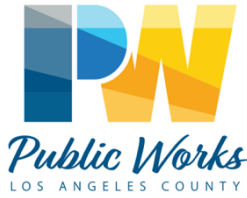


# CEQA INFORMATION REQUEST FORM



**LOS ANGELES COUNTY PUBLIC WORKS**  
 900 South Fremont Avenue  
 Alhambra, CA 91803-1331  
[www.dpw.lacounty.gov](http://www.dpw.lacounty.gov)  
<https://epicla.lacounty.gov>

*TO BE COMPLETED BY PUBLIC WORKS ONLY*

LDD NO. \_\_\_\_\_  
 S/MPMD NO. \_\_\_\_\_  
 SWPD NO. \_\_\_\_\_  
 SCWP NO. \_\_\_\_\_  
 OTHER \_\_\_\_\_

Public Works, acting on behalf of the County of Los Angeles, the Los Angeles County Flood Control District or the Los Angeles County Waterworks Districts as applicable, is a Responsible Agency under the California Environmental Quality Act (CEQA) for the proposed project. Public Works will not disburse funds, issue a permit for the proposed project and/or execute any real estate documents related to the project until it has received and reviewed the final CEQA documentation for the proposed project and, as it deems necessary, any related CEQA information for the proposed project.

Please complete and submit this form together with final CEQA documentation as required for the proposed project or agreement as soon as it's available. Additionally, if a Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report will be prepared for the proposed project, Public Works should be consulted in connection with the preparation of that document prior to the release of any draft for public review.

**SELECT APPLICATION TYPE WITH PUBLIC WORKS INVOLVEMENT (Select all that apply):**

- Flood Permit; Permit No. \_\_\_\_\_
  - Real Estate Transaction, including Leases, Rental Agreements, Easements; Use Agreements; Use and Maintenance Agreements
  - Safe Clean Water Program Funding – Transfer Agreement
- Is this a Stormwater Capture Project?  Yes  No

A. APPLICANT INFORMATION	
PROJECT APPLICANT NAME	COMPANY/AGENCY/ORGANIZATION
PROJECT APPLICANT EMAIL ADDRESS	PROJECT APPLICANT PHONE NUMBER
LEAD AGENCY CONTACT NAME	LEAD AGENCY
LEAD AGENCY CONTACT EMAIL ADDRESS	LEAD AGENCY CONTACT PHONE NUMBER
PROJECT TITLE	

B. PROJECT INFORMATION
LOCATION ADDRESS/CROSS-STREETS
CITY
Is the project or activity, or any portion thereof, located on or in a Public Works property or facility <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, property or facility name _____
If available, attach a copy of the project map

## CEQA INFORMATION REQUEST FORM

Project Background (Purpose)

Scope of Work (including a description of any specific work or activity located on or in any Public Works property or facility)

### C. PROVIDE CEQA DETERMINATION (Select one)

**ENVIRONMENTAL IMPACT REPORT (EIR)**

1. Upload or provide a website address to the EIR
2. Identify sections/pages that discuss or analyze the portions of the project or activity located on or in any Public Works property or facility \_\_\_\_\_
3. Identify Mitigation Monitoring and Reporting Program (MMRP) pages in the EIR \_\_\_\_\_
4. Attach Notice of Determination
  - a. State Clearinghouse File Number \_\_\_\_\_ File Date \_\_\_\_\_
  - b. County Clerk File Number \_\_\_\_\_ File Date \_\_\_\_\_
5. Attach Registrar/Recorder Filing Fees Receipt

**MITIGATED NEGATIVE DECLARATION (MND)**

1. Upload or provide a website address to the MND
2. Identify sections/pages that discuss or analyze the portions of the project or activity located on or in any Public Works property or facility \_\_\_\_\_
3. Identify Mitigation Monitoring and Reporting Program (MMRP) pages in the MND \_\_\_\_\_
4. Attach Notice of Determination
  - a. State Clearinghouse File Number \_\_\_\_\_ File Date \_\_\_\_\_
  - b. County Clerk File Number \_\_\_\_\_ File Date \_\_\_\_\_
5. Attach Registrar/Recorder Filing Fees Receipt

## CEQA INFORMATION REQUEST FORM

### NEGATIVE DECLARATION (ND)

1. Upload or provide a website address to the ND
2. Attach Notice of Determination
  - a. State Clearinghouse File Number \_\_\_\_\_ File Date \_\_\_\_\_
  - b. County Clerk File Number \_\_\_\_\_ File Date \_\_\_\_\_
3. Attach Registrar/Recorder Filing Fees Receipt

### EXEMPTION. INCLUDE ALL EXEMPTIONS THAT APPLY

- Statutory exemption. State code number \_\_\_\_\_
1. If applicable, attach Notice of Exemption
    - a. State Clearinghouse File Number \_\_\_\_\_ File Date \_\_\_\_\_
    - b. County Clerk File Number \_\_\_\_\_ File Date \_\_\_\_\_
  - Categorical exemption. State type and section number \_\_\_\_\_
  2. If applicable, attach Notice of Exemption
    - a. State Clearinghouse File Number \_\_\_\_\_ File Date \_\_\_\_\_
    - b. County Clerk File Number \_\_\_\_\_ File Date \_\_\_\_\_
  3. Exceptions (CEQA 15300.2)

**(REQUIRED)** By checking this box, you are certifying that your project does not fall within any of the exceptions to the exemptions described in CEQA Guidelines §15300.2.

Provide as an attachment any available information or other documentation to support the certification.

**OPTIONAL** Provide a list of any environmental or regulatory permits applicable to this project.

Is NEPA required for this project?  Yes  No

### D. APPLICANT SIGNATURE

The Project Applicant must complete this form. Please return this form with your Flood Permit application; Real Estate Transaction, including Leases, Rental Agreements, Easements; Use Agreement application; or Safe Clean Water Program Funding Transfer Agreement.

I hereby certify that the information provided above is true and accurate to the best of my knowledge and understanding.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

## INSTRUCTIONS

The project applicant shall provide information as requested on this form.

As applicable to the proposed project, all CEQA documentation requested shall be provided with this form.

The Project Applicant shall comply with the most up to date California Environmental Quality Act (CEQA) Guidelines. More information on CEQA is available at <https://opr.ca.gov/ceqa/>

Public Works may suspend or terminate its processing and consideration of the Flood Permit; Real Estate Transaction, including Leases, Rental Agreements, Easements; Use Agreements; Use and Maintenance Agreements; or Safe Clean Water Program Funding Transfer Agreement if it deems the Lead Agency's CEQA compliance to be incomplete.

### A. APPLICANT INFORMATION

The project applicant shall provide their Name; Company, Agency, or Organization Name; Email Address and Phone Number; the Lead Agency for the project under CEQA; and Lead Agency Contact Name, Email Address and Phone Number, and the Project Title.

### B. PROJECT INFORMATION

The applicant shall provide information about the Project Location, including the location address, cross-streets, and city the project is located in. The applicant shall also indicate whether the project or activity, or any portion thereof, is located on or in Public Works property or facility and provide the name, if known. A project location map can also be provided.

A description of the project background (purpose) and the scope of work shall be included. The scope of work should describe the specific work or activity located on or in the Public Works property or facility, if any.

### C. PROVIDE CEQA DETERMINATION

The applicant shall indicate the appropriate CEQA determination that was made for the Project by the Lead Agency. This may be an Environmental Impact Report (EIR), Mitigated Negative Declaration (MND), Negative Declaration (ND), or an Exemption.

If an EIR or MND was prepared for the project, the applicant shall provide a copy of the environmental document and should identify the sections or pages in the document that discusses or analyzes the portion of the Project or activity located on or in any Public Works facility or property. The applicant shall also identify where the Mitigation Monitoring and Reporting Program can be found in the EIR or MND, and provide a copy of the Notice of Determination filed for the project OR provide the County Clerk File Number and File Date, and/or the State Clearinghouse File Number and File Date. Lastly, the applicant shall provide a copy of the Registrar/Recorder Filing Fees receipt.

## CEQA INFORMATION REQUEST FORM

If an ND was prepared for the project, the applicant shall provide a copy of the ND and provide a copy of the Notice of Determination filed for the project OR may provide the County Clerk File Number and File Date, and/or the State Clearinghouse File Number and File Date. Lastly, the applicant shall provide a copy of the Registrar/Recorder Filing Fees receipt.

If the project was determined by the Lead Agency to be exempt, the applicant shall indicate which exemptions the Lead Agency found applicable to the project (statutory and/or categorical). If a Notice of Exemption was filed, the applicant shall provide a copy of the Notice of Determination filed for the project by the Lead Agency OR may provide the County Clerk File Number and File Date, and/or the State Clearinghouse File Number and File Date. If the project is categorically exempt, the applicant shall also certify that the project does not fall within any of the exceptions per CEQA Guidelines Section 15300.2. The exceptions are:

- a) Location. Is your project located in a particularly sensitive environment that would preclude it from a Class 3, 4, 5, 6, or 11 exemption?
- b) Cumulative Impact. Will there be cumulative impacts caused by your project?
- c) Significant Effect. Is there a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances?
- d) Scenic Highways. Will the project result in damage to scenic resources, including but not limited to trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway?
- e) Hazardous Waste Sites. Is this project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code?
- f) Historical Resources. Will the project cause a substantial adverse change in the significance of a historical resource?

The project applicant shall also include any documentation such as technical studies or reports to support the determination that the project is exempt.

Optional- the applicant may include a list of any environmental or regulatory permits that are applicable to the project.

The applicant shall indicate if NEPA is required for the project.

### **D. APPLICANT SIGNATURE**

The Project Applicant shall sign the form indicating it is complete, true and correct.

If you suspect fraud or wrongdoing by a County employee, please report it to the County Fraud Hotline at 1-800-544-6861 or <http://fraud.lacounty.gov/>. You may remain anonymous.