



# SUBDIVISION



City of Redding  
777 Cypress Avenue  
Redding CA 96001  
Telephone:  
(530) 225-4020  
FAX: (530) 225-4495

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## PURPOSE

The State Subdivision Map Act authorizes local governmental agencies to regulate and control the design and development of subdivisions. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A subdivision also includes the conversion of a structure to condominiums. Subdivision regulations and review procedures for a division of property into five or more lots (generally referred to as a subdivision) require Tentative Subdivision Map approval; four lots or less require Tentative Parcel Map approval. This guide covers the procedures for Tentative Subdivision Map Application.

The Tentative Subdivision Map Application review procedure is designed to ensure that such things as street alignments, storm drainage, sewer and water facilities, location and size of easements and rights-of-way, trees, traffic access, grading, and numerous other features conform to City regulations and are arranged in the best possible manner to serve the public, minimize change to the environment, and provide usable parcels.

The Tentative Subdivision Map is evaluated for its consistency with the General Plan and its policies as well as the zoning regulations of the property. The compatibility of the subdivision design with the natural features of the site and with surrounding development is also considered.

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## PROCESS

### Step 1 - Preapplication Discussion with Staff

It is recommended that you review the proposal with Planning Division and Engineering Division staff prior to the submission of the formal application. This will allow staff to advise you on conformity with the General Plan and Zoning Ordinance; basic engineering requirements; possible environmental concerns; and need for any special studies, such as a traffic or hydrological analysis. In addition, local utility agencies should be contacted regarding requirements for developing the proposed parcels. Usually, this first step is the most important step and helps a project move faster through the process. A preapplication may take the form of a discussion with staff or a formalized "preapplication" procedure which results in a more comprehensive review and written response. Please refer to the "Preapplication Review Process" handout for additional information.

### Step 2 – Filing of Application

In order to have a complete application you will need to submit a completed Planning Application Form, an accurately drawn reproducible Tentative Subdivision Map exhibit, preliminary grading plan, preliminary utility plan, tree management plan, preliminary title report (current within 45 days of application), filing fee, and other required supplemental information to the Planning Division of the Development Services Department. Supplemental information may include biological, archaeological, or traffic studies or other special environmental impact studies. Please refer to attached checklist. City staff will review the material to make sure all the required information is provided. You will be notified within 30 days after filing as to whether the application is complete or what additional information is required. **The application must be signed by all property owners.**

### Step 3 – Notice to Other Agencies

Within ten days of a determination that the application is complete, a copy of the Tentative Subdivision Map exhibit and all pertinent data is sent to concerned public agencies, utilities, school districts, and other City departments for their comments. The review period lasts 20 working days. Information received will be used: in the preparation of a Negative Declaration (if no Environmental Impact Report is necessary), in the Planning Division staff report and recommendation to the Planning Commission, and in the formation of any Conditions of Approval.

### Step 4 – Environmental Review

All projects are subject to the provisions of the California Environmental Quality Act (CEQA). However, CEQA exempts certain types of projects from environmental review because they have little potential to create environmental impacts. If your project is not exempt, an initial environmental study will be prepared. If issues are identified that require further study or analysis, the project will be considered incomplete until the necessary information has been obtained. Should potentially significant environmental issues

be identified, State law requires the preparation of a negative declaration or environmental impact report (EIR). Once environmental review has been completed, conditions of project approval prepared, and staff recommendation determined, your project can be scheduled for a public hearing.

### **Step 5 – Public Hearing**

Completed maps are typically scheduled for a public meeting before the Board of Administrative Review (Board). Notification of the meeting is given to adjacent property owners within a minimum of 300 feet from the exterior project boundaries or beyond that distance, if necessary. The Board will take public comments on the project, then forward the application to the Planning Commission for consideration. Staff may revise the Conditions of Approval or the design of the Tentative Subdivision Map based on comments received at the Board of Administrative Review meeting. The Planning Commission will hold a public hearing to consider either approval subject to the draft Conditions of Approval or denial. Actions by the Planning Commission may be appealed to the City Council. If there is no appeal, then the Tentative Subdivision Map becomes effective ten days from the hearing date.

### **Step 6 – Filing of the Final Map**

The Final Subdivision Map is a legal document based on the approved Tentative Subdivision Map. After the approval by the Planning Commission, in order to have a final recorded map, you will need to submit a Final Subdivision Map prepared by an engineer or licensed surveyor to the Engineering Division for plan check. There is a separate fee for plan check (see Engineering Division's fee schedule). There may be on- or off-site improvements that are required to be completed prior to recordation of the final map as stated in the Conditions of Approval for the Tentative Subdivision Map. After any required improvements are completed and approved by the Engineering Division, the Conditions of Approval (as applicable) have been met, and the final map is approved by the City Surveyor, the Final Subdivision Map can be taken to the County Recorder's office for recordation. If a Final Subdivision Map is not recorded within 36 months of approval and if an extension is not requested and granted, the Tentative Subdivision map will become null and void.

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## **ESTIMATED TIME REQUIREMENTS**

The actual time for the processing of a Tentative Subdivision Map, following the 20-day agency review period, will vary depending on the complexity and magnitude of the proposal and required level of environmental review (e.g., EIR), but generally the Planning Commission hearing will occur eight to ten weeks (including the environmental review period) after the application has been deemed complete. The Final Subdivision Map cannot be recorded until after the ten-day appeal period has ended and all applicable Conditions of Approval have been met. It cannot be overemphasized that the burden for meeting the eight- to ten-week period rests largely on the applicant. Without a **complete and accurate** application, an eight- to ten-week time frame is impossible.

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## **APPLICATION SUBMITTAL REQUIREMENTS**

1. Application form completed and signed by the applicant and all property owners.
2. Preliminary title report (current within 45 days of application) for all properties involved.
3. Completed Subdivision Data Sheet.
4. A reproducible Tentative Subdivision Map exhibit must be provided with 5 copies of the map **folded to a size of 8½ inches by 11 inches**. The map must be drawn using an engineer's scale on a sheet that is no larger than 24 inches by 36 inches.
5. A reduced copy of map on 11 inches by 17 inches.
6. Application fee – Refer to "Schedule of Fees and Charges."
7. Supplemental information, if required, such as traffic study or other environmental assessment studies.
8. A thumb drive with a digital copy of submittal, including special studies.

**The attached list identifies the items needed to be included on the tentative map exhibit or on a separate sheet.**

**Notice to Subdividers:** Section 16.40.080 of the Redding Municipal Code requires that prior to the issuance of a grading permit, a public hearing be conducted on the grading associated with the subdivision. Unless adequate grading information is provided with the tentative map and reviewed at the Planning Commission public hearing for the tentative map, a separate second public hearing must be conducted by the City to address the grading plans. Typically, the grading permit application has been submitted to the Engineering Division following approval of the tentative map by the Planning Commission. The grading plans have then been scheduled for a hearing before the Board of Administrative Review and a recommendation subsequently forwarded to the City Engineer. As an alternative, you may streamline the process by submitting comprehensive grading information prior to the Planning Commission's consideration of the tentative map. The Planning Commission will then consider the grading information with its action on the tentative map, and a subsequent hearing before the Board of Administrative Review may be avoided.

# TENTATIVE SUBDIVISION MAP APPLICATION STANDARD APPLICATION REQUIREMENTS

The following information shall be provided with each Tentative Subdivision Map application. Applications which do not contain the information will be deemed incomplete.

## TENTATIVE SUBDIVISION MAP EXHIBIT

One reproducible map of the Tentative Subdivision Map. The copy shall be folded to a size of 8½" x 11". The Tentative Subdivision Map shall be **no larger than 24 inches by 36 inches** in size and to a scale ranging from 1 inch equals 50 feet to 1 inch equals 100 feet, depending on the size of the project. To accommodate this requirement, the Tentative Subdivision Map may consist of multiple sheets. Where multiple sheets are required, one reproducible map of a scale necessary to show the project on a single 24-inch by 36-inch sheet shall also be provided. Where the size and characteristics of a project site dictate, the City may require an additional composite map to be provided at a size other than delineated above.

Items to be illustrated on the Tentative Subdivision Map include:

- A key or location map on which shall be shown the general area, including adjacent property, subdivisions, and roads.
- The subdivision tract name or number, date, north arrow, scale, and sufficient description to define the location and boundaries of the proposed subdivision.
- The name and address of the recorded owner or owners.
- The name and address of the subdivider.
- The name and business address of the person who prepared the map.
- The gross and net acreages of the proposed subdivision to the nearest tenth of an acre.
- The names of the owners of the land immediately adjacent to the subdivision.
- Elevation contours and notations shall be provided. The contours shall not exceed four-foot intervals. Where the majority of a site is characterized by slopes less than 5 percent (i.e., along bottom lands adjacent to streams), the maximum contour interval shall be two feet. All slope areas which exceed 20 percent shall be clearly identified. The Tentative Subdivision Map or application shall specify how much land is encumbered by slopes exceeding 20 percent, which may be expressed to the nearest tenth of an acre.
- The locations, names, widths, and grades of all roads, streets, highways, and ways in the proposed subdivision which are to be offered for dedication.
- The locations, names, and existing right-of-way widths and existing improvements (including striping) of all adjoining and contiguous highways, streets, and ways.
- Typical sections of the proposed street improvements.
- The location, character, and size of all existing and proposed public utilities, including water, sewer, and storm-drain facilities. Any proposed off-site utility connections shall be shown.
- The location of each detention area, impervious to pervious areas, hydrology plan showing 2-year 24-hour storm, details on site hydrology flow and detention management areas (DMAs).
- Any additional maps (reproducible) as necessary to depict size and location of any **off-site** utilities, streets, or storm-drain facilities shall be provided.
- The widths, locations, and purposes of all existing and proposed easements, including those necessary for off-site access and utility extension.
- The location of all easements to be abandoned.

- The lot layout, the dimensions of each lot, the lot numbers, and the square footage (or percentage of an acre) of each lot. In those instances where a portion of a lot is proposed to be encumbered by an open-space easement, both the gross and net acreages shall be provided.
- The city-limit lines occurring within the general vicinity of the subdivision.
- The bearings and distances to quarter-section bounds within the general vicinity of the subdivision unless abutting a dedicated public street or recorded subdivision on more than one side.
- The boundaries of any units within the subdivision if the subdivision is to be recorded in stages.
- The outline of any existing buildings to remain in place and their locations in relation to the existing or proposed streets and lot lines, along with the location of any existing wells and/or septic systems.
- The location of all areas subject to inundation from a 100-year-storm event shall be depicted on the Tentative Subdivision Map. Base flood elevations, in accordance with the Federal Emergency Management Agency (FEMA) and/or Montgomery-Watson studies shall be provided at 100-foot intervals along affected watercourses.
- The location and direction of flow of all water courses and natural drainage swales.
- The proposed location, size, and design of any storm-water detention facilities.
- A reference point shall be delineated on the Tentative Subdivision Map corresponding to a reference point which is readily discernible at the project site. In subdivisions over ten acres in size, approximate property corners shall be flagged or staked in the field. The City may require that proposed street centerlines be flagged or staked where necessary to determine proposed alignments.

#### **PRELIMINARY GRADING PLAN**

A preliminary grading plan, showing all cut and fill slopes over two (2) feet in height or depth and the approximate finished grade of each lot, if lot grading is proposed. The estimation of cut and fill amounts for the subdivision as a whole shall also be provided.

- The preliminary grading plan shall include one 11" X 17" exhibit that illustrates the cuts and fills in contrasting colors.

#### **TREE MANAGEMENT PLAN**

The following information needs to be provided by a qualified professional and in accordance with Chapter 18.45 of the Redding Municipal Code:

- Trees or tree groups located outside of areas designated as "Greenway," and which have been determined by a qualified professional to be considered for preservation (i.e., "candidate" trees) shall be accurately identified on an overlay of the tentative map preliminary grading plan. In cases where a project site includes a stand or stands of trees closely grouped—in effect, having a common, unbroken canopy—the entire stand, rather than individual trees, may be depicted provided that the total canopy is accurately delineated. The subdivision design should address preservation of the most desirable and significant of the healthy candidate trees, particularly stands of such trees.
- An overall qualitative evaluation of the trees on the site shall be provided that may include detail such as: species, size, health, quality, and other considerations as provided in Section 18.45.070 B.1.b of the Redding Municipal Code.
- Attach tree credit form found in the MS4 "Post Construction Standards Plan" for credit. (See Webpage link below)

<https://www.cityofredding.org/departments/public-works/environmental-management/storm-water-management/post-construction-standards>

After review by City staff, in consultation with the qualified professional, a determination will be made as to which candidate trees or tree stands are to be preserved. A final tree management plan and plan map shall then be provided in accordance with Section 18.45.070 C and D of the Redding Municipal Code. A qualified professional is an individual approved by the City who is a registered professional forester, certified arborist, or biologist with particular expertise in oak woodlands.



Usable Sewer Line \_\_\_\_\_ Waterline \_\_\_\_\_

Electric Line \_\_\_\_\_ Elementary School \_\_\_\_\_

Improved Street \_\_\_\_\_

# CITY OF REDDING



## DEVELOPMENT SERVICES DEPARTMENT

PLANNING DIVISION

777 Cypress Avenue, Redding, CA 96001-2718

P.O. Box 496071, Redding, CA 96049-6071

530.225.4020 FAX 530.225.4495

DATE: May 3, 2002 CODE: A-050-250

TO: Applicants for Tentative Subdivision Maps

FROM: Jim Hamilton, Development Services Director

SUBJECT: Department of Fish and Game Authorization to Enter Private Property

The California Department of Fish and Game (CDFG) has requested that we include the attached information with our application materials. By signing the form, a property owner gives DFG personnel permission to enter property for purposes of project review. We are providing the form as a courtesy to that agency. Failure to sign will not result in your application being determined to be incomplete.

If you have any questions, please contact CDFG at 225-2300.

JH:jh  
LTR02\A53L-AP.wpd



State of California – Natural Resources Agency  
 DEPARTMENT OF FISH AND WILDLIFE  
 Region 1 – Northern  
 601 Locust Street  
 Redding, CA 96001  
[www.wildlife.ca.gov](http://www.wildlife.ca.gov)

**GAVIN NEWSON, Governor**  
**CHARLTON H. BONHAM, Director**



Department of Fish and Wildlife  
Authorization to Enter Private Property

The California Department of Fish and Wildlife (Department) has been requested by a lead agency to provide comments related to fish and wildlife resources on your proposed project. As a trustee agency of the State, the Department provides environmental information to the lead agency so that they can meet the intent of the California Environmental Quality Act (CEQA).

State law (Fish and Game Code section 857) requires that Department employees have permission from the landowner to enter private property. In order for the Department to provide comments we will need your permission to enter your property to conduct an examination with respect to your proposed project.

By signing this authorization to enter your property you are granting the Department access to your property for the purpose of commenting on your proposed project. The authorization is valid from the date the Department receives notice of your proposed project from the lead agency until the end of the project review period.

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Property Address

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Print Name

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Signature

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Date



**CITY OF REDDING**

777 CYPRESS AVENUE, REDDING, CA 96001

P.O. BOX 496071, REDDING, CA 96049-6071

## **NOTICE TO ALL APPLICANTS**

### **2020 CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE FILING FEES**

Pursuant to California Fish and Wildlife Code Section 711.4, the City of Redding is required to collect the following filing fees for the Shasta County Clerk, on behalf of the California Department of Fish and Wildlife, for the following projects:

1. Any project for which a Negative Declaration or Mitigated Negative Declaration is prepared pursuant to the California Environmental Quality Act and having some effect on fish and wildlife: \$2,406.75 plus a \$58 County documentary handling fee.
2. Any project for which an Environmental Impact Report is prepared pursuant to the California Environmental Quality Act and having some effect on fish and wildlife: \$3,343.25, plus a \$58 County documentary handling fee.

**Note: Senate Bill 1535, passed in 2009, eliminated the fee exemption for projects determined to have a "de minimis" effect on fish and wildlife (Section 711.4 of the Fish and Wildlife Code).**

Upon an environmental determination concerning your project/application by the City of Redding Development Services Department, a check **made payable to Shasta County** in the appropriate amount (i.e., \$2,464.75 or \$3,401.25) will be required of you before processing of your application can be completed.

**PLEASE NOTE: THE FILING OF A NOTICE OF DETERMINATION ALLOWS THE USE OF A PROJECT'S ENVIRONMENTAL DOCUMENT BY THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE IN CONJUNCTION WITH THEIR PERMITTING PROCESS. THE CITY OF REDDING DOES NOT RECEIVE ANY PART OF THESE FILING FEES.**



# DEPARTMENT OF FISH AND WILDLIFE FILING FEE ACKNOWLEDGMENT



City of Redding  
777 Cypress Avenue  
Redding CA 96001  
(530) 225-4020  
FAX: (530) 225-4495

## BACKGROUND

Section 711.4 of the California Fish and Game Code and Section 21089 of the Public Resources Code requires the payment of a special fee, referred to as the **Fish and Wildlife Filing Fee**, at the time a Notice of Determination (NOD) is filed for posting with the County Clerk and/or State Clearinghouse. Filing of the NOD demonstrates a project's compliance with the California Environmental Quality Act (CEQA). The NOD must be filed within 5 days following project approval. State law stipulates that a project's approval by the City is not final or valid until the fee is paid.

## PROCESS

The Filing Fee amount is dependent upon the level of environmental clearance completed for the project and must include a \$58 County Clerk posting fee. The check for the Filing Fee must be made **payable to Shasta County**. The Filing Fee as of January 1, 2020 (including the County posting fee), is as follows:

Negative Declaration	\$2,406.75 + \$58 posting fee = \$2,464.75
Mitigated Negative Declaration	\$2,406.75 + \$58 posting fee = \$2,464.75
Environmental Impact Report	\$3,343.25 + \$58 posting fee = \$3,401.25

### THE CITY OF REDDING RECEIVES NO PART OF THE FEE.

Effective August 1, 2008, applicants for projects subject to CEQA must provide a check covering the full cost of the Filing Fee **before the scheduling of the final hearing for approval of the project**. This is necessary to ensure that once the project is approved, the NOD can be filed for posting in a timely manner. By taking these steps, the applicant's ability to obtain valid building and grading permits for construction of the project is not delayed, and the developer's investment in the land use entitlement and environmental process is protected. In the event that the project is not approved or is withdrawn by the applicant before final action, the unused Filing Fee check will be returned.

In some cases, a project may clearly have no effect on fish and wildlife resources. However, recent changes in State law have designated the Department of Fish and Wildlife as the only authority who can make such a determination. Attached is the "No Effect" form developed by the Department of Fish and Wildlife, and related information. Applicants should contact the local Fish and Wildlife office at 530-225-2300, 601 Locust Street, Redding, if they are interested in pursuing a "No Effect" determination. Senate Bill 1535, passed in 2009, eliminated the fee exemption for projects determined to have a "de minimis" effect on fish and wildlife (Section 711.4 of the Fish and Game Code).

Additional information on the Filing Fee is available on the internet at:  
<https://www.wildlife.ca.gov/Conservation/CEQA/Fees>

## FISH AND WILDLIFE FILING FEE — APPLICANT ACKNOWLEDGMENT

As applicant, I have been advised of my responsibility to either provide a check covering the cost of the Department of Fish and Wildlife filing fee or obtain a "No Effect" determination prior to the City's scheduling of the final approval hearing for the project.

Project Number/Name: \_\_\_\_\_

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



# AGREEMENT FOR FULL COST BILLING



City of Redding  
777 Cypress Avenue  
Redding CA 96001  
Telephone:  
(530) 225-4020  
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I understand that the final fee for this application will be based on the costs of the employee time spent processing the application per adopted City labor contracts plus an overhead rate associated with providing the materials and maintaining the facilities necessary to support the service.

I understand that the initial fee is considered a deposit toward full cost for processing. This initial fee will set up an account that shall be charged at the current rate for all staff processing time. I understand that should the final costs be more than the initial fee deposit, I will be billed for the additional charges. If costs are less than the deposit, a refund will be processed.

I understand that staff processing time is applicable to all divisions of the Development Services Department. This also includes, but is not limited to, reviewing plans/submittal packages; routing plans to and communicating with interoffice departments and outside agencies; researching documents relative to site history; conducting site visits; consulting with applicant and/or other interested parties either in person or by phone; preparing environmental documents; drafting of staff reports and resolutions; performing clerical functions; preparing pertinent maps, graphs, and exhibits; and attending meetings/public hearings before the Board of Administrative Review/Planning Commission/City Council.

I also understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Nondiscretionary approvals may be required from City development departments and outside agencies. I understand that additional fees will be assessed for these approvals. These fees may include, but are not limited to, building permit fees, improvement plan fees, map check fees, traffic impact fees and other development impact fees, parkland dedication fees, and utility connection fees.

**As applicant, I assume full responsibility for all costs leading to discretionary approvals (as listed above) incurred by the City in processing this application(s).**

**PROJECT NAME:** \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_

**BILLING CONTACT INFORMATION:**

NAME: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX #: \_\_\_\_\_  
CELL #: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 OWNER     ARCHITECT  
 ENGINEER     OTHER: \_\_\_\_\_

**BILLING ADDRESS, IF DIFFERENT FROM CONTACT:**

NAME: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX #: \_\_\_\_\_  
CELL #: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 OWNER     ARCHITECT  
 ENGINEER     OTHER: \_\_\_\_\_

**PROPERTY OWNER OR AGENT AUTHORIZATION:**

NAME: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**CHOOSE ONE:**

- I am the property owner and hereby authorize the filing of this agreement.
- I am the applicant and am authorized by the owner to file this agreement.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*FOR STAFF USE ONLY*

**PROJECT ADDRESS:** \_\_\_\_\_

**JOB NUMBER:** \_\_\_\_\_

**TOTAL DEPOSIT FEE: \$** \_\_\_\_\_

**RECEIPT #:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_

(DATE STAMP)



All project applicants subject to the California Environmental Quality Act (CEQA) are required to pay a filing fee for each project for which a CEQA document has been approved, unless the California Department of Fish and Wildlife (CDFW) issues a written determination that the project will have **no effect** on any fish and wildlife (Fish & G. Code, § 711.4 subd. (c)(2)(A)).

A lead agency or project applicant that anticipates their project having no effect on any fish and wildlife may use this form to request a No Effect Determination (NED) from CDFW. This form prompts submittal of information required by California Code of Regulations, title 14, section 753.5 subdivision (c)(1)(A). ***This form does not constitute a CDFW issued NED, and shall not be submitted in lieu of a fee when filing a Notice of Determination.***

**Eligibility Conditions:**

A project causing any effect on the habitat on which any fish and wildlife may depend, or causing direct harm to any fish and wildlife, is considered to have an effect on fish and wildlife. A filing fee is required regardless of species status (including common, legally protected or other special status, non-native, native, and all other species), project size, magnitude of the effect, or whether the effect on the environment is considered positive or negative (Cal. Code Regs., tit. 14, § 753.5, subd. (d)). Please refer to the [CDFW NED web page](#) for complete eligibility conditions.

**Required Documentation:**

- ✓ Completed NED Request form (this form) or the same information.
- ✓ Project CEQA document (electronic, web page address, or hard copy).

**An NED will NOT be issued if insufficient documentation is submitted or eligibility conditions are not met.**

**Submittal Instructions:**

Submit this request to the CDFW [Regional Office](#) serving the project location when the CEQA document is released for public review or as early as possible in the public comment period. If the project is statewide or in multiple regions, submit this request to the Habitat Conservation Planning Branch (HCPB).

To submit  
via email:

**SECTION 1. CONTACT INFORMATION**

<b>Applicant Name:</b>			
<b>Address:</b>			<b>Phone Number:</b>
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Email:</b>
<b>Contact Person:</b>			
<b>Address:</b>			<b>Phone Number:</b>
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Email:</b>

**SECTION 2. CEQA INFORMATION**

<b>CEQA Lead Agency:</b>	
<b>Project Name:</b>	
<b>State Clearinghouse Number:</b>	<b>CEQA Document:</b>
<b>Local Agency ID Number (if applicable):</b>	<b>Web Page Address:</b>



### SECTION 3. PROJECT INFORMATION

**Project Location:** (Include street address, city, county, latitude/longitude, township/range/section, or other description that clearly indicates the project site location. Submit an aerial photograph and/or topographic map showing the project location if not included with the CEQA document.)

**Brief Project Description:** (Include project type details. For example: new construction (with square footage), demolition of existing buildings, adaptive reuse of existing buildings, zoning amendments, general plan amendments, conditional use for sale of alcoholic beverages.)



**Justification of No Effect Determination:** (Explain how the project will have no effect on fish and wildlife consistent with eligibility conditions on the [CDFW NED web page.](#))

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**Applicant Printed Name**

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**Applicant Signature**

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**Date**