the authority of the City to require the applicant to submit additional information needed for environmental evaluation of the project.

B. Review for Exemption (15061)

1. As part of the preliminary review of a project, the City shall determine whether a particular activity is exempt from CEQA.
2. Possible exemptions from CEQA include:
 - a. The activity is not a project as defined in Section 15378 of the State CEQA Guidelines.
 - b. The project has been exempted by statute, including but not limited to ministerial and emergency projects (see Article 18, commencing with Section 15260 of the State CEQA Guidelines, and Appendix A of these Guidelines) or by categorical exemption (see Article 19,

commencing with Section 15300 of the State CEQA Guidelines, and Appendix B of these Guidelines).

- c. The activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.
3. If the City determines that a project is exempt, the City or the applicant may file a Notice of Exemption after the project is approved as provided in Section 15062 of the State CEQA Guidelines (see Appendix E).

C. Initial Study (15063)

1. If a project is not exempt, the City shall conduct an Initial Study to determine if the project may have a significant effect on the environment. If the City can determine that an EIR will clearly be required for the project, an Initial Study may or may not be required by the Environmental Coordinator. All phases of project planning, implementation and operation must be considered in the Initial Study.
2. The applicant shall provide an Environmental Data Submission including a description of the project and a brief statement of expected environmental consequences. The format for this information is contained in Appendix F. The applicant may also submit any additional information to aid in the determination of environmental impacts. The Environmental Coordinator may request, and the applicant shall provide, any additional information needed to prepare adequate environmental documents. Such information may be necessary and required after the application has been accepted as complete.
3. Based upon the Environmental Data Submission and other data which may be available, the staff member assigned to the project will complete the Environmental Checklist using the form provided in Appendix G. The Application, Environmental Data Submission and the Environmental Checklist comprise the Initial Study.
4. As soon as it is determined that an Initial Study will be required, the City shall consult informally with all responsible agencies and trustee agencies responsible for areas affected by the project. Staff shall seek and so indicate their recommendations as to whether an EIR or Negative Declaration should be prepared. This consultation may be by phone contact or letter.

5. During the preparation of the Initial Study, the City may consult with the applicant to determine if the applicant is willing to modify the project to reduce or avoid the significant effects identified in the Initial Study.

D. Determining Significant Effect (15064)

1. On the basis of the Initial Study, the Environmental Coordinator shall determine if the project may have significant environmental impacts and shall enter such determination in the space provided at the end of the Environmental Checklist. The Environmental Coordinator shall then determine if there are mitigation measures which will reduce or eliminate the identified significant impacts.
 - a. The determination of significant effect on the environment shall be based to the extent possible on scientific and factual data.
 - b. In determining whether an effect will be adverse or beneficial, the City shall consider the views of the public. If there is an anticipated substantial body of opinion that does or will consider the effect to be adverse, the City shall regard it as potentially adverse. Before requiring an EIR, the City shall determine whether the environmental change may be substantial.
 - c. In evaluating the significance of the environmental effect, the City will consider primary and secondary or indirect consequences. (See Appendix G of the State Guidelines for additional explanation of potentially significant effects.)

Mitigation measures can be proposed by the applicant, City staff or the Environmental Coordinator, but in all cases the applicant's willingness to adopt them shall be set forth in writing if they are to be considered included in the project.

2. When the Environmental Coordinator determines that a project will not have a significant effect on the environment, a Negative Declaration shall be prepared.
3. When the Environmental Coordinator determines that there is substantial evidence that a project may have a significant effect on the environment, an EIR shall be prepared.
4. After the application has been accepted as complete, the Environmental Coordinator shall decide within 30 days, whether an EIR or a Negative Declaration shall be prepared for review by responsible agencies, trustee agencies, recommending and decision-making bodies, and the public. This time limit may be extended by the City only with the consent of the applicant

for a maximum of 15 days. (15102) Failure to act within the prescribed time frame shall not be presumed to create an entitlement.

E. Negative Declaration Process

1. A Negative Declaration shall be prepared for a project subject to CEQA when either (15060):
 - a. The Initial Study shows that there is no substantial evidence that the project may have a significant effect on the environment, or
 - b. The Initial Study identified potentially significant effects but:
 - (1) Revisions in the project plans or proposals made by, or agreed to, by the applicant in writing before the proposed Negative Declaration is released for public review would avoid the effects or mitigate the effects to a point where clearly no significant effects would occur, and
 - (2) There is no substantial evidence before the agency that the project as revised may have a significant effect on the environment.
2. A Negative Declaration shall consist of a copy of the Initial Study documenting the findings of no significant impact and a description of mitigation measures, if any, and the proposed Mitigation Monitoring Program included in the project. (15071)
3. Notice of Negative Declaration shall be provided as follows:
 - a. Notice Period
 - (1) The Notice of Negative Declaration shall specify that for any action requiring staff approval only, no final approval will occur prior to the expiration of twenty (20) calendar days from the date of the notice. If the notice is mailed, the 20 days shall commence as of the date of postmark. If the notice is published, the 20 days shall commence as of the date of publication. If the notice is posted on the project site, the 20 days shall commence as of the date of posting. If there is a combination of noticing methods, whichever is latest shall be the determining date. (Format for the notice is provided in Appendix K.)
 - (2) If the project requires review by state agencies through the State Clearinghouse, no final action on the project shall occur

prior to the expiration of 30 calendar days from the date of the notice unless a shorter time period is approved by the State Clearinghouse. (15073d)

- (3) Notices for items requiring public hearings shall include notice of hearing for both environmental and project review. Such combined notices shall apply to, but are not limited to City Council hearings, Planning Commission hearings, Zoning Administrator hearings, and Design Review hearings.

b. Publishing, Mailing, and Posting of Notices

- (1) For projects of citywide application, a notice shall be placed at least one time in a newspaper of general circulation within Novato and shall be posted on a public bulletin board in the foyer of the main entrance to City Hall on Sherman Avenue with a copy to the County Library and any other facility deemed appropriate and cost effective. (15072)
- (2) For site-specific projects, a notice shall be mailed to owners and occupants of property within 600 feet of the project boundaries, as such owners are shown on the latest equalized assessment rolls, and any homeowners', condominium, and tenant associations that the City knows of whose membership includes residents within that 600 feet. (15072)
- (3) For all projects, responsible agencies, trustee agencies and every other public agency with jurisdiction by law over resources affected by the project shall receive a copy of the notice with the Negative Declaration. When one or more state agencies will be a responsible agency or a trustee agency, the City shall send copies of the Negative Declaration to the State Clearinghouse for distribution to state agencies. (15073[b])
- (4) For all projects, notice shall also be given to all organizations and individuals who have previously requested such notice. (15072[a])
- (5) The notice shall specify that the time period indicated is for public comment, indicating time and place of any scheduled public hearings or meetings, the nature and location of the proposed project, and address where draft documents are available for copying and review.

4. The City shall have a maximum of 105 days from the date of acceptance of a project application to complete a Negative Declaration, if the City finds the project to have no significant effect on the environment or that potentially adverse impacts are mitigated to a point where no significant impacts would occur. This time limit may be extended by the City only with the consent of the applicant after determining the extension will not violate applicable Permit Streamlining Act processing deadlines.

Completion of a Negative Declaration within a 105-day period shall include the conduct of an Initial Study, public review, and the preparation of a document ready for approval by the decision-making body. Completion within the 105-day period need not include the approval of the Negative Declaration by the decision-making body (see Appendix L). (15107)

5. Consideration and approval of a Negative Declaration.
 - a. Prior to approving a project, the decision-making body shall consider and approve the Negative Declaration. Where an advisory board such as the Planning Commission is required to make a recommendation on a project to the decision-making body, the advisory body shall also review and consider the EIR or Negative Declaration. (15074)
 - b. The action of the decision-making body to approve the Negative Declaration may be appealed by any interested party to the City Council in writing within ten working days of the date of action.

The grounds for appeal shall be limited to the following:

- (1) That it can be fairly argued on the basis of substantial evidence that the project may have a significant effect on the environment.
- (2) That there is serious public controversy concerning the environmental effects on the project.

If an appeal is filed, public notice shall be handled in accordance with Section III.E.3 of these guidelines.

- c. To enable the City to comply with both the permit processing statutes and CEQA, the City shall deem an application for a project not complete for filing until completion of the environmental documentation required by CEQA is sufficient to finish the CEQA process within the constraints of any permit time limit. In any case, the document shall be completed or certified and the decision on the application made within one year from the date it was accepted as complete for CEQA processing. This one-year time limit may be

extended once for up to 90 days upon consent of the City and the applicant.

- d. After the project for which a Negative Declaration has been prepared is approved, the lead City department shall prepare a Notice of Determination (15075). The notice shall be filed with the County Clerk within five (5) working days of the date of the approved action. (Format for the Notice of Determination is provided in Appendix D.)
- e. Should the Negative Declaration contain conditions for mitigation of an impact, the Notice of Declaration shall so indicate along with the adoption of a Mitigation Monitoring Program in a format indicated in the Environmental Review Guidelines, Appendix H, Section E.8.
- f. The filing of the Notice of Determination with the County Clerk starts a 30-day statute of limitations on court challenges to the action on the project under CEQA.

F. Environmental Impact Report Process

1. Decision to Prepare an EIR

If the Environmental Coordinator has determined that the project may have a significant impact on the environment, which cannot be mitigated by the project as proposed, a Draft EIR shall be prepared. If the applicant disagrees with this determination or wishes input from the Planning Commission on the scope of the EIR, a public hearing may be requested before the Planning Commission with notice provided pursuant to law. A decision by the Planning Commission to prepare or require an EIR or subsequent EIR is appealable by the applicant to the City Council. The action of the Planning Commission to prepare or require an EIR or subsequent EIR may be appealed by the applicant to the City Council in writing within ten working days of the date of the action. A decision by the Planning Commission to prepare or require a Supplemental EIR or Addendum is appealable by any interested party to the City Council. The action of the Planning Commission to prepare or require a Supplemental EIR or Addendum may be appealed by any interested party to the City Council within ten working days of the date of the action.

2. Notice of Preparation

- a. Immediately upon determining that an EIR is required for a project, a Notice of Preparation (see Appendix J) for the project Draft EIR shall be mailed to all property owners and occupants within 600 feet, any known affected homeowners', condominium and tenant associations, all responsible agencies and to those trustee agencies

responsible for natural resources affected by the project, with a copy to the State Clearinghouse. Copies of the Notice of Preparation shall be sent to responsible agencies and trustee agencies by certified mail or by other method of transmittal which provides a record that the notice was received. (15082)

3. Scope of an EIR

The City shall utilize the information contained in the Initial Study, responses to the Notice of Preparation, and any meetings held to discuss the environmental effects of the project when establishing the scope of an EIR. (15082, 15083)

4. In the case of a public project, the Draft EIR may be prepared by City staff or an independent consultant selected by the City. In the case of a private project, the draft shall be prepared by an independent consultant. The applicant shall be informed by the lead City department of procedures involved in the selection and payment of such consultant (see Appendix H). (15084)

5. Public Review of Draft EIR

- a. Upon completion of the Draft EIR, the lead City department shall file a Notice of Completion with the State Clearinghouse (see format in Appendix C). The lead department shall deliver copies to the State Clearinghouse for distribution to state agencies and shall deliver copies directly to all other responsible agencies, trustee agencies, or other agencies and City departments which exercise authority over the resources which may be affected by the project. (15085, 15086)
- b. Review periods for Draft EIRs will be not less than 30 and not more than 90 days from the date of public notice. Review periods for EIRs which have state agencies as responsible agencies shall be at least 45 days unless a shorter period is approved by the State Clearinghouse.
- c. The public shall be notified of the existence of Draft EIRs and the start of the review period at the same time as the Notice of Completion is sent to the State Clearinghouse by two of the following (15087):
- (1) Publication of the Notice of Completion in a newspaper of general circulation.
 - (2) Noticing of owners and occupants of property within 600 feet of the outside boundaries of the project site and any homeowners, condominium, and tenants associations that the

City knows of whose membership includes residents within that 600 feet.

- (3) For projects of citywide application, a notice shall be placed at least one time in a newspaper of general circulation within Novato and shall be posted on a public bulletin board in the foyer of the main entrance to City Hall on Sherman Avenue with a copy to the County Library and any other facility deemed appropriate and cost effective.
 - (4) All notices shall specify the date set for public hearing on the adequacy of the Draft EIR.
- d. Section III.F.5.d shall read: "After the public review period is completed, the Community Development staff shall report to the originating discretionary review body as to the comment received about the preparation of the Final EIR. The reviewing body may take comments on, or discuss, the project during the public review period on the Draft EIR or at other times."
 - e. At public hearings, members of the public may express their views on the adequacy of the Draft EIR orally or in writing. Submission of comments in writing is encouraged. Reviewers should focus on the sufficiency of the EIR in discussing possible impacts upon the environment, ways in which adverse effects might be minimized, and alternatives to the project.
 - f. Upon completion of the public hearing, the review body shall either accept the Draft EIR, if it is determined to be in conformance with CEQA, CEQA Guidelines, and the requirements for a Draft EIR stated herein, or move continuance of the hearing pending receipt of additional information necessary to achieve such conformance. Upon acceptance of the Draft EIR, the review body shall then establish a reasonable period of time, not to exceed 45 days, in which to allow completion of the Final EIR in the manner prescribed herein. Acceptance or continuance of the Draft EIR (as opposed to certification of the Final EIR) is not an appealable action.
6. Final Environmental Impact Reports
- a. The Final EIR shall consist of the following:
 - (1) The Draft EIR, including all revisions thereto.

- (2) Copies of all written responses and a summary of verbal responses. This will include the minutes from hearings on the Draft EIR.
- (3) The lead City department and/or consultant's responses to comments received on the Draft EIR.
- (4) Any modification or additional data which the review body deems necessary to provide an adequate environmental review of the project.

b. Certification of Final EIR (15090)

- (1) The Final EIR shall be considered by the decision-making body prior to or at its public hearings on the merits of the project. If approval of the project application is final at a decision-making body other than the City Council, the decision-making body shall certify completion of the Final EIR before taking action on the project (see Resolution Certifying Completion, Appendix I). If the decision of the decision-making body on the project application is appealed to the City Council, any concurrent certification of the FEIR shall also be automatically appealed. If the action of the decision-making body is advisory to the City Council, the decision-making body shall consider the Final EIR in making its recommendation. The City Council shall certify the FEIR prior to its action on the project.
- (2) Any person may appeal to the City Council the decision of a lower level decision-making body to certify the Final EIR. Appeals must be in writing, specifying the issues of EIR adequacy being appealed, and shall be filed with the required filing fee within ten (10) working days following such decision.
- (3) Appeal of the Final EIR certification shall suspend any further consideration of the project, within applicable constraints of the Permit Streamline Act, until a decision on the appeal is made by the City Council.

7. Findings and Action on Project

- a. The City shall not approve or carry out a project for which an environmental impact report has been completed which identifies one or more significant effects of the project unless the approving body

makes one or more of the following written findings for each of those significant effects, accompanied by a statement of the facts supporting each finding. (15091)

- (1) Changes or alterations have been required in, or incorporated into, the project which mitigate or avoid the significant environmental effects thereof as identified in the Final EIR.
 - (2) Such changes or alterations are within the responsibility and jurisdiction of another public agency and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by such other agency.
 - (3) Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the Final EIR.
- b. The findings required by (1) through (3) above shall be supported by substantial evidence in the record.
- c. The findings in subsection (2) shall not be made if the City has concurrent jurisdiction with other agency to deal with identified mitigation measures or alternatives.
- d. The City shall not decide to approve or carry out a project for which an EIR was prepared unless either (15092):
- (1) The project as approved will not have a significant effect on the environment, or
 - (2) The City has:
 - (a) Eliminated or substantially lessened all significant effects on the environment where feasible as shown in findings under Section III.F.7.a. (15091), and
 - (b) Determined that any remaining significant effects on the environment found to be unavoidable under Section III.F.7.a (15091) are acceptable due to overriding concerns as described under Section III.F.7.f (15093).
- e. With respect to a project which includes housing development, the City shall not reduce the proposed number of housing units as a mitigation measure if it determines that there is another feasible

specific mitigation measure available that will provide a comparable level of mitigation. (15092c)

- f. Where the City allows the occurrence of significant effects which are identified in the Final EIR but are not at least substantially mitigated, the City shall state in writing the specific reasons to support its action based on the Final EIR and/or other information in the record. This shall be called a Statement of Overriding Considerations. (15093)
- g. When the City of Novato is the lead agency, it shall have a maximum of one (1) year from the date of acceptance of a complete application to process the necessary and appropriate environmental documents as set forth in these guidelines. Where a project requires more than one application, each application shall be subject to a separate one-year period for approval or disapproval, based upon the date of acceptance of each complete application. This time limit may only be extended once upon consent of the applicant and the public agency for a maximum of 90 additional days, unless state law allows additional time extensions.
- h. A few statutes require agencies to make decision on permits within time limits that are so short that review of the project under CEQA would be difficult. To enable the lead agency to comply with both the permit statute and CEQA, the lead agency shall deem an application for a project not received for filing under the permit statute or ordinance until such time as progress toward completing the environmental documentation required by CEQA is sufficient to finish the CEQA process within the short permit time limit. (15111)
- i. After the project for which an EIR has been prepared is approved or disapproved, the lead City department shall prepare a Notice of Determination. The Notice of Determination shall be filed with the County Clerk. If discretionary approval is needed by a state agency, the Notice shall also be filed with the Office of Planning Research. Filing of the Notice shall be within five (5) working days of the date of the approved action (15094). (The format for the Notice of Determination, including the statement of findings, is provided in Appendix D.)
- j. The filing of the Notice of Determination with the County Clerk starts a 30-day statute of limitations on court challenges to the action of the project under CEQA.

G. Mitigation Monitoring Program

1. Implementation

- a. A Mitigation Monitoring Program shall be adopted along with the conditions and findings of project approval. It shall cover all mitigation measures which are proposed to be included in the project including a detailed description of the steps to be taken to ensure implementation. The discussion shall include an item by item identification of the specific mitigation, the monitoring action, criteria and standards used, responsible review agency, frequency and method of review, process for signing off completion of task and noncompliance sanctions.
- b. That adopted Mitigation Monitoring Program shall be distributed to all agencies/parties with review responsibility defined in the Program.

2. Responsibility

- a. Requirements of the Mitigation Monitoring Program shall be made conditions of project approval and shall be treated in a like manner to all other conditions of approval. As such, failure to comply with those conditions would have a direct bearing on the provisional rights of the discretionary permit grant in the same manner as other conditions of approval.
- b. Overall compliance shall be coordinated by the Planning Division unless otherwise indicated in the Mitigation Monitoring Program.
- c. A report shall be prepared by the Planning Division upon completion of the implementation of all mitigation measures, indicating the specific compliance measures undertaken and the required review approvals received. The report shall include the checklist included as Appendix O. Approval of the report by the Environmental Coordinator identifying completion of all mitigation measures by the City fulfills the City's monitoring requirements with respect to Public Resources Code Section 21081(a).



APPENDIX A
MINISTERIALLY EXEMPT PROJECTS

Pursuant to Section 15268 of the State Guidelines, the following actions are considered to be ministerially exempt from the provisions of the California Environmental Quality Act:

1. Issuance of building permits.
2. Issuance of business licenses.
3. Approval of final subdivision maps.
4. Approval of individual utility service connections and disconnections.
5. Demolition permits not involving properties of historic or cultural significance.
6. Issuance of swimming pool permits.
7. Annual renewal of permits or licenses for existing and continuing uses and activities not involving new construction.
8. Approval of final parcel maps.
9. Approval of records of survey.
10. Approval of certificates of inspection.
11. Execution of subdivision improvement agreements.
12. Execution of land division improvement agreements.
13. Execution of street improvement agreements.
14. Acceptance of offers of dedication.
15. Acceptance of deeds.
16. Issuance of a grading permit for a single family detached dwelling or swimming pool on existing lots.
17. Any other actions which the Environmental Coordinator finds to be comparably ministerial to the foregoing list.

APPENDIX B CATEGORICALLY EXEMPT PROJECTS

Pursuant to Article 19 of the State CEQA Guidelines, the projects listed below are to be considered categorically exempt from the provisions of the California Environmental Quality Act. Definitions of these categorical exemptions may be found in the State CEQA Guidelines under the sections listed.

A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

- 15301. Existing Facilities
- 15302. Replacement or Reconstruction
- 15303. New Construction or Conversion of Small Structures
- 15304. Minor Alterations to Land
- 15305. Minor Alterations in Land Use Limitations
- 15306. Information Collection
- 15307. Actions by Regulatory Agencies for Protection of Natural Resources
- 15308. Actions by Regulatory Agencies for Protection of the Environment
- 15309. Inspections
- 15310. Loans
- 15311. Accessory Structures
- 15312. Surplus Government Property Sales
- 15313. Acquisition of Lands for Wildlife Conservation
- 15314. Minor Additions to Schools
- 15315. Minor Land Divisions
- 15316. Transfer of Ownership of Land in Order to Create Parks
- 15317. Open Space Contracts or Easements
- 15318. Designation of Wilderness Areas
- 15319. Annexations of Existing Facilities and Lots for Exempt Facilities
- 15320. Changes in Organization of Local Agencies
- 15321. Enforcement Actions by Regulatory Agencies
- 15322. Education or Training Programs Involving No Physical Changes
- 15323. Normal Operations of Facilities for Public Gatherings
- 15324. Regulations of Working Conditions
- 15325. Transfer of Ownership of Interest in Land to Preserve Open Space
- 15326. Acquisition of Housing for Housing Assistance Programs
- 15327. Leasing New Facilities
- 15328. Small Hydroelectric Projects at Existing Facilities
- 15329. Cogeneration Projects at Existing Facilities

APPENDIX C NOTICE OF COMPLETION

Notice of Completion		See NOTE below
Mail to: State Clearinghouse, 1400 Tenth Street, Sacramento, CA 95814 916/445-0613		SCH # _____
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: _____
Within 2 Miles: State Hwy #: _____	Waterways: _____	Base: _____
Airports: _____	Railways: _____	Schools: _____
Document Type		
CEQA: <input type="checkbox"/> NOI	<input type="checkbox"/> Supplement/Subsequent	NEPA: <input type="checkbox"/> NEH
<input type="checkbox"/> Early Cons	<input type="checkbox"/> EIR (Prior SCH No.) _____	<input type="checkbox"/> EA
<input type="checkbox"/> Neg Dec	<input type="checkbox"/> Other _____	<input type="checkbox"/> Draft EIS
<input type="checkbox"/> Draft EIR		<input type="checkbox"/> FONSI
Local Action Type		
<input type="checkbox"/> General Plan Update	<input type="checkbox"/> Specific Plan	<input type="checkbox"/> Rezone
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Prezone
<input type="checkbox"/> General Plan Element	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Use Permit
<input type="checkbox"/> Community Plan	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Land Division (Subdivision, Parcel Map, Tract Map, etc.)
Development Type		
<input type="checkbox"/> Residential: Units _____ Acres _____	<input type="checkbox"/> Water Facilities: Type _____ MGD _____	
<input type="checkbox"/> Office: Sq.ft. _____ Acres _____ Employees _____	<input type="checkbox"/> Transportation: Type _____	
<input type="checkbox"/> Commercial: Sq.ft. _____ Acres _____ Employees _____	<input type="checkbox"/> Mining: Mineral _____	
<input type="checkbox"/> Industrial: Sq.ft. _____ Acres _____ Employees _____	<input type="checkbox"/> Power: Type _____ Watts _____	
<input type="checkbox"/> Educational _____	<input type="checkbox"/> Waste Treatment: Type _____	
<input type="checkbox"/> Recreational _____	<input type="checkbox"/> Hazardous Waste: Type _____	
<input type="checkbox"/> Other: _____		
Project Issues Discussed in Document		
<input type="checkbox"/> Aesthetic/Visual	<input type="checkbox"/> Flood Plain/Flooding	<input type="checkbox"/> Schools/Universities
<input type="checkbox"/> Agricultural Land	<input type="checkbox"/> Forest Land/Fire Hazard	<input type="checkbox"/> Septic Systems
<input type="checkbox"/> Air Quality	<input type="checkbox"/> Geologic/Seismic	<input type="checkbox"/> Sewer Capacity
<input type="checkbox"/> Archeological/Historical	<input type="checkbox"/> Minerals	<input type="checkbox"/> Soil Erosion/Compaction/Grading
<input type="checkbox"/> Coastal Zone	<input type="checkbox"/> Noise	<input type="checkbox"/> Solid Waste
<input type="checkbox"/> Drainage/Absorption	<input type="checkbox"/> Population/Housing Balance	<input type="checkbox"/> Toxic/Hazardous
<input type="checkbox"/> Economic/Jobs	<input type="checkbox"/> Public Services/Facilities	<input type="checkbox"/> Traffic/Circulation
<input type="checkbox"/> Fiscal	<input type="checkbox"/> Recreational/Parks	<input type="checkbox"/> Vegetation
<input type="checkbox"/> Water Quality	<input type="checkbox"/> Water Supply/Groundwater	<input type="checkbox"/> Wetland/Riparian
<input type="checkbox"/> Wildlife		
<input type="checkbox"/> Growth Inducing		
<input type="checkbox"/> Land Use		
<input type="checkbox"/> Cumulative Effects		
<input type="checkbox"/> Other _____		
Present Land Use/Zoning/General Plan Use		

Project Description		

Reviewing Agencies Checklist

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
- ___ Office of Historic Preservation
- ___ Parks & Recreation
- ___ Reclamation
- ___ 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)

Cal-EPA

- ___ Air Resources Board
- ___ APCD/AQMD
- ___ 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:

Revised October 1989

**APPENDIX D
NOTICE OF DETERMINATION**

Notice of Determination		
To: _____ Office of Planning and Research 1400 Tenth Street, Room 121 Sacramento, CA 95814 _____ County Clerk County of _____ _____ _____	From: (Public Agency) _____ _____ <i>(Address)</i>	
Subject: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.		
Project Title		
State Clearinghouse Number <small>(If submitted to Clearinghouse)</small>	Lead Agency Contact Person	Area Code/Telephone/Extension
Project Location (include county)		
Project Description:		
This is to advise that the _____ has approved the above described project on _____ <div style="text-align: center;"> <input type="checkbox"/> Local Agency <input type="checkbox"/> Responsible Agency </div> _____ and has made the following determinations regarding the above described project: <small>(Date)</small>		
<ol style="list-style-type: none"> 1. The project <input type="checkbox"/> will <input type="checkbox"/> will not have a significant effect on the environment. 2. <input type="checkbox"/> An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA. <input type="checkbox"/> A Negative Declaration was prepared for this project pursuant to the provisions of CEQA. 3. Mitigation measures <input type="checkbox"/> were <input type="checkbox"/> were not made a condition of the approval of the project. 4. A statement of Overriding Considerations <input type="checkbox"/> was <input type="checkbox"/> was not adopted for this project. 5. Findings <input type="checkbox"/> were <input type="checkbox"/> 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 is available to the General Public at:		
Signature (Public Agency)	Date	Title
Date received for filing at OPR:		

Revised October 1989

**APPENDIX E
NOTICE OF EXEMPTION**

Notice of Exemption	
To: <input type="checkbox"/> Office of Planning and Research 1401 Tenth Street, Room 121 Sacramento, CA 95814	From: (Public Agency) _____ _____ <div style="text-align: right; font-size: small;">(Address)</div>
<input type="checkbox"/> County Clerk County of _____ _____ _____	
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)	
<input type="checkbox"/> Ministerial (Sec. 21080(b)(1); 15268):	
<input type="checkbox"/> Declared Emergency (Sec. 21080(b)(3); 15269(a)):	
<input type="checkbox"/> Emergency Project (Sec. 21080(b)(4); 15269(b)(c)):	
<input type="checkbox"/> Categorical Exemption. State type and section number: _____	
<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature: _____	Date: _____ Title: _____
<input type="checkbox"/> Signed by Lead Agency	
<input type="checkbox"/> Signed by Applicant	
Date received for filing at OPR: _____	
Revised October 1989	

APPENDIX F
ENVIRONMENTAL DATA SUBMISSION

Any applicant seeking approval from a decision-making body in the City for a project that is not ministerially or categorically exempt or of an emergency nature as defined herein must submit sufficient information to enable staff to complete an Initial Study to be used by the Environmental Coordinator to determine whether an EIR must be prepared or whether a negative declaration may be issued. Project applicants shall provide the following information in the format indicated in an accompanying text entitled "Environmental Data Submission" to be submitted at the time an application is filed. The Environmental Data Submission and project application materials have separate purposes and separate requirements. One document may not simply refer to material contained in the other; the Environmental Data Submission must give an adequate description of the project for environmental review purposes. Any ultimate anticipated development on the project site or adjacent property under the same ownership must be included in the discussion. If there are phases to the project, the submission may discuss them by phase so long as a cumulative impact is also provided by each phase analyzed.

This outline is intended to serve as a guide to preparers of an Environmental Data Submission. It does not guarantee that no additional information will be required. This outline will be used by the Department of Community Development staff to determine the completeness of an Environmental Data Submission. Some projects may require additional information in order to evaluate possible environmental impacts. Some types of projects may not require the level of information regarding environmental setting indicated. These include some text amendments and some minor projects. Questions should be directed to the Department of Community Development staff.

The Environmental Data Submission is divided into four distinct sections: (1) project information; (2) environmental setting; (3) impacts; and (4) mitigation measures and alternatives. It is important that these sections not be mixed. Where appropriate, information sources should be cited, as well as the source of any subjective options.

ENVIRONMENTAL DATA SUBMISSION

A. Project Information

1. Owner's Name:
Address:
Telephone:

2. Applicant's Name: (attach documentation of authority to submit, if other than owner)
Address:
Telephone:

3. Person preparing this submission: (attach documentation of authority to represent indicating title and qualifications, if other than owner)
Address:
Telephone:
4. Project Number(s):
5. Assessor's Parcel No(s):
6. Type of approval(s) sought:
7. Location of project (attach vicinity map):
8. Size of subject property:
9. Present and previous use of site or structures:
10. Existing zoning, General Plan designation and any applicable policies, master plans and/or specific plans for site and surrounding areas:
11. General description of project:
 - a. Intent of project (be as specific as possible; include goals for applicant and community, proposed uses, number and size of lots, etc.).
 - b. Map showing use(s) to which land will be put (may be a duplicate of a map exhibit submitted with project application).
 - c. Major activities contemplated and their sequence (construction-related and permanent).
 - d. Indicate: amount of area covered by structures, impermeable surfaces, landscaping and natural open space; number of floors, floor area, employees and shifts for commercial projects; and types and numbers of units for residential units.
12. Other agencies or City departments which permits or approvals will be required, specifying type and granting body.
13. A map showing the location of the project with relation to adjacent streets shall be included for site specific projects.

B. Environmental Setting

1. Topography: Indicate % of 0-15%, 16-30%, and 31%+ slopes, maximum slope, average slope of buildable envelope and significant topographic features.

2. Geology:
 - a. Geologic type.
 - b. Slope stability (landslides, size and extent; is repair of landslide proposed).
 - c. Seismic hazards (tsunami, liquefaction, ground shaking, subsidence, etc.)

Much of this information is available from "Geology for Planning, Novato Area," Salem Rice, 1975.

3. Air Quality: Exposure to or generation of air pollutants or odors.
4. Hydrology: Existing hydrologic features - streams, marsh, bay, lake, wetlands, including seasonal wetlands, etc.; drainage patterns; flood zones (see Flood Rate Insurance map available in Novato Department of Community Development) and any alterations proposed.
5. Water Quality: Percolation rate if known, depth of groundwater if known, any wells in the area, quality of any surface water and any sources of contamination (such as parking lot runoff) existing in the vicinity of or resulting from project.
6. Biology: Major plant types, known habitats of endangered flora or fauna, and identification of all trees by type, indicating the number of each type and circumference of each tree at two feet above the ground.
7. Noise: Any significant noise generators in area, existing noise levels (for sites along Highway 101 and Highway 37, information is available in the Novato Department of Community Development. For estimates of noise based on traffic, see the Novato General Plan). How do noise levels for the proposed use compare with Novato General Plan Health and Safety Element Guidelines for the proposed use? If there is a potential concern indicated, an acoustic analysis should be included with the Environmental Data Submission.
8. Visual/Scenic Resources: Is the site a scenic resource, either by itself or as a part of a larger area resource? Describe visual characteristics including impacts to ridgelines and adjacent property views. Will the project create substantial sun shadow or glare problems?
9. Grading: If the project requires grading, how many cubic yards? Will it be balanced on-site and, if not, where will it be deposited or obtained? If there is grading, provide a cut/fill, map and, if it is unbalanced, a map delineating the borrow or deposit site, haul route, and estimated number of trips. Estimate the average and maximum amount of cut and fill, if any. State whether any explosives will be used.

10. Archaeologic/Cultural Resources: Is this an area of archaeologic sensitivity? If so, or if there is a known archaeologic site within 300 yards, an archaeological reconnaissance should be included in the Environmental Data Submission. Are there cultural/historic or prehistoric resources on or adjacent to the site?
11. Population and Housing Characteristics: Is the site adjacent to a populated area? What are the housing characteristics of the adjacent area?
12. Circulation: Circulation patterns, latest traffic counts available from Novato Department of Community Development, alterations in existing or proposed street improvements of the City, availability of public transportation, pedestrian and bicycle trails.
13. Public Service and Utilities: Distance and/or response time to sewer, water, gas, electricity, police, fire, parks, method of sewage disposal proposed.
14. Health and Safety:
 - a. Identify any flammable, reactive or explosive materials to be located on site (including pressurized tanks).
 - b. Indicate distance to nearest high fire hazard (i.e., brush, stored flammables, etc.).
 - c. Identify any proposed use storage or production of hazardous materials (as identified in the California Proposition 65 legislation) and procedures for disposal.
 - d. Identify disposal procedures for all waste products.
 - e. Indicate distance to nearest place where people live, work, or spend a significant amount of time if there is a potentially hazardous emissions source proposed or the distance to any hazardous emissions source within a quarter mile of the proposed project (as defined by subdivision (a) of Section 25532 and Sections 25114, 25117, 25316, and 44321 of the Health and Safety Code).

C. Impacts

Preliminary estimate of any action proposed that could cause adverse impact upon any of the features listed above when considered over the life of the project, including cumulative impacts. Discussion must document specific environmental features impacted, the nature of the impact and the relative measure of the severity of the impact.

D. Mitigation Measures and Alternatives

1. Mitigation measures that have been incorporated into the project design to lessen or eliminate (specify which) potential adverse environmental effects should be described. These should be distinguished from mitigation measures which could be part of the proposed project, but are not. The description should include a discussion of the implementation and monitoring procedures anticipated.
2. Discussion of alternatives to the project location or design. Brief discussion of significant impacts of alternatives, if different than project impacts.

E. Certification

1. Attach the following statement as part of the submission:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Date: _____

(Signature)

For: _____



**City of Novato
Environmental Checklist Form**

1. Project Title: **KEYBOARD(1)_Project Title**
2. Lead Agency Name and Address: **KEYBOARD(2)_Lead Agency Name and Address**
3. Contact Person and Phone Number: **KEYBOARD(3)_Contact Person and Phone Number**
4. Project Location: **KEYBOARD(4)_Project Location**
5. Project Sponsor's Name and Address: **KEYBOARD(5)_Project Sponsor's Name and Address**
6. General Plan Designation: **KEYBOARD(6)_GP Designation** 7. Zoning: **KEYBOARD(7)_Zoning**
8. Description of Project: *(Describe the whole action involved, including but not limited to later phases of the project, and any secondary, support, or off-site features necessary for its implementation. Attach additional sheets if necessary.)*
KEYBOARD(8)_Description of Project
9. Surrounding Land Uses and Setting: *(Briefly describe the project's surroundings.)*
KEYBOARD(9)_Surround Land Uses and Setting
10. Other Public Agencies Whose Approval is Required (e.g., Permits, Financing Approval, or Participation Agreement):
KEYBOARD(10)_Other Public Agencies Whose Approval is Required**QUIT**

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

- | | | |
|--|---|---|
| <input type="checkbox"/> Land Use/Planning | <input type="checkbox"/> Air Quality | <input type="checkbox"/> Utilities/Service Systems |
| <input type="checkbox"/> Population/Housing | <input type="checkbox"/> Noise | <input type="checkbox"/> Hazards & Hazardous Materials |
| <input type="checkbox"/> Geology/Soils | <input type="checkbox"/> Aesthetics | <input type="checkbox"/> Agriculture Resources |
| <input type="checkbox"/> Hydrology/Water Quality | <input type="checkbox"/> Cultural Resources | <input type="checkbox"/> Mineral Resources |
| <input type="checkbox"/> Biological Resources | <input type="checkbox"/> Public Services | <input type="checkbox"/> Mandatory Findings of Significance |
| <input type="checkbox"/> Transportation/Traffic | <input type="checkbox"/> Recreation | |

DETERMINATION: (To be completed by the Lead Agency)

On the basis of this initial evaluation:

- I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- I find that the proposed project MAY have a "potentially significant impact" or Potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature

Date

Printed Name

For

EVALUATION OF ENVIRONMENTAL IMPACTS:

- 1) A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A "No Impact" answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
- 2) All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
- 3) Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. "Potentially Significant Impact" is appropriate if there is substantial evidence that an effect may be significant. If there are one or more "Potentially Significant Impact" entries when the determination is made, an EIR is required.
- 4) "Negative Declaration: Less Than Significant With Mitigation Incorporated" applies where the incorporation of mitigation measures has reduced an effect from "Potentially Significant Impact" to a "Less Than Significant Impact." The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from Section XVII, "Earlier Analyses," may be cross-referenced).
- 5) Earlier analyses may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. Section 15063(c)(3)(D). In this case, a brief discussion should identify the following:
 - a) Earlier Analysis Used. Identify and state where they are available for review.
 - b) Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
 - c) Mitigation Measures. For effects that are "Less than Significant with Mitigation Measures Incorporated," describe the mitigation measures which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.
- 6) Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.
- 7) Supporting Information Sources: A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.

- 8) This is only a suggested form, and lead agencies are free to use different formats; however, lead agencies should normally address the questions from this checklist that are relevant to a project's environmental effects in whatever format is selected.
- 9) The explanation of each issue should identify:
 - a) the significance criteria or threshold, if any, used to evaluate each question; and
 - b) the mitigation measure identified, if any, to reduce the impact to less than significance.

ENVIRONMENTAL ANALYSIS

Potentially Significant Impact
Less Than Significant with Mitigation Incorporation
Less Than Significant Impact
No Impact

I. LAND USE AND PLANNING – Would the project:

- A. Physically divide an established community?
(Insert Text for I.A.)
- B. Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?
(Insert Text for I.B.)
- C. Conflict with any applicable habitat conservation plan or natural community conservation plan?
(Insert Text for I.C.)

II. POPULATION AND HOUSING – Would the project:

- A. Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?
(Insert Text for II.A.)
- B. Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?
(Insert Text for II.B.)
- C. Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?
(Insert Text for II.C.)

III. GEOLOGY AND SOILS – Would the project:

- A. Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:
 - 1. Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? (Refer to Division of Mines and Geology Special Publication 42.)
(Insert Text for III.A.1.)
 - 2. Strong seismic ground shaking?
(Insert Text for III.A.2.)

ENVIRONMENTAL ANALYSIS

- | | Potentially Significant Impact | Less Than Significant with Mitigation Incorporation | Less Than Significant Impact | No Impact |
|---|--------------------------------|---|------------------------------|--------------------------|
| 3. Seismic-related ground failure, including liquefaction?
<i>(Insert Text for III.A.3.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Landslides?
<i>(Insert Text for III.A.4.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Result in substantial soil erosion or the loss of topsoil?
<i>(Insert Text for III.B.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?
<i>(Insert Text for III.C.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?
<i>(Insert Text for III.D.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?
<i>(Insert Text for III.E.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

IV. HYDROLOGY AND WATER QUALITY – Would the project:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Violate any water quality standards or waste discharge requirements?
<i>(Insert Text for IV.A.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?
<i>(Insert Text for IV.B.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?
<i>(Insert Text for IV.C.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ENVIRONMENTAL ANALYSIS

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
D. Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site? <i>(Insert Text for IV.D.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Create or contribute runoff water which would exceed the capacity of existing or planned storm water drainage systems or provide substantial additional sources of polluted runoff? <i>(Insert Text for IV.E.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Otherwise substantially degrade water quality? <i>(Insert Text for IV.F.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map? <i>(Insert Text for IV.G.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Place within a 100-year flood hazard area structures which would impede or redirect flood flows? <i>(Insert Text for IV.H.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam? <i>(Insert Text for IV.I.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Inundation by seiche, tsunami, or mudflow? <i>(Insert Text for IV.J.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. BIOLOGICAL RESOURCES – Would the project:

A. Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service? <i>(Insert Text for V.A.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service? <i>(Insert Text for V.B.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL ANALYSIS

- | | Potentially Significant Impact | Less Than Significant with Mitigation Incorporation | Less Than Significant Impact | No Impact |
|---|--------------------------------|---|------------------------------|--------------------------|
| C. Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?
<i>(Insert Text for V.C.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?
<i>(Insert Text for V.D.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?
<i>(Insert Text for V.E.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?
<i>(Insert Text for V.F.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

VI. TRANSPORTATION/TRAFFIC – Would the project:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)?
<i>(Insert Text for VI.A.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?
<i>(Insert Text for VI.B.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?
<i>(Insert Text for VI.C.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?
<i>(Insert Text for VI.D.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ENVIRONMENTAL ANALYSIS

- | | Potentially Significant Impact | Less Than Significant with Mitigation Incorporation | Less Than Significant Impact | No Impact |
|--|--------------------------------|---|------------------------------|--------------------------|
| E. Result in inadequate emergency access?
<i>(Insert Text for VI.E.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Result in inadequate parking capacity?
<i>(Insert Text for VI.F.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?
<i>(Insert Text for VI.G.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

VII. AIR QUALITY – Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Conflict with or obstruct implementation of the applicable air quality plan?
<i>(Insert Text for VII.A.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Violate any air quality standard or contribute substantially to an existing or projected air quality violation?
<i>(Insert Text for VII.B.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?
<i>(Insert Text for VII.C.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Expose sensitive receptors to substantial pollutant concentrations?
<i>(Insert Text for VII.D.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Create objectionable odors affecting a substantial number of people?
<i>(Insert Text for VII.E.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

VIII. NOISE – Would the project result in:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?
<i>(Insert Text for VIII.A.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|

ENVIRONMENTAL ANALYSIS

- | | Potentially Significant Impact | Less Than Significant with Mitigation Incorporation | Less Than Significant Impact | No Impact |
|---|--------------------------------|---|------------------------------|--------------------------|
| B. Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?
<i>(Insert Text for VIII.B.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?
<i>(Insert Text for VIII.C.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?
<i>(Insert Text for VIII.D.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?
<i>(Insert Text for VIII.E.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?
<i>(Insert Text for VIII.F.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

IX. AESTHETICS – Would the project:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Have a substantial adverse effect on a scenic vista?
<i>(Insert Text for IX.A.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?
<i>(Insert Text for IX.B.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Substantially degrade the existing visual character or quality of the site and its surroundings?
<i>(Insert Text for IX.C.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?
<i>(Insert Text for IX.D.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

X. CULTURAL RESOURCES – Would the project:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5?
<i>(Insert Text for IX.A.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|

ENVIRONMENTAL ANALYSIS

- | | Potentially Significant Impact | Less Than Significant with Mitigation Incorporation | Less Than Significant Impact | No Impact |
|---|--------------------------------|---|------------------------------|--------------------------|
| B. Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?
<i>(Insert Text for IX.B.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?
<i>(Insert Text for IX.C.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Disturb any human remains, including those interred outside of formal cemeteries?
<i>(Insert Text for IX.D.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XI. PUBLIC SERVICES

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:
Fire protection?
<i>(Insert Text for Fire Protection.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Police protection?
<i>(Insert Text for Police Protection.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools?
<i>(Insert Text for Schools.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parks?
<i>(Insert Text for Parks.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other public facilities?
<i>(Insert Text for Other Public Facilities.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XII. RECREATION

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?
<i>(Insert Text for XII.A.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|

ENVIRONMENTAL ANALYSIS

- B. Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?

(Insert Text for XII.B.)

Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

XIII. UTILITIES AND SERVICE SYSTEMS – Would the project:

- A. Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?

(Insert Text for XIII.A.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

- B. Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?

(Insert Text for XIII.B.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

- C. Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?

(Insert Text for XIII.C.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

- D. Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?

(Insert Text for XIII.D.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

- E. Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?

(Insert Text for XIII.E.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

- F. Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?

(Insert Text for XIII.F.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

- G. Comply with federal, state, and local statutes and regulations related to solid waste?

(Insert Text for XIII.G.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

ENVIRONMENTAL ANALYSIS

Potentially Significant Impact
 Less Than Significant with Mitigation Incorporation
 Less Than Significant Impact
 No Impact

XIV. HAZARDS AND HAZARDOUS MATERIALS – Would the project:

- | | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. | Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?
<i>(Insert Text for XIV.A.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. | Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?
<i>(Insert Text for XIV.B.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. | Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?
<i>(Insert Text for XIV.C.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. | Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?
<i>(Insert Text for XIV.D.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. | For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?
<i>(Insert Text for XIV.E.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. | For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?
<i>(Insert Text for XIV.F.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G. | Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?
<i>(Insert Text for XIV.G.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H. | Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?
<i>(Insert Text for XIV.H.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ENVIRONMENTAL ANALYSIS

Potentially Significant Impact
 Less Than Significant with Mitigation Incorporation
 Less Than Significant Impact
 No Impact

XV. **AGRICULTURE RESOURCES:** In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. Would the project:

- | | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|
| A. | Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?
<i>(Insert Text for XV.A.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. | Conflict with existing zoning for agricultural use, or a Williamson Act contract?
<i>(Insert Text for XV.B.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. | Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use?
<i>(Insert Text for XV.C.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XVI. **MINERAL RESOURCES** – Would the project:

- | | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|
| A. | Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?
<i>(Insert Text for XVI.A.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. | Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?
<i>(Insert Text for XVI.B.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XVII. **MANDATORY FINDINGS OF SIGNIFICANCE**

- | | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|
| A. | Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?
<i>(Insert Text for XVII.A.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|

ENVIRONMENTAL ANALYSIS

B. Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.)

(Insert Text for XVII.B.)

C. Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?

(Insert Text for XVII.C.)

Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------



APPENDIX H PROCEDURES FOR EIR PREPARATION

When the City has determined that a project will or may have significant effect on the environment, the lead City department shall prepare or cause to have prepared an Environmental Impact Report. The following procedures shall govern preparation of an EIR by a consultant or lead City department.

- A. **POLICY** – It is the policy of the City of Novato to select a consultant to prepare EIRs for all private projects. The City will select a consultant on the basis of appropriate costs as well as demonstrated capability to perform the tasks outlined in the “Request for Proposal.” Proposals should show that the EIR will provide the City decision-makers with an accurate and complete report that meets the requirements of State law and these guidelines and provides sufficient information to reach a decision on the project.

- B. **REQUEST FOR PROPOSAL** – The lead City department shall prepare a “Request for Proposal.” This request shall be mailed to at least three firms on the City’s approved list of EIR consultants. Consultants shall have at least ten working days from the date of the “Request for Proposal” is postmarked to respond with a written proposal.

- C. **REQUIREMENTS FOR PROPOSAL** – The following minimum requirements must be met by any consultant submitting a proposal pursuant to the above request:
 - 1. The names and qualifications of all persons who will be working on this project including all subcontractors. A contact person in charge of the preparation of the EIR should be identified.
 - 2. A detailed estimate of the number of hours each of the above-named persons will contribute to the total report, the areas they will be working on and their hourly rate.
 - 3. The costs of the consultant attending a maximum of four public hearings including a scoping hearing and hearings on the Draft and Final EIRs.
 - 4. An estimate of all clerical costs including typing, reproduction and binding in preparation of the Administrative Draft, the Draft and the Final EIRs.
 - 5. Based on the above, a total fixed bid figure for preparation of the Draft and Final EIRs.
 - 6. The date on which work can commence and the number of weeks required to finish the Draft EIR, including time for staff review of the administrative draft (not longer than 15 working days).
 - 7. A listing of previous EIRs prepared pursuant to the California Environmental Quality Act pertinent to the project in question.

8. Compliance with any additional requirements set forth in the "Request for Proposal."

D. EVALUATION OF PROPOSAL

1. Upon receipt, the lead City department shall evaluate each proposal based upon City policies and these guidelines.
2. The lead City department shall provide the applicant with copies of all proposals. After discussion with the applicant, the lead City department shall select the consultant who will perform the work. The decision to accept any proposal shall be made not later than thirty (30) calendar days after the deadline for proposals to be submitted. Consultants whose proposals have not been accepted shall be so notified.
3. When the consultant has been chosen, the applicant must, within fifteen (15) calendar days of said choice, deposit with the City the full amount of the consultant's total bid figure for services. The City of Novato will then execute a contract between the consultant and the City on contract forms provided by the City.

E. FORMAT FOR EIR

1. The information contained in an EIR, including technical data, maps, plot plans and diagrams, shall be presented in such a manner as to permit full assessment of significant environmental impacts by reviewing agencies and members of the public. Use of clear and descriptive graphics is especially encouraged. Placement of highly technical or specialized data should be provided in appendices separated from the main body of the EIR.
2. EIRs shall be produced on 8½ x 11 inch paper and reproduced on both sides. They shall be bound so as to allow revisions and additions to be incorporated.
3. The EIR shall be prepared using a systematic, well documented approach. The EIR shall reference all documents used in its preparation including a citation to the page and section number of documents used as the basis for any statements in the EIR. All sections of written by someone other than an employee of the consultant firm shall be credited to the appropriate author(s). The EIR shall comply with all requirements of Articles 9 and 10 of the State CEQA Guidelines as to content.
4. The EIR should discuss environmental effects in proportion to their severity and probability of occurrence. Effects dismissed in an Initial Study as clearly insignificant need not be discussed further unless the City subsequently receives information inconsistent with the finding in the Initial Study.
5. If, after thorough investigation, the City or consultant finds that a particular impact is too speculative for evaluation, the report should note this conclusion and terminate discussion of the impact.

6. An EIR may incorporate by reference all or portions of other documents which contain information relevant to the EIR. The incorporated document shall be available to the public at the lead City department office. Where an EIR uses incorporation by reference, the incorporated part of the document shall be briefly summarized in the EIR.
7. The discussion of mitigation measures shall distinguish between the measures which are proposed to be included in the project and other measures that are not included but could also reduce adverse impacts. This discussion shall identify levels to which impacts will be reduced by mitigation and the basis upon which such levels were predicted. Where several measures are available to mitigate an impact, each should be discussed and the basis for selecting a particular measure should be identified.
8. Rewriting of the Draft EIR will be required unless staff determines changes are minimal. Changes in the Draft EIR required through the public hearing process shall be highlighted by means of underlining or different type face in the Final EIR. Comments and additional information required for inclusion in the Final EIR shall be included as an addendum to the EIR. Responses to comments shall be incorporated into the text of the EIR and keyed to the list of comments.



**APPENDIX I
RESOLUTION CERTIFYING COMPLETION OF EIR**

RESOLUTION CERTIFYING COMPLETION OF EIR

**RESOLUTION OF THE PLANNING COMMISSION (CITY
COUNCIL) OF THE CITY OF NOVATO CERTIFYING
THAT THE FINAL EIR FOR THE _____
PROJECT IS COMPLETE**

WHEREAS, the City of Novato has caused to be prepared an Environmental Impact Report for the _____ Project, a proposal project located on _____ acres of land and within the City of Novato; and

WHEREAS, the Environmental Impact Report has been completed in compliance with the California Environmental Quality Act of 1970, the Guidelines as promulgated by the State Secretary of Resources and the procedures for review as set forth in the City of Novato EIR Guidelines (all as most recently amended); and

WHEREAS, copies of the Draft EIR have been distributed for review by affected public agencies; and

WHEREAS, the Planning Commission of the City of Novato has considered the Draft Environmental Impact Report, has held public hearings thereon, and has reviewed the responses to said Draft EIR;

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission (City Council) of the City of Novato does hereby certify that the Final EIR on the _____ Project has been completed in compliance with the California Environmental Quality Act of 1970 and the State and the City Guidelines.

* * * * *

Passed and adopted at a regular meeting of the Planning Commission (City Council) of the City of Novato held on the ____ day of _____, 19__, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:



**APPENDIX J
NOTICE OF PREPARATION**

Notice of Preparation

To: _____
 (Agency)

 (Address)

Subject: Notice of Preparation of a Draft Environmental Impact Report

Lead Agency:

Consulting Firm (If applicable):

Agency Name _____
 Street Address _____
 City/State/Zip _____
 Contact _____

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 is not) 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 _____

Reference: California Code of Regulations, Title 14, (CEQA Guidelines) Sections 15082(a), 15103, 15375.

Revised October 1989

APPENDIX K
NOTICE OF A NEGATIVE DECLARATION

NOTICE OF A NEGATIVE DECLARATION

NOTICE OF A NEGATIVE DECLARATION

Notice is hereby given that a recommended Negative Declaration is available for review in the Department of Community Development, Novato City Hall, Sherman and DeLong Avenues, Novato, for the following project:

Project Title: _____

Type of Application: _____

Location of Project: _____

The _____ will consider adoption of the Negative Declaration on _____, at _____ p.m. in the _____, Novato. The adoption of the Negative Declaration would indicate the project would have no significant effect on the environment. The _____ may also consider requiring an Environmental Impact Report for the project, if significant environmental impacts might result from the project.

Inquiries regarding the recommended Negative Declaration should be directed to: _____ at (415) 897-4341, or to the Novato Department of Community Development, 901 Sherman Avenue, Novato, CA 94945.

**APPENDIX L
NEGATIVE DECLARATION**

(To be prepared pursuant to City of Novato Environmental Guidelines.)

Description of project (include commonly used name, if any):

Project location (street address, city, county) (include map showing location):

Name of project sponsor: _____

I hereby find that the above project will not have a significant effect on the environment.

Attached is a copy of the Initial Study ("Environmental Data Submission" and "Environmental Checklist") documenting the reasons to support the above finding.

The following mitigation measures are included in the project to avoid potentially significant effects on the environment. (If no mitigation measures are included, indicate "not applicable." If mitigation measures are included, a Monitoring/Reporting Plan must be attached.)

The attached Monitoring/Reporting Plan designed to ensure that these mitigation measures are carried out during the project's implementation is hereby incorporated and fully made part of this Negative Declaration.

Signature

Printed Name

Environmental Coordinator

Date

Attachments

Date Published: _____
Date Posted: _____
Date Notice Mailed: _____
Considered By: _____
On: _____
Action on Negative Declaration: Approved _____ Disapproved _____
Notice of Determination Filed: _____ _____
Resolution No. _____

**APPENDIX M
NOTICE OF INITIAL STUDY**

NOTICE OF INITIAL STUDY

TO: Responsible Agencies and Trustee Agencies

DATE:

SUBJECT: Notice of Initial Study

PROJECT TITLE:

PROJECT APPLICANT:

The City of Novato is conducting an Initial Study to determine whether an Environmental Impact Report or Negative Declaration will be required for the proposed

The project description, location and probable environmental effects are contained in the attached Application, Environmental Data Submission and Environmental Checklist (the Initial Study).

We request your identification of any California Environmental Quality Act (CEQA) concerns and the level of significance to your agency raised to by the proposed project. If you recommend mitigation measures as a condition of approval, please indicate your recommendation for monitoring procedure.

We request your response within 30 days' receipt of this notice. Please send your response to the Novato Department of Community Development, 901 Sherman Avenue, Novato, CA 94945. Should you have any questions, please contact the staff member indicated on the Initial Study at (415) 897-4341.

Sincerely,

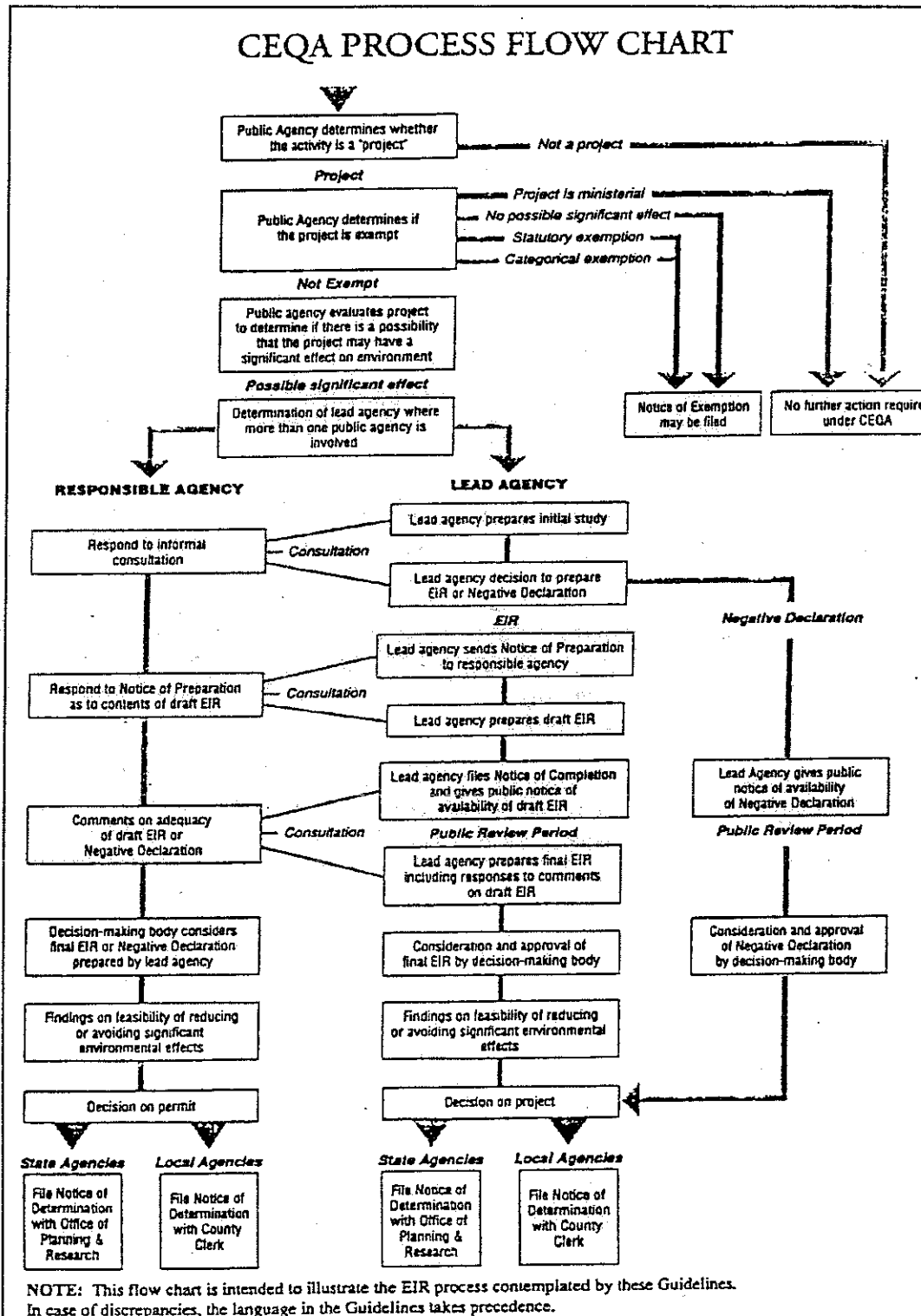
Vi Grinsteiner
Director of Community Development

VG/

cc: State Clearinghouse

California CEQA Guidelines Section 15063(g)

APPENDIX N CEQA PROCESS FLOW CHART



**APPENDIX O
MONITORING PROGRAM
FOR**

(Case Name and Number)

1. MITIGATION MEASURE: (from Negative Declaration or EIR)

2. MONITORING AGENCY/FIRM:

3. PROCEDURE – STEPS TO COMPLIANCE (unique to each project)
 - A.
 - B.
 - C.
 - D.
 - Etc.

4. COMPLIANCE (each procedure step to be signed off and dated by monitor)
 - A.
 - B.
 - C.
 - D.
 - Etc.

5. COMMENTS

6. Fees: _____ Receipt No.: _____ Date: _____ Rec'd By: _____
Prepared By: _____ Date: _____

7. Reviewed by Environmental Coordinator: _____ Date: _____

