

APPENDIX B

Permit Applications

Clean Water Act Section 404 / Rivers and Harbors Act, Section 10

Public reporting burden for this collection of information is estimated to average 11 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters, Executive Services and Communications Directorate, Information Management Division and to the Office of Management and Budget, Paperwork Reduction Project (0710-0003). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please **DO NOT RETURN** your form to either of those addresses. Completed applications must be submitted to the District Engineer having jurisdiction over the location of the proposed activity.

PRIVACY ACT STATEMENT

Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers; Final Rule 33 CFR 320-332. Principal Purpose: Information provided on this form will be used in evaluating the application for a permit. Routine Uses: This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice as required by Federal law. Submission of requested information is voluntary, however, if information is not provided the permit application cannot be evaluated nor can a permit be issued. One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see sample drawings and instructions) and be submitted to the District Engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned.

(ITEMS 1 THRU 4 TO BE FILLED BY THE CORPS)

1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE
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(ITEMS BELOW TO BE FILLED BY APPLICANT)

5. APPLICANT'S NAME: First - Middle - Last - Company - E-mail Address -			8. AUTHORIZED AGENT'S NAME AND TITLE (an agent is not required) First - Middle - Last - Company - E-mail Address -		
6. APPLICANT'S ADDRESS: Address - City - State - Zip - Country -			9. AGENT'S ADDRESS Address - City - State - Zip - Country -		
7. APPLICANT'S PHONE NOS. W/AREA CODE. a. Residence b. Business c. Fax			10. AGENT'S PHONE NOS. W/AREA CODE a. Residence b. Business c. Fax		

STATEMENT OF AUTHORIZATION

11. I hereby authorize, _____ to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.

APPLICANT'S SIGNATURE

DATE

NAME, LOCATION, AND DESCRIPTION OF PROJECT OR ACTIVITY

12. PROJECT NAME OR TITLE (see instructions)	
13. NAME OF WATERBODY, IF KNOWN (if applicable)	14. PROJECT STREET ADDRESS (if applicable) Address City - State - Zip -
15. LOCATION OF PROJECT Latitude: °N Longitude: °W	
16. OTHER LOCATION DESCRIPTIONS, IF KNOWN (see instructions) State Tax Parcel ID Municipality Section - Township - Range -	
17. DIRECTIONS TO THE SITE	

18. Nature of Activity (Description of project, include all features)

19. Project Purpose (Describe the reason or purpose of the project, see instructions)

USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED

20. Reason(s) for Discharge

21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards:

Type	Type	Type
Amount in Cubic Yards	Amount in Cubic Yards	Amount in Cubic Yards

22. Surface Area in Acres of Wetlands or Other Waters Filled (see instructions)

Acres
Or
Liner Feet

23. Description of Avoidance, Minimization, and Compensation (see instructions)

24. Is Any Portion of the Work Already Complete? Yes No IF YES, DESCRIBE THE COMPLETED WORK

25. Addresses of Adjoining Property Owners, Lessees, Etc., Whose Property Adjoins the Waterbody (If more than can be entered here, please attach a supplemental list).

Address –
City – State – Zip –

26. List of Other Certifications or Approvals/Denials Received from other Federal, State, or Local Agencies for Work Described in This Application.

AGENCY	TYPE APPROVAL*	IDENTIFICATION NUMBER	DATE APPLIED	DATE APPROVED	DATE DENIED
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* Would include but is not restricted to zoning, building, and flood plain permits

27. Application is hereby made for a permit or permits to authorize the work described in this application. I certify that the information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF AGENT

DATE

The application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in block 11 has been filled out and signed.

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.

**Instructions for Preparing a
Department of the Army Permit Application**

Blocks 1 through 4. To be completed by Corps of Engineers.

Block 5. Applicant's Name. Enter the name and the E-mail address of the responsible party or parties. If the responsible party is an agency, company, corporation, or other organization, indicate the name of the organization and responsible officer and title. If more than one party is associated with the application, please attach a sheet with the necessary information marked Block 5.

Block 6. Address of Applicant. Please provide the full address of the party or parties responsible for the application. If more space is needed, attach an extra sheet of paper marked Block 6.

Block 7. Applicant Telephone Number(s). Please provide the number where you can usually be reached during normal business hours.

Blocks 8 through 11. To be completed, if you choose to have an agent.

Block 8. Authorized Agent's Name and Title. Indicate name of individual or agency, designated by you, to represent you in this process. An agent can be an attorney, builder, contractor, engineer, or any other person or organization. Note: An agent is not required.

Blocks 9 and 10. Agent's Address and Telephone Number. Please provide the complete mailing address of the agent, along with the telephone number where he / she can be reached during normal business hours.

Block 11. Statement of Authorization. To be completed by applicant, if an agent is to be employed.

Block 12. Proposed Project Name or Title. Please provide name identifying the proposed project, e.g., Landmark Plaza, Burned Hills Subdivision, or Edsall Commercial Center.

Block 13. Name of Waterbody. Please provide the name of any stream, lake, marsh, or other waterway to be directly impacted by the activity. If it is a minor (no name) stream, identify the waterbody the minor stream enters.

Block 14. Proposed Project Street Address. If the proposed project is located at a site having a street address (not a box number), please enter it here.

Block 15. Location of Proposed Project. Enter the latitude and longitude of where the proposed project is located. If more space is required, please attach a sheet with the necessary information marked Block 15.

Block 16. Other Location Descriptions. If available, provide the Tax Parcel Identification number of the site, Section, Township, and Range of the site (if known), and / or local Municipality that the site is located in.

Block 17. Directions to the Site. Provide directions to the site from a known location or landmark. Include highway and street numbers as well as names. Also provide distances from known locations and any other information that would assist in locating the site. You may also provide description of the proposed project location, such as lot numbers, tract numbers, or you may choose to locate the proposed project site from a known point (such as the right descending bank of Smith Creek, one mile downstream from the Highway 14 bridge). If a large river or stream, include the river mile of the proposed project site if known

Block 18. Nature of Activity. Describe the overall activity or project. Give appropriate dimensions of structures such as wing walls, dikes (identify the materials to be used in construction, as well as the methods by which the work is to be done), or excavations (length, width, and height). Indicate whether discharge of dredged or fill material is involved. Also, identify any structure to be constructed on a fill, piles, or float-supported platforms.

The written descriptions and illustrations are an important part of the application. Please describe, in detail, what you wish to do. If more space is needed, attach an extra sheet of paper marked Block 18.

Block 19. Proposed Project Purpose. Describe the purpose and need for the proposed project. What will it be used for and why? Also include a brief description of any related activities to be developed as the result of the proposed project. Give the approximate dates you plan to both begin and complete all work.

Block 20. Reasons for Discharge. If the activity involves the discharge of dredged and/or fill material into a wetland or other waterbody, including the temporary placement of material, explain the specific purpose of the placement of the material (such as erosion control).

Block 21. Types of Material Being Discharged and the Amount of Each Type in Cubic Yards. Describe the material to be discharged and amount of each material to be discharged within Corps jurisdiction. Please be sure this description will agree with your illustrations. Discharge material includes: rock, sand, clay, concrete, etc.

Block 22. Surface Areas of Wetlands or Other Waters Filled. Describe the area to be filled at each location. Specifically identify the surface areas, or part thereof, to be filled. Also include the means by which the discharge is to be done (backhoe, dragline, etc.). If dredged material is to be discharged on an upland site, identify the site and the steps to be taken (if necessary) to prevent runoff from the dredged material back into a waterbody. If more space is needed, attach an extra sheet of paper marked Block 22.

Block 23. Description of Avoidance, Minimization, and Compensation. Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized on the project site. Also provide a brief description of how impacts to waters of the United States will be compensated for, or a brief statement explaining why compensatory mitigation should not be required for those impacts.

Block 24. Is Any Portion of the Work Already Complete? Provide any background on any part of the proposed project already completed. Describe the area already developed, structures completed, any dredged or fill material already discharged, the type of material, volume in cubic yards, acres filled, if a wetland or other waterbody (in acres or square feet). If the work was done under an existing Corps permit, identify the authorization, if possible.

Block 25. Names and Addresses of Adjoining Property Owners, Lessees, etc., Whose Property Adjoins the Project Site. List complete names and full mailing addresses of the adjacent property owners (public and private) lessees, etc., whose property adjoins the waterbody or aquatic site where the work is being proposed so that they may be notified of the proposed activity (usually by public notice). If more space is needed, attach an extra sheet of paper marked Block 24.

Information regarding adjacent landowners is usually available through the office of the tax assessor in the county or counties where the project is to be developed.

Block 26. Information about Approvals or Denials by Other Agencies. You may need the approval of other federal, state, or local agencies for your project. Identify any applications you have submitted and the status, if any (approved or denied) of each application. You need not have obtained all other permits before applying for a Corps permit.

Block 27. Signature of Applicant or Agent. The application must be signed by the owner or other authorized party (agent). This signature shall be an affirmation that the party applying for the permit possesses the requisite property rights to undertake the activity applied for (including compliance with special conditions, mitigation, etc.).

DRAWINGS AND ILLUSTRATIONS

General Information.

Three types of illustrations are needed to properly depict the work to be undertaken. These illustrations or drawings are identified as a Vicinity Map, a Plan View or a Typical Cross-Section Map. Identify each illustration with a figure or attachment number.

Please submit one original, or good quality copy, of all drawings on 8½ x11 inch plain white paper (electronic media may be substituted). Use the fewest number of sheets necessary for your drawings or illustrations.

Each illustration should identify the project, the applicant, and the type of illustration (vicinity map, plan view, or cross-section). **While illustrations need not be professional (many small, private project illustrations are prepared by hand), they should be clear, accurate, and contain all necessary information.**

USACE Nationwide Permits

U.S. Corps of Engineers

Nationwide Permit Application Review

Project Information

Project Title: _____ File No.: _____

Project Location: _____ Waterway: _____

Project Manager: _____

Date Application Received: _____ Date Reviewed by PM: _____

Date Info Request to Applicant: _____

Corps Authority Information

Section 10: Yes _____ No _____

Section 404: Yes _____ No _____

Meets Minimal Impact Criterion Test

Yes _____ No _____

Project Maps

Adequate: Yes _____ No _____

Needs: _____

Project Impact Information [Area Affected (acres) and (cubic yards)]

Wetlands (permanent): _____ Wetlands (temporary): _____

Waters of the US (permanent): _____ Waters of the US (temporary): _____

Linear extent of impact within Corps jurisdiction: _____

Nationwide Permit Requested (Nationwide Permit No./Title)

1. _____
2. _____
3. _____
4. _____
5. _____

Essential Fish Habitat Consultation (EFH)

List affected species _____

Lead Federal agency (if any) _____

EFH determination/status of consultation (provide copy of determination and/or result of consultation): _____

General Conditions Compliance (Check Yes if project complies)

- 1. Navigation: Yes _____ No _____ Information Needed _____
- 2. Proper Maintenance Yes _____ No _____ Information Needed _____
- 3. Erosion and Siltation Controls Yes _____ No _____ Information Needed _____
- 4. Aquatic Life Movements Yes _____ No _____ Information Needed _____
- 5. Equipment Yes _____ No _____ Information Needed _____
- 6. Regional and Case-by-Case Conditions Yes _____ No _____ Information Needed _____
- 7. Wild and Scenic Rivers Yes _____ No _____ Information Needed _____
- 8. Tribal Rights Yes _____ No _____ Information Needed _____
- 9. Water Quality 401 Cert_ Yes _____ No _____ Pending _____

Water Quality Management Plan NWP 12, 14, 17, 18, 32, 39, 40, 42, 43, and 44 (if listed, check yes below)

Needed _____ Not Needed _____

- 10. Coastal Zone Management Yes _____ No _____ Pending _____
- 11. Endangered Species Yes _____ No _____ Information Needed _____

List affected FESA species _____

Lead Federal agency : _____

Determination (check one) No effect: _____

Not likely to adversely affect: _____

May affect: _____

- 12. Historic Properties Yes _____ No _____ Information Needed _____

- 13. Notification (check and circle those that apply)

NWP 7, 12, 14, 18, 21, 34, 38, 39, , 41, 42, and 43: Delineation required

NWP 7: Original Design Capacity information required

NWP 14: Compensatory Mitigation Proposal required

NWP 21: OSM mitigation plan required

NWP 27: Documentation of prior condition of site required

NWP 29: Past use of NWP, statement of personal residence, parcel size description, land description required

NWP 31 (for repeat use): 5 year Maintenance Plan, baseline channel information, delineation, and disposal site information required

NWP 33: Restoration plan required

NWP 39, 43, and 44: Written statement on avoidance and minimization measures required

NWP 39 and 42: Compensatory mitigation plan/justifications of no plan required

NWP 40: Compensatory mitigation proposal required

NWP 43: Maintenance plan (for new construction) and compensatory mitigation proposal required

NWP 44: Description of affected waters, minimization measures and reclamation plan required

All NWPs: Names of FESA species that may be affected or designated critical habitat required

All NWPs: Name of historic properties affected and vicinity map required

All NWPs: Agency notification if impacts exceed 1/2 acre

All NWPs: 100-year floodplains identified through the existing FEMA Flood Insurance Rate Maps or FEMA-approved local floodplain maps

14. Compliance Certification Yes _____ No _____ Pending _____

15. Use of Multiple Nationwide Permits

Multiple NWPs Yes _____ No _____ Information Needed _____

If yes, list NWP and acreage impact: _____

Exceeds acreage limit of NWP with highest specified acreage Yes _____ No _____

16. Water Supply Intakes Yes _____ No _____ Information Needed _____

17. Shellfish Beds Yes _____ No _____ Information Needed _____

18. Suitable Material Yes _____ No _____ Information Needed _____

19. Mitigation Yes _____ No _____ Information Needed _____

1:1 Mitigation Required Yes _____ No _____

Justification for alternate/no mitigation requirement _____

Vegetated buffers with native plant species Yes _____ No _____

20. Spawning Areas Yes _____ No _____ Information Needed _____

21. Management of Water Flows Yes _____ No _____ Information Needed _____

22. Adverse Effects From Impoundments Yes _____ No _____ Information Needed _____

23. Waterfowl Breeding Areas Yes _____ No _____ Information Needed _____

24. Removal of Temporary Fills Yes _____ No _____ Information Needed _____

25. Designated Critical Resource Waters Yes _____ No _____ Information Needed _____

Includes: 1) NOAA designated marine sanctuaries, 2) National Wild and Scenic Rivers, 3) critical habitat for Federally listed species, 4) State natural heritage sites, 5) State designated waters, 6) Corps designated waters.

NWP 7, 12, 14, 16, 17, 21, 29, 31, 35, 39, 40, 42, 43, and 44: **NWP PROHIBITED**

NWP 3, 8, 10, 13, 15, 18, 19, 22, 23, 25, 27, 28, 30, 33, 34, 36, 37, and 38: **Notification required**

26. Fills within 100-Year Floodplains Yes _____ No _____ Information Needed _____ N/A _____

Discharges Below Headwaters (below point of 5 cfs)

NWP 29, 39, 40, 42, 43, and 44: **NWP PROHIBITED**

NWP 12 and 14: **NOTIFICATION REQUIRED**

Discharges Above Headwaters (above point of 5 cfs)

Floodway

NWP 39, 40, 42, and 44: **NWP PROHIBITED**

NWP 12 and 14: **NOTIFICATION REQUIRED**

27. Construction Period (For reporting NWP, work may be authorized beyond expiration of NWP (March 19, 2007) to facilitate project construction schedule.

Extension Requested Yes _____ No _____

List expected construction completion date: _____

List NWP expiration date (if beyond March 19, 2007): _____

Jurisdiction Delineation:

Delineation Required: Yes _____ No _____

Date of Field Review: _____ Date JD letter (if necessary): _____

Exemptions: (list all that may apply)

Yes _____ No _____

If yes, list: _____

Non-Regulated Activities:

Yes _____ No _____

If yes, list: _____

Resource Agency Notification: (notification required for permanent loss of greater than 1/2 acre) (If yes, supply information below)

Yes _____ No _____

Date Notification Sent: _____

Response Information:

Agency Name	Date of Response/ No Response (NR)	Comment/No Comment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Response to Applicant (attach letter, fax or provide record of communication here)

Yes _____ No _____

Response date: _____

Record of Communication: _____

List Items Needed to Complete Application

- 1.
- 2.
- 3.
- 4.
- 5.

California Coastal Commission

CALIFORNIA COASTAL COMMISSION

NORTH CENTRAL COAST DISTRICT OFFICE
 45 FREMONT, SUITE 2000
 SAN FRANCISCO, CA 94105-2219
 VOICE AND TDD (415) 904-5260
 FAX (415) 904-5400



PERMIT APPLICATION INSTRUCTIONS

A completed application includes the APPLICATION FOR COASTAL DEVELOPMENT PERMIT, the appendices to the application, and **Required Attachments**.

- Please answer all questions. If a question is not applicable to your project, indicate "N.A."
- Refer to pages 8 – 9 of the APPLICATION for a list of **Required Attachments**.
- Incomplete applications will not be accepted for filing.
- All exhibits must be legible.

The following checklist is provided for the convenience of applicants in gathering necessary application materials; it is not a complete statement of filing requirements.

	Page	Item
<input type="checkbox"/> Proof of applicant's interest in the property.	7	1
<input type="checkbox"/> Assessor's parcel map(s) showing the proposed development site and all adjacent properties within 100 feet of the property boundary.	7	2
<input type="checkbox"/> Stamped envelopes (<i>no postage meter please</i>) addressed to neighboring property owners and occupants and other interested parties and a list of the same.	7, 8	4, 5
<input type="checkbox"/> Vicinity map.	8	6
<input type="checkbox"/> One set of project plan(s), site plan(s), and applicable other plans.	8	7, 11
<input type="checkbox"/> Copy of any environmental documents (DRAFT AND FINAL EIRs, EISs, NEGATIVE DECLARATION) if prepared for the project and any comments and responses.	8	9
<input type="checkbox"/> Verification of all other permits, permissions or approvals applied for or granted by public agencies.	8	10
<input type="checkbox"/> Copy of geology or soils report (if necessary).	8	11
<input type="checkbox"/> Local approval of the project.	Appendix B	
<input type="checkbox"/> Has the Notice of Pending Permit been posted in a conspicuous place?	Appendix D	
<input type="checkbox"/> Filing fee.	Appendix E	
<input type="checkbox"/> Have you and the agent (if appropriate) signed the application at the appropriate lines on pages 9, 10, and 13?		

APPLICATION FOR COASTAL DEVELOPMENT PERMIT

SECTION I. APPLICANT

1. Name, mailing address, and telephone number of all applicants.

(Area code/daytime phone number)

Note: All applicants for the development must complete Appendix A, the declaration of campaign contributions.

2. Name, mailing address and telephone number of applicant's representatives, if any. Please include all representatives who will communicate on behalf of the applicant or the applicant's business partners, for compensation, with the Commission or the staff. (It is the applicant's responsibility to update this list, as appropriate, including after the application is accepted for filing. Failure to provide this information prior to communication with the Commission or staff may result in denial of the permit or criminal penalties.)

(Area code/daytime phone number)

SECTION II. PROPOSED DEVELOPMENT

Please answer all questions. Where questions do not apply to your project (for instance, project height for a land division), indicate **Not Applicable** or **N.A.**

1. **Project Location.** Include street address, city, and/or county. If there is no street address, include other description such as nearest cross streets.

number street

city county

Assessor's Parcel Number(s) (obtainable from tax bill or County Assessor):

FOR OFFICE USE ONLY	RECEIVED	_____
	FILED	_____
	FEE	_____
	DATE PAID	_____
APPLICATION NUMBER		

2. Describe the proposed development in detail. Include secondary improvements such as grading, septic tanks, water wells, roads, driveways, outbuildings, fences, etc. (Attach additional sheets as necessary.)

a. If multi-family residential, state:

Number of units			Number of bedrooms per unit (both existing and proposed)	Type of ownership proposed
Existing units	Proposed new units	Net number of units on completion of project		
				<input type="checkbox"/> rental <input type="checkbox"/> condominium <input type="checkbox"/> stock cooperative <input type="checkbox"/> time share <input type="checkbox"/> other _____

b. If land division or lot line adjustment, indicate:

Number of lots			Size of lots to be created (indicate <i>net</i> or <i>gross</i> acreage)	
Existing Lots	Proposed new lots	Net number of lots on completion of project	Existing	Proposed

3. Estimated cost of development (not including cost of land) \$ _____
4. Project height: Maximum height of structure (ft.) _____
- above existing (natural) grade _____
 - above finished grade _____
 - as measured from centerline of frontage road _____
5. Total number of floors in structure, including subterranean floors, lofts, and mezzanines..... _____
6. Gross floor area excluding parking (sq.ft.) _____
- Gross floor area including covered parking and accessory buildings (sq.ft.) _____
7. Lot area (within property lines) (sq.ft. or acre) _____

<i>Lot coverage</i>	<i>Existing (sq.ft. or acre)</i>	<i>New proposed (sq.ft. or acre)</i>	<i>Total (sq.ft. or acre)</i>
Building			
Paved area			
Landscaped area			
Unimproved area			
<i>Grand Total (should equal lot area as shown in #7 above)</i>			

8. Is any grading proposed? Yes No

<i>If yes, complete the following.</i>			
a) Amount of cut	cu. yds.	d) Maximum height of cut slope	ft.
b) Amount of fill	cu. yds.	e) Maximum height of fill slope	ft.
c) Amount of import or export (circle which)	cu. yds.	f) Location of borrow or disposal site	

Grading, drainage, and erosion control plans must be included with this application, if applicable. In certain areas, an engineering geology report must also be included. See page 7, items # 7 and 11.

Please list any geologic or other technical reports of which you are aware that apply to this property:

9. Parking:

Number of parking spaces (indicate whether standard or compact)		
Existing Spaces	Proposed new spaces	Net number of spaces on completion of project

Is any existing parking being removed?..... Yes No

If yes, how many spaces? _____ size _____

Is tandem parking existing and/or proposed?..... Yes No

If yes, how many tandem sets? _____ size _____

10 Are utility extensions for the following needed to serve the project? (Please check **yes** or **no**)

a) water b) gas c) sewer d) electric e) telephone

<input type="checkbox"/>				
Yes	Yes	Yes	Yes	Yes
<input type="checkbox"/>				
No	No	No	No	No

Will electric or telephone extensions be above-ground? Yes No

11. Does project include removal of trees or other vegetation? Yes No

If yes, indicate **number**, **type** and **size** of trees _____

_____ or **type** and **area** of other vegetation _____

SECTION III. ADDITIONAL INFORMATION

The relationship of the development to the applicable items below must be explained fully. Attach additional sheets if necessary.

1. Present use of property.

a. Are there existing structures on the property? Yes No

<i>If yes, describe</i>

- b. Will any existing structures be demolished? Yes No
 Will any existing structures be removed? Yes No

If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable.

2. Is the proposed development to be governed by any Development Agreement? Yes No
3. Has any application for development on this site including any subdivision been submitted previously to the California Coastal Zone Conservation Commission or the Coastal Commission? Yes No

If yes, state previous application number(s) _____

4. a. Is the development between the first public road and the sea (including lagoons, bays, and other bodies of water connected to the sea) Yes No
- b. If yes, is public access to the shoreline and along the coast currently available on the site **or** near the site? Yes No

If yes, indicate the location and nature of the access, including the distance from the project site, if applicable.

- c. Will the project have an effect on public access to and along the shoreline, either directly or indirectly (e.g., removing parking used for access to the beach)? Yes No

If yes, describe the effect

5. Does the development involve diking, filling, draining, dredging or placing structures in open coastal waters, wetlands, estuaries, or lakes? (Please check **yes** or **no**)

a) diking b) filling c) dredging d) placement of structures

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes | Yes | Yes | Yes |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| No | No | No | No |

Amount of material to be **dredged** or **filled** (indicate which) _____ cu. yds

Location of dredged material disposal site _____

Has a U.S. Army Corps of Engineers' permit been applied for? Yes No

6. Will the development extend onto or adjoin any beach, tidelands, submerged lands or public trust lands? Yes No

For projects on State-owned lands, additional information may be required as set forth in Section IV, paragraph 10.

7. Will the development protect existing lower-cost visitor and recreational facilities? Yes No

Will the development provide public or private recreational opportunities? .. Yes No

<i>If yes, explain.</i>

8. Will the proposed development convert land currently or previously used for agriculture to another use? Yes No

If yes, how many acres will be converted? _____

9. Is the proposed development in or near:

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| a. Sensitive habitat areas (Biological survey may be required) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| b. Areas of state or federally listed rare, threatened, or endangered species | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| c. 100-year floodplain (Hydrologic mapping may be required) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| d. Park or recreation area | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

10. Is the proposed development visible from:

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| a. State Highway 1 or other scenic route | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--|--------------------------|-----|--------------------------|----|

- b. Park, beach, or recreation area Yes No
- c. Harbor area Yes No
11. Does the site contain any: (If yes to any of the following, please explain on an attached sheet.)
- a. Historic resources Yes No
- b. Archaeological resources Yes No
- c. Paleontological resources Yes No
12. Where a stream or spring is to be diverted, provide the following information:
- Estimated streamflow or spring yield (gpm) _____
- If well is to be used, existing yield (gpm) _____
- If water source is on adjacent property, attach Division of Water Rights approval and property owner's approval.

SECTION IV. REQUIRED ATTACHMENTS

The following items must be submitted with this form as part of the application.

1. **Proof of the applicant's legal interest in the property.** A copy of any of the following will be acceptable: current tax bill, recorded deed, lease, easement, or current policy of title insurance. Preliminary title reports will not be accepted for this purpose. Documentation reflecting intent to purchase such as a signed Offer to Purchase along with a receipt of deposit or signed final escrow document is also acceptable, but in such a case, issuance of the permit may be contingent on submission of evidence satisfactory to the Executive Director that the sale has been completed.

The identity of all persons or entities which have an ownership interest in the property superior to that of the applicant must be provided.
2. **Assessor's parcel map(s)** showing the page number, the applicant's property, and all other properties within 100 feet (excluding roads) of the property lines of the project site. (Available from the County Assessor.)
3. Copies of required **local approvals** for the proposed project, including zoning variances, use permits, etc., as noted on Local Agency Review Form, Appendix B. Appendix B must be completed and signed by the local government in whose jurisdiction the project site is located.
4. **Stamped envelopes addressed to each property owner and occupant of property situated within 100 feet of the property lines of the project site (excluding roads), along with a list containing the names, addresses and assessor's parcel numbers of same.** The envelopes must be plain (i.e., no return address), and regular business size (9 1/2" x 4 1/8"). Include first class postage on each one. **Metered postage is not acceptable.** Use Appendix C, attached, for the listing of names and addresses. (Alternate notice provisions may be employed at the discretion of the District Director under extraordinary circumstances.)

5. **Stamped, addressed envelopes (no metered postage, please) and a list of names and addresses of all other parties known to the applicant to be interested in the proposed development** (such as persons expressing interest at a local government hearing, etc.).
6. **A vicinity or location map** (copy of Thomas Bros. or other road map or USGS quad map) with the project site clearly marked.
7. Copy(s) of plans drawn to scale, including (as applicable):
 - site plans
 - floor plans
 - building elevations
 - grading, drainage, and erosion control plans
 - landscape plans
 - septic system plans

Trees to be removed must be marked on the site plan. In addition, a reduced site plan, 8 1/2" x 11" in size, must be submitted. Reduced copies of complete project plans will be required for large projects. NOTE: See Instruction page for number of sets of plans required.

8. Where septic systems are proposed, evidence of County approval or Regional Water Quality Control Board approval. Where water wells are proposed, evidence of County review and approval.
9. A copy of any **Draft or Final Negative Declaration, Environmental Impact Report (EIR) or Environmental Impact Statement (EIS)** prepared for the project. If available, comments of all reviewing agencies and responses to comments must be included.
10. **Verification of all other permits, permissions or approvals** applied for or granted by public agencies such as:
 - Department of Fish and Game
 - State Lands Commission
 - Army Corps of Engineers
 - U.S. Coast Guard

For projects such as seawalls located on or near state tidelands or public trust lands, the Coastal Commission must have a written determination from the State Lands Commission whether the project would encroach onto such lands and, if so, whether the State Lands Commission has approved such encroachment. See memo to "*Applicants for shorefront development*" dated December 13, 1993.

11. For development on a bluff face, bluff top, or in any area of high geologic risk, a comprehensive, site-specific **geology and soils report** (including maps) prepared in accordance with the Coastal Commission's Interpretive Guidelines. Copies of the guidelines are available from the District Office.

SECTION V. NOTICE TO APPLICANTS

Under certain circumstances, additional material may be required prior to issuance of a coastal development permit. For example, where offers of access or open space dedication are required,

preliminary title reports, land surveys, legal descriptions, subordination agreements, and other outside agreements will be required prior to issuance of the permit.

In addition, the Commission may adopt or amend regulations affecting the issuance of coastal development permits. If you would like notice of such proposals during the pendency of this application, if such proposals are reasonably related to this application, indicate that desire..... Yes No

SECTION VI. COMMUNICATION WITH COMMISSIONERS

Decisions of the Coastal Commission must be made on the basis of information in the public record available to all commissioners and the public. Permit applicants and interested parties and their representatives may contact individual commissioners to discuss permit matters outside the public hearing (an "ex parte" communication). However, the commissioner must provide a complete description of the communication either in writing prior to the hearing or at the public hearing, to assure that such communication does not jeopardize the fairness of the hearing or potentially result in invalidation of the Commission's decision by a court. Any written material sent to a commissioner should also be sent to the commission's office in San Francisco and the appropriate district office for inclusion in the public record and distribution to other commissioners.

SECTION VII. CERTIFICATION

1. I hereby certify that I, or my authorized representative, have completed and posted or will post the **Notice of Pending Permit** card in a conspicuous place on the property within three days of submitting the application to the Commission office.
2. I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application and all attached appendices and exhibits is complete and correct. I understand that the failure to provide any requested information or any misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, for suspending or revoking a permit issued on the basis of such misrepresentations, or for seeking of such further relief as may seem proper to the Commission.
3. I hereby authorize representatives of the California Coastal Commission to conduct site inspections on my property. Unless arranged otherwise, these site inspections shall take place between the hours of 8:00 A.M. and 5:00 P.M.

Signature of Authorized Agent(s) or if no agent, signature of Applicant

NOTE: IF SIGNED ABOVE BY AGENT, APPLICANT MUST SIGN BELOW.

SECTION VIII. AUTHORIZATION OF AGENT

I hereby authorize _____ to act as my representative and to bind me in all matters concerning this application.

Signature of Applicant(s)
(Only the applicant(s) may sign here to authorize an agent)

APPLICATION FOR COASTAL DEVELOPMENT PERMIT

APPENDIX A

DECLARATION OF CAMPAIGN CONTRIBUTIONS

Government Code Section 84308 prohibits any Commissioner from voting on a project if he or she has received campaign contributions in excess of \$250 within the past year from project proponents or opponents, their agents, employees or family, or any person with a financial interest in the project.

In the event of such contributions, a Commissioner must disqualify himself or herself from voting on the project.

Each applicant must declare below whether any such contributions have been made to any of the listed **Commissioners** or **Alternates** (see last page).

CHECK ONE

The applicants, their agents, employees, family and/or any person with a financial interest in the project **have not contributed** over \$250 to any Commissioner(s) or Alternate(s) within the past year.

The applicants, their agents, employees, family, and/or any person with a financial interest in the project **have contributed** over \$250 to the Commissioner(s) or Alternate(s) listed below within the past year.

Commissioner or Alternate _____

Commissioner or Alternate _____

Commissioner or Alternate _____

Signature of Applicant or Authorized Agent

Date

Please type or print your name _____

APPENDIX B

LOCAL AGENCY REVIEW FORM

SECTION A (TO BE COMPLETED BY APPLICANT)

Applicant _____

Project Description _____

Location _____

Assessor's Parcel Number _____

SECTION B (TO BE COMPLETED BY LOCAL PLANNING OR BUILDING INSPECTION DEPARTMENT)

Zoning Designation _____ du/ac

General or Community Plan Designation _____ du/ac

Local Discretionary Approvals

Proposed development meets all zoning requirements and needs no local permits other than building permits.

Proposed development needs local discretionary approvals noted below.

Needed *Received*

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Design/Architectural review |
| <input type="checkbox"/> | <input type="checkbox"/> | Variance for _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Rezone from _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Tentative Subdivision/Parcel Map No. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading/Land Development Permit No. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Planned Residential/Commercial Development Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan Review |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Conversion Permit |
| <input type="checkbox"/> | <input type="checkbox"/> | Conditional, Special, or Major Use Permit No. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

CEQA Status

Categorically Exempt Class _____ Item _____

Negative Declaration Granted (Date) _____

Environmental Impact Report Required, Final Report Certified (Date) _____

Other _____

Prepared for the City/County of _____ by _____

Date _____ Title _____

Application No. _____

APPENDIX C

LIST OF PROPERTY OWNERS AND OCCUPANTS WITHIN 100 FEET AND THEIR ADDRESSES
(MAKE ADDITIONAL COPIES OF THIS SHEET AS NECESSARY)

APPENDIX D
(Permit Application)

DECLARATION OF POSTING

Prior to or at the time the application is submitted for filing, the applicant must post, at a conspicuous place, easily read by the public and as close as possible to the site of the proposed development, notice that an application for the proposed development has been submitted to the Commission. Such notice shall contain a general description of the nature of the proposed development. The Commission furnishes the applicant with a standardized form to be used for such posting. If the applicant fails to post the completed notice form and sign the Declaration of Posting, the Executive Director of the Commission shall refuse to file the application. 14 Cal. Code Regs. Section 13054(d).

Please sign and date this Declaration of Posting form when the site is posted; it serves as proof of posting. It should be returned to our office with the application.

<p>Pursuant to the requirements of California Administrative Code Section 13054(b), I hereby certify that on, _____ I or my authorized representative posted the Notice <small>(date of posting)</small></p> <p>of Pending Permit for application to obtain a coastal development permit for the development of _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><small>(description of development)</small></p> <p>Located at _____</p> <p>_____</p> <p style="text-align: center;"><small>(address of development or assessor's parcel number)</small></p> <p>The public notice was posted at _____</p> <p>_____</p> <p style="text-align: center;"><small>(a conspicuous place, easily seen by the public and as close as possible to the site of the proposed development)</small></p> <p style="text-align: right;">_____</p> <p style="text-align: center;"><small>(signature)</small></p> <p style="text-align: right;">_____</p> <p style="text-align: center;"><small>(date)</small></p>

*NOTE: Your application cannot be processed until this **Declaration of Posting** is signed and returned to this office.*

<i>FOR OFFICE USE ONLY</i>	
PERMIT NUMBER	_____
RECEIVED	_____
DECLARATION COMPLETE	_____

APPENDIX E

FILING FEE SCHEDULE

(EFFECTIVE MARCH 17, 2008)

FEES WILL BE ADJUSTED EACH YEAR ON JULY 1, ACCORDING TO THE CALIFORNIA CONSUMER PRICE INDEX

- Pursuant to Government Code section 6103, public entities are exempt from the fees set forth in this schedule.
- Permits shall not be issued without full payment for all applicable fees. If overpayment of a fee occurs, a refund will be issued. Fees are assessed at the time of application, based on the project as proposed initially. If the size or scope of a proposed development is amended during the application review process, the fee may be changed. If a permit application is withdrawn, a refund will be due only if no significant staff review time has been expended (e.g., the staff report has not yet been prepared). Denial of a permit application by the Commission is not grounds for a refund.
- If different types of development are included on one site under one application, the fee is based on the sum of each fee that would apply if each development were applied for separately, not to exceed \$100,000 for residential development and \$250,000 for all other types of development.
- Fees for after-the-fact (ATF) permit applications shall be five times the regular permit application fee unless the Executive Director reduces the fee to no less than two times the regular permit application fee. The Executive Director may reduce the fee if it is determined that either: (1) the ATF application can be processed by staff without significant additional review time (as compared to the time required for the processing of a regular permit,) or (2) the owner did not undertake the development for which the owner is seeking the ATF permit.
- In addition to the above fees, the Commission may require the applicant to reimburse it for any additional reasonable expenses incurred in its consideration of the permit application, including the costs of providing public notice.
- The Executive Director shall waive the application fee where requested by resolution of the Commission. Fees for green buildings or affordable housing projects may be reduced, pursuant to Section 13055(h) of the Commission's regulations.

**SEE SECTION 13055 OF THE COMMISSION'S REGULATIONS
(CALIFORNIA CODE OF REGULATIONS, TITLE 14)
FOR FULL TEXT OF THE REQUIREMENTS**

I. RESIDENTIAL DEVELOPMENT¹

- De minimis waiver \$ 500
- Administrative permit \$ 2,500²

A. Detached residential development

Regular calendar for up to 4 detached, single-family dwelling(s)^{3,4}

- 1,500 square feet or less \$ 3,000/ea
- 1,501 to 5,000 square feet \$ 4,500/ea
- 5,001 to 10,000 square feet \$ 6,000/ea
- 10,001 or more square feet \$ 7,500/ea

Regular calendar for more than 4 detached, single-family dwellings^{3,4}

- 1,500 square feet or less \$ 15,000 or \$1,000/ea⁵
whichever is greater
- 1,501 to 5,000 square feet \$ 22,500 or \$1,500/ea⁵
whichever is greater
- 5,001 to 10,000 square feet \$ 30,000 or \$2,000/ea⁵
whichever is greater
- 10,001 or more square feet \$ 37,500 or \$2,500/ea⁵
whichever is greater

B. Attached residential development

- 2–4 units \$ 7,500
- More than 4 units \$ 10,000 or \$750/ea⁶
whichever is greater

C. Additions or improvements

If **not** a waiver or an amendment to a previous coastal development permit, the fee is assessed according to the schedule in A. above (i.e., based on the calendar and/or size of the addition, plus the grading fee, if applicable).

If handled as an amendment to a previous coastal development permit, see Amendments (in Section III.F).

¹ Additional fee for grading applies. (See Section III.A of this fee schedule.)

² Additional fee will apply if the project is removed from the Administrative Calendar and rescheduled on the Regular Calendar.

³ "Square footage" includes gross internal floor space of main house and attached garage(s), plus any detached structures (e.g., guest houses, detached bedrooms, in-law units, garages, barns, art studios, tool sheds, and other outbuildings).

⁴ For developments that include residences of different sizes, the fee shall be based upon the average square footage of all the residences.

⁵ Not to exceed \$100,000.

⁶ Not to exceed \$50,000.

II. OFFICE, COMMERCIAL, CONVENTION, INDUSTRIAL (INCLUDING ENERGY FACILITIES), AND OTHER DEVELOPMENT NOT OTHERWISE IDENTIFIED IN THIS SECTION^{7,8,9}

A. Based on Gross Square Footage

1,000 square feet (gross) or less	<input type="checkbox"/>	\$ 5,000
1,001 to 10,000 square feet (gross)	<input type="checkbox"/>	\$ 10,000
10,001 to 25,000 square feet (gross)	<input type="checkbox"/>	\$ 15,000
25,001 to 50,000 square feet (gross)	<input type="checkbox"/>	\$ 20,000
50,001 to 100,000 square feet (gross)	<input type="checkbox"/>	\$ 30,000
100,001 or more square feet (gross)	<input type="checkbox"/>	\$ 50,000

B. Based on Development Cost¹⁰

Development cost up to and including \$100,000	<input type="checkbox"/>	\$ 3,000
\$100,001 to \$500,000	<input type="checkbox"/>	\$ 6,000
\$500,001 to \$2,000,000	<input type="checkbox"/>	\$ 10,000
\$2,000,001 to \$5,000,000	<input type="checkbox"/>	\$ 20,000
\$5,000,001 to \$10,000,000	<input type="checkbox"/>	\$ 25,000
\$10,000,001 to \$25,000,000	<input type="checkbox"/>	\$ 30,000
\$25,000,001 to \$50,000,000	<input type="checkbox"/>	\$ 50,000
\$50,000,001 to \$100,000,000	<input type="checkbox"/>	\$ 100,000
\$100,000,001 or more	<input type="checkbox"/>	\$ 250,000

III. OTHER FEES

A. Grading¹¹

50 cubic yards or less	<input type="checkbox"/>	\$ 0
51 to 100 cubic yards	<input type="checkbox"/>	\$ 500
101 to 1,000 cubic yards	<input type="checkbox"/>	\$ 1,000
1,001 to 10,000 cubic yards	<input type="checkbox"/>	\$ 2,000
10,001 to 100,000 cubic yards	<input type="checkbox"/>	\$ 3,000
100,001 to 200,000 cubic yards	<input type="checkbox"/>	\$ 5,000
200,001 or more cubic yards	<input type="checkbox"/>	\$ 10,000

⁷ The fee shall be based on either the gross square footage or the development cost, whichever is greater.

⁸ Additional fee for grading applies. (See section III.A of this schedule).

⁹ Pursuant to section 13055(a)(5) of the Commission's regulations, this category includes all development not otherwise identified in this section, such as seawalls, docks and water wells.

¹⁰ Development cost includes all expenditures, including the cost for planning, engineering, architectural, and other services, made or to be made for designing the project plus the estimated cost of construction of all aspects of the project both inside and outside the Commission's jurisdiction.

¹¹ The fee for grading is based on the cubic yards of cut, plus the cubic yards of fill.

- B. Lot line adjustment¹² \$ 3,000
- C. Subdivision¹³
- Up to 4 new lots \$ 3,000/ea
- More than 4 new lots \$ 12,000 plus \$1,000
for each lot above 4
- D. Administrative permit \$ 2,500¹⁴
- E. Emergency permit \$ 1,000¹⁵
- F. Amendment
- Immaterial amendment \$ 1,000
- Material amendment [50% of fee applicable to underlying
permit if it were submitted today] \$ _____
(calculate fee)
- G. Temporary event which requires a permit pursuant to Public Resources Code section 30610(i)
- If scheduled on administrative calendar \$ 1,000
- If not scheduled on administrative calendar \$ 2,500
- H. Extension¹⁶ and Reconsideration
- Single-family residence \$ 500
- All other development \$ 1,000
- I. Request for continuance
- 1st request No charge
- Each subsequent request
 (where Commission approves the continuance) \$ 1,000
- J. De minimis or other waivers \$ 500
- K. Federal Consistency Certification¹⁷
[The fee is assessed according to sections I, II, and III, above] \$ _____
- L. Appeal of a denial of a permit by a local government¹⁸
[The fee is assessed according to sections I, II, and III, above] \$ _____

¹² A lot line adjustment is between adjoining parcels where the land taken from one parcel is added to an adjoining parcel, and where a greater number of parcels than originally existed is not thereby created.

¹³ The fee is charged for each parcel created in addition to the parcels that originally existed.

¹⁴ Additional fee will apply if the project is removed from the Administrative Calendar and rescheduled on the Regular Calendar.

¹⁵ The emergency application fee is credited toward the follow-up permit application fee.

¹⁶ If permit extension is objected to by the Commission and the application is set for a new hearing, then a new application fee is required, based on type of development and/or applicable calendar.

¹⁷ Fees for federal consistency items will not be assessed until the Commission receives approval from NOAA to amend the California Coastal Management Program.

¹⁸ Pursuant to Public Resources Code section 30602 or 30603(a)(5).

- M. Written Permit Exemption..... \$ 250
- N. Written Boundary Determination \$ 250
- O. Coastal Zone Boundary Adjustment..... \$ 5,000

TOTAL SUBMITTED	\$
------------------------	-----------

TO BE COMPLETED BY STAFF

<i>SUBMITTED FEE VERIFIED BY:</i>	<i>DATE:</i>
<i>IS SUBMITTED AMOUNT CORRECT?</i>	
<input type="checkbox"/> Yes. Applicant has correctly characterized the development, and payment is appropriate. <input type="checkbox"/> Applicant did not fill out form, thus staff has marked the form to compute the fee, and applicant has paid fee. <input type="checkbox"/> No. Why? _____	
<i>REFUND OR ADDITIONAL FEE REQUIRED? (STATE REASON)</i>	
<input type="checkbox"/> Refund amount (_____)	
<input type="checkbox"/> Additional fee amount (_____)	
REMINDER: RECORD FEE PAYMENT IN PERMIT LOG	
<i>FINAL FEE VERIFIED BY: (TO BE COMPLETED AFTER COMMISSION ACTION)</i>	<i>DATE:</i>

NOTICE OF PENDING PERMIT

A PERMIT APPLICATION FOR DEVELOPMENT ON THIS SITE IS
PENDING BEFORE THE CALIFORNIA COASTAL COMMISSION.

PROPOSED DEVELOPMENT: _____

LOCATION: _____

APPLICANT: _____

DATE NOTICE POSTED: _____

FOR FURTHER INFORMATION, PLEASE PHONE OR WRITE THE
OFFICE LISTED BELOW BETWEEN 8 A.M. AND 5 P.M., WEEKDAYS.



CALIFORNIA COASTAL COMMISSION
NORTH CENTRAL COAST DISTRICT OFFICE
45 FREMONT STREET, SUITE 2000
SAN FRANCISCO, CA 94105-2219
(415) 904-5260



Planning and Building Division

County Government Center • 455 County Center • Redwood City CA 94063
Mail Drop PLN 122 • 650-363-4161 • FAX 650-363-4849

Application for a Coastal Development Permit

Companion Page

Applicant's Name:

Primary Permit #:

1. Instructions

Please fill out the general Planning Permit Application Form and this form when applying for a Certificate of Exemption or Exclusion from Requirement for Coastal Development Permit. You must also submit all items indicated on the checklist found on the reverse side of the Planning Permit Application Form.

2. Basic Information

Does the owner or applicant own any adjacent property not listed?

Yes No

If yes, list Assessor's Parcel Number(s):

Three horizontal lines for listing Assessor's Parcel Number(s).

Have you or anyone else previously applied to either the County of San Mateo or the California Coastal Commission for a Coastal Development Permit for this or a similar project at this location?

Yes No

If yes, explain (include date and application file numbers).

Four horizontal lines for explaining previous applications.

3. Materials and Finish of Proposed Buildings or Structures

Note: By completing this section you do not need to file a separate application for Design Review Approval.

Table with 4 columns: Fill in Blanks, Material, Color/Finish, Check if matches existing. Rows include Exterior Walls, Trim, Roof, Chimneys, Accessory Buildings, Decks/Stairs, Retaining Walls, Fences, Storage Tanks.

4. Project Information

Does this project, the parcel on which it is located or the immediate vicinity involve or include:

- | | Yes | No |
|--|--------------------------|--------------------------|
| a. Demolition of existing housing units?
(If yes, give value of owner-occupied units or current monthly rent of rental units in explanation below.) | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Creeks, streams, lakes or ponds? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Wetlands (marshes, swamps, mudflats)? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Beaches? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Sand Dunes? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Sea cliff, coastal bluffs or blufftops? | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Ridgetops? | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Pampas Grass, invasive brooms or Weedy Thistle? | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Removal of trees or vegetation? | <input type="checkbox"/> | <input type="checkbox"/> |
| j. Grading or alteration of landforms? | <input type="checkbox"/> | <input type="checkbox"/> |
| k. Landscaping? | <input type="checkbox"/> | <input type="checkbox"/> |
| l. Signs? | <input type="checkbox"/> | <input type="checkbox"/> |
| m. Phone or utility line extensions or connections, either above or below ground (explain which)? | <input type="checkbox"/> | <input type="checkbox"/> |
| n. Areas subject to flooding? | <input type="checkbox"/> | <input type="checkbox"/> |
| o. Development on slopes 30% or steeper? | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|--|--------------------------|--------------------------|
| p. Between the sea and the nearest public road? | <input type="checkbox"/> | <input type="checkbox"/> |
| q. Existing or proposed provisions for public access to the shoreline? | <input type="checkbox"/> | <input type="checkbox"/> |
| r. Public or commercial recreation facilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| s. Visitor-serving facilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| t. Existing or proposed public trail easements? | <input type="checkbox"/> | <input type="checkbox"/> |

Explain all Yes answers below. Indicate whether the item applies to the project itself, the parcel on which it is located, or the immediate vicinity (attach additional sheets if necessary):

5. Staff Use Only

California Coastal Commission Jurisdiction

A. Does the Proposed Project Involve:

- A subdivision, Certificate of Compliance Type B, Use Permit, or Planned Agricultural District Permit?
 Yes No
- Construction or grading within 100 feet of a stream or wetland?
 Yes No
- A parcel located between the sea and the first public through road paralleling the sea; 300 feet from the inland extent of any beach or mean high tide line if there is no beach; or within 300 feet of the top of the seaward face of a coastal bluff?
 Yes No

Yes to any one of the above means that the Coastal Development Permit is appealable to the Coastal

Commission; a public hearing is always required.

B. Does the proposed project involve lands below the mean high tide line and lands where the public trust may exist? (See "Post CCP Certification Permit and Appeal Jurisdiction Map).

- Yes No

Yes to above means that the California Coastal Commission retains permit jurisdiction over all or part of the proposed project. A Coastal Development Permit from that agency is required.

Reviewed by: _____

Clean Water Act Section 401 Water Quality

Instructions for Filling Out the Clean Water Act Section 401 Water Quality Certification Application

Most projects requiring 401 Certification fall into two categories:

1. Projects involving discharges of dredged or fill material to waters of the United States including wetlands and other water bodies. Such discharges may result from navigational dredging, flood control channelization, levee construction, channel clearing, fill of wetlands for development, or other activities. These projects involve the removal or placement of soil, sediment, and other materials in or near water bodies and require Corps permits under CWA Section 404. This information sheet concerns this category of activities.
2. Projects involving construction of hydroelectric dams, power plants, and other facilities requiring Federal Energy Regulatory Commission (FERC) licenses and projects which must secure a State water rights permit. The State Board reviews these projects for certification. For more information on certification of projects seeking FERC licenses and water rights permits, contact:

Division of Water Rights
State Water Resources Control Board
P.O. Box 2000
Sacramento, CA 95812-2000
(916) 341-5300 (information)
(916) 341-5308 (certification team leader)

Section 1: Applicant / Agent Information

Please include name, title, company, address, telephone, fax number, and email address of applicant. Complete agent information only if certification application is being transmitted by an agent/consultant. Please include name, title, company, address, telephone, fax number, and email address of agent.

Section 2: Project Description

- a) Provide a project name or title consistent with other agency applications
- b) Describe the purpose and final goal of project
- c) Describe specific project activities relating to fill or excavation of the waterbody. Provide a full technically accurate description
- d) Describe the Proposed Schedule including the start-up, duration, and completion dates of project

If, during the course of the project the project description should change, the Regional Water Quality Control Board shall receive a written update as soon as changes are known.

Section 3: Project Site Description

Indicate the project location on a road map and a map of suitable detail, quality, and scale (like an USGS 7.5-minute quadrangle topographic map) to allow identification of the project area and any water body(ies) potentially receiving a discharge.

- a) Indicate the city or area, county, longitude and latitude, township/Range(if available)
- b) Indicate the area type or description (check as appropriate)

If the project site is in two or more regions, the application must be submitted to the State Water Resources Control Board, not the regional boards, for review.

State Water Resources Control Board
Water Quality Certification Unit
1001 I Street, 15th Floor
Sacramento, CA 95814

Section 4: Impacted Water Bodies

- a) Identify the water body(ies) that may receive a discharge and type(s) of receiving water body(ies). The term “waterbody” in this document, refers to any stream, creek, intermittent drainage, drainage swale, drainage ditch, seep, pond, bay, estuary, vernal pool, marsh, wetland, ground water basin, or any other waters of the State. Most receiving water bodies are listed in the Water Quality Control Plan, Central Coast Region (Basin Plan). For unlisted waters, the major tributary(ies) must be identified.
- b) Streambed and riparian impacts should be reported below the Ordinary High Water Mark. The Ordinary High Water Mark can be described as the line on the shore established by the fluctuation of water and indicated by physical characteristics such as clear, natural line impressed on the bank, shelving, changes in the character of soil, destruction of terrestrial vegetation, the presence of litter and debris, or other appropriate means that consider the characteristics of the surrounding areas. Include impacts to U.S. Army Corps of Engineers Jurisdictional Wetlands and all other wetlands that are not considered to be US ACOE Jurisdictional.
 - Discharge area should be reported in acres.
 - Discharge length shall be reported in Linear Feet. Includes linear discharges to drainage features and shorelines, e.g., bank stabilization, revetment, and channelization projects.

“Isolated waters”

A permit is required from the Regional Board if the project discharges to an “isolated” (non-jurisdictional) waterbody. If fill is discharged to an “isolated” without a State Permit the applicant may be subject to substantial fines or criminal action and may have to restore the waterbody to its original condition. “Isolated” waters were determined by the US Supreme Court to not need federal permits (the “SWANCC decision”), so the applicant will not receive a Corps Section 404 or a Certification. But the State permit will ensure that beneficial uses are protected in exactly the same way. Make sure the Corps agrees that the waterbody is “isolated”. Otherwise the applicant might be subject to substantial federal penalties for violation of the CWA.

- c) Indicate in cubic yards the volume of dredged material. Dredged material is defined as removing sediment in deeper water to increase the depth and is best described by the volume of the discharge. Indicate in cubic yards the volume and in acres or linear feet the area of fill material. Fill material is defined as moving sediment or soil in shallow waters or under no-flow conditions where impacts are best described by the area of the discharge. The total area of disturbance within the waterbody is the summation of all temporary and permanent impacts.
- d) Describe the type(s) of material proposed to be dredged. In addition to soil types, applicants must determine if dredged soils are contaminated. Attach chemical analysis if appropriate.

Section 5: Water Quality Sampling

- a) Indicate the potential for pollutant release resulting from the entire proposed project (including during and post-construction)
- b) Indicate whether water quality sampling has occurred and if yes, what parameters were sampled. Also provide data from the sampling if appropriate.
- c) Indicate whether water quality sampling is planned and if so, what parameters will be sampled.

Section 6: Dewatering Operations

Describe the method used to remove groundwater and divert surface water if necessary to implement the proposed project. Please attach a diagram with the description. Identify the following if applicable

- a) Discharge to surface waters, name of receiving water, estimated volume and flow rate, and management measures proposed (requires NPDES permit, Contact Regional Board for further information)
- b) Discharge to retention ponds, location (on-site or off-site), and control measures
- c) Diversion of state waters, location (on-site or off-site), control measures

Section 7: Waste Discharge

Projects that include a waste treatment system (e.g., septic/leach field) as part of the project should fill out this section. Discharge from any system associated with the project should be described.

- a) Nature/Composition of waste including projected volume (in GPD) and source
- b) Location of treatment and disposal system, attach a map if necessary
- c) Proposed method for treatment

Section 8: Federal Licenses / Permits

- a) Specify the federal permit or license being sought. 401 Certification is dependent upon a valid application for a 404 permit from the ACOE or another application for a federal license or permit.
- b) Include the U.S. Army Corps of Engineers Permit Type(s) - Nationwide reporting or non-reporting, Individual, or Regional. Attach a copy of the US ACOE application
- c) Identify if the project requires any other Federal Application(s), Notification(s), or Correspondence. Attach copy(ies) of other Federal applications (if necessary)
- d) Identify if the project requires a Federal Energy Regulatory Commission (FERC) license or amendment to a FERC license.

Section 9: Other Licenses/Permits/Agreements

- a) List all other local or state required regulatory approvals.
If a Lakebed or Streambed Alteration Agreement (LSAA) from the Department of Fish and Game (DFG) is appropriate for the project, please provide a copy of the application or agreement. Projects on federal property are exempt. For more information please go to: <http://www.dfg.ca.gov/1600/>.

Section 10: California Environmental Quality Act (CEQA)

The Regional Board is required to comply with CEQA before approving a project. 401 Certification will not be granted without CEQA compliance. For information on CEQA or NEPA, visit the following websites:

CEQA: http://www.ceres.ca.gov/topic/env_law/ceqa/

NEPA: http://www.ceres.ca.gov/env_law/federal/nepa.html

- Indicate the type of CEQA document (e.g., Environmental Impact Report, Mitigated Negative Declaration or Categorical Exemption) and the Lead Agency
- Submit a copy of the final determination and indicate the State Clearinghouse Number
- If the document has not been certified/approved indicate the expected approval/filing date

If another local or State agency is the lead agency for CEQA, obtain the final environmental documentation and determination before the certification application is submitted. If the Regional (or State) Board must be the CEQA Lead Agency, contact that agency well before submitting the application.

Section 11: California Environmental Quality Act (CEQA) Mitigation

Describe all mitigation measures required for CEQA compliance relating the following:

- Biological Resources
- Septic Systems
- Soil Erosion/Grading
- Water Supply/Groundwater
- Water Quality/Hydrology
- Riparian Areas
- Wetlands
- Wildlife

Describe in the application or reference mitigation measures in the Final CEQA Document

Section 12: Compensatory Mitigation

- a) Indicate in acres and linear feet (where appropriate) the total quantity of waters proposed to be Created, Restored and/or Enhanced to mitigate for temporary and permanent impacts.
Definitions of types of mitigation from the Army Corps of Engineers are as follows:
 - Creation – The establishment of a wetland or other aquatic resource where one did not formerly exist

- Enhancement – Activities conducted in existing wetlands or other aquatic resources which increase one more aquatic functions
- Restoration – Re-establishment of wetland and/or other aquatic resource characteristics and function(s) at a site where they have ceased to exist, or exist in a substantially degraded state
- Preservation – The protection of ecologically important wetlands or other aquatic resources in perpetuity through the implementation of appropriate legal and physical mechanisms

The Regional Board strives to maintain a “no net loss” of value and physical size of wetlands and other waterbodies. The Board requires the following mitigation measures for temporary and permanent impacts.

- Permanent impacts to wetlands: 3:1 ratio (area mitigated:area impacted) for created wetlands, 2:1 ratio for restored or enhanced wetlands
- Temporary impacts to wetlands: 1:1 mitigation to restore to preconstruction conditions
- Permanent impacts to streambed: 2:1 replacement ratio OR 1:1 riparian area enhancement
- Permanent impacts to riparian area: 1:1 replacement in kind with native vegetation
- Temporary impacts to streambed or riparian area: 1:1 mitigation to restore to preconstruction conditions

Section 13: Other Actions / Best Management Practices (BMPs)

Briefly describe or reference other actions or BMPs to be implemented to avoid and/or minimize impacts to waters, including preservation of habitat, erosion control measures, project scheduling, flow diversions, etc.

- Describe efforts that have been or will be taken to avoid adverse impacts to waters of the State. Impact avoidance actions might include reconfiguring a project to avoid filling a waterway and to provide creek or wetland buffers, using a span bridge rather than a culvert for a roadway crossing.
- For impacts that cannot be avoided, describe steps that have been taken or will be taken to minimize adverse impacts. Impact minimization actions might include using bioengineering techniques, minimizing the use of hardscaping and reducing impervious surfaces to reduce stormwater runoff.

Section 14: Past/Future Proposals by the Applicant

Briefly list or describe, including adverse impacts, any project implemented by the applicant within the last five years or planned for implementation in the next five years that relate in any way to the proposed activity or may impact the receiving body of water. For purposes of this item, the water body extends to a named source or stream segment identified in the relevant basin plan.

Section 15: Signature

Sign and date the application.

Filing Fee

- Projects with total impacts (temporary and permanent) less than or equal to 0.1 acres, 200 linear feet, and 25 cubic yards, the project is considered “Low Impact” only requiring a \$500 application fee.
- Projects with total impacts (temporary and permanent) greater than 0.1 acres, 200 linear feet, or 25 cubic yards, the project is not a “Low Impact” and is subject to additional fees as determined in the Fee Calculator at the State Water Resources Control Board website. <http://www.swrcb.ca.gov/cwa401/docs/feecalculator.xls>
- Projects falling under the Army Corps of Engineers “Notification”. Projects that require Notification only require a \$60 fee. Find more information about ACOE Notification Requirements in the [Clean Water Act Section 401 Water Quality Certification of Nationwide Permits \(NWP\)](#)s

All fees shall be made payable to the Central Coast Regional Water Quality Control Board and submitted to:
 895 Aerovista Place, Suite 101
 San Luis Obispo, CA 93401
 Attn. 401 Coordinator

For additional questions about filling out the 401 application please contact our office (805) 549-3147.



California Regional Water Quality Control Board

Central Coast Region



Alan C. Lloyd, Ph.D.
Secretary for
Environmental
Protection

Internet Address: <http://www.waterboards.ca.gov/centralcoast/>
895 Aerovista Place, Suite 101, San Luis Obispo, California 93401
Phone (805) 549-3147 • FAX (805) 543-0397

Arnold
Schwarzenegger
Governor

SECTION §401 WATER QUALITY CERTIFICATION APPLICATION FORM

Applications for Water Quality Certification shall be filed in accordance with Sections 3830 through 3869 of Title 23 of the California Code of Regulations. Provide detailed information for all categories that apply to the project and include the conditions under which work will be conducted. **All applicants must fill out Sections 1-4, 9, 10 and 15 or the application will be deemed incomplete.** Attach additional sheets as necessary. Responses by references should indicate the specific document and page number (include copies). **Indicate by "NA" all sections that do not apply, along with an explanation of why the project is exempt from the section.**

1. APPLICANT/AGENT INFORMATION

a) Applicant:	b) Applicant's Representative:
Address:	Address:
Phone No.:	Phone No.:
Fax No.:	Fax No.:
E mail address:	E mail address:

2. PROJECT DESCRIPTION*

a) Project Title:
b) Purpose/Goal:
c) Project Activities:
d) Proposed Schedule (start-up, duration, and completion dates):

* If, during the course of the project, the project description should change, the Regional Water Quality Control Board shall receive a written update as soon as changes are known.

3. PROJECT SITE DESCRIPTION

a) Project Location (Attach a road map of the site with waters clearly indicated and a 7.5 minute topographic map with the site outlined):

City or Area _____ County _____

Longitude/Latitude _____ Township/Range _____

b) Area Type/Description (check as appropriate):

Urban

Residential

Recreation

Agriculture

Open Space

Wildlife Corridor

Migratory Pathway

Spawning Habitat

Other

Threatened/Endangered Species Habitat

4. IMPACTED WATER BODIES

a) Name(s) of Receiving Water Body(ies)*:

b) Indicate in ACRES and LINEAR FEET (where appropriate) the proposed waters to be impacted and identify the impacts(s) as permanent and/or temporary for each water body type listed below:

Streambed:	_____ permanent,	_____ temporary ACRES
	_____ permanent,	_____ temporary LINEAR FEET
Riparian:	_____ permanent,	_____ temporary ACRES
	_____ permanent,	_____ temporary LINEAR FEET
Lake/Reservoir:	_____ permanent,	_____ temporary ACRES
	_____ permanent,	_____ temporary LINEAR FEET
Ocean/Estuary/Bay:	_____ permanent,	_____ temporary ACRES
	_____ permanent,	_____ temporary LINEAR FEET

Acres of wetlands determined by the U.S. Army Corps of Engineers to be jurisdictional.

Jurisdictional Wetland:	_____ permanent,	_____ temporary ACRES
	_____ permanent,	_____ temporary LINEAR FEET

In addition to wetlands described above, include acres of additional wetlands beyond those determined by the U.S. Army Corps of Engineers to be jurisdictional. **

Wetland:	_____ permanent,	_____ temporary ACRES
	_____ permanent,	_____ temporary LINEAR FEET

c) Indicate in CUBIC YARDS the volume of dredged material:

Indicate in CUBIC YARDS the volume and in ACRES or LINEAR FEET the area of fill material:

Total area of disturbance within the waterbody: _____ acres _____ linear feet (if appropriate)

d) Indicate type(s) of material proposed to be dredged***:

*All receiving water bodies are identified in the *Water Quality Control Plan, Central Coast Basin Region* (Basin Plan). Any unnamed/unidentified waters must be extended to an identifiable tributary.

** Whether “navigable” or not, The State and Regional Water Boards have jurisdiction over *all* waters of the state. This includes all wetlands, even those that do not fall under the jurisdiction of the Army Corps of Engineers. Whether navigable or not, an area is determined to be a wetland if it is delineated as such in accordance with the physical criteria (soils, vegetation, hydrology / line of ordinary high-water) included in current Army Corps of Engineers regulatory protocols.

*** In addition to soil types, applicants must determine if dredged soils are contaminated. Please attach chemical analyses if appropriate.

5. WATER QUALITY SAMPLING

a) What is the potential for pollutant releases resulting from the entire proposed project? (e.g. increased peak or stormwater run-off; increased run-off of urban pollutants such as nutrients, pesticides, petrochemicals; refer to CEQA guidelines, appendix G for other potential pollutant releases)

b) Has water quality sampling occurred? Yes No
If yes, what parameters were sampled? Please provide the data.

c) Is water quality sampling planned? Yes No
If no, why not? If yes, what parameters will be sampled?

6. DEWATERING OPERATIONS – Describe the method used to remove ground water and divert surface water if necessary to implement the proposed project. Please attach a diagram with description.

a) Discharge to Surface Water – Include name of receiving water body, estimated volume, flow rates, and management measures proposed:

b) Discharge to Retention Ponds – Include Location (on-site or off-site) and Control Measures:

c) Diversion of State Waters – Include Location (on-site or off-site) and Control Measures:

7. WASTE DISCHARGE – Projects that include waste treatment systems (e.g. septic/leachfields) should fill out this section. Discharge from any system associated with the project should be described.

a) Describe nature and composition of waste. Include projected volume (in GPD) and source (such as industrial, household, agriculture, or other):
b) Location of Treatment and Disposal System*:
c) Proposed Method of Treatment:

* Attach map if necessary

8. FEDERAL LICENSES/PERMITS

a) Federal Agency(ies): U.S. Army Corps of Engineers Yes <input type="checkbox"/> Other Agency? _____ File No.(s) (if known) _____
b) U.S. Army Corps of Engineers Permit Type(s) (please provide permit number(s) if known): Nationwide Permit No.(s) _____ Regional General Permit No.(s) _____ Individual Permit _____ Other _____
c) Does the project require any Federal Application(s), Notification(s) or Correspondence? Yes <input type="checkbox"/> (attach copy(ies)) No <input type="checkbox"/> (attach explanation)
d) Does the project require a Federal Energy Regulatory Commission (FERC) license or amendment to a FERC license? Yes <input type="checkbox"/> (attach application copy) No <input type="checkbox"/>

9. OTHER LICENSES/PERMITS/AGREEMENTS

a) Please list all other local or state required regulatory approvals (e.g. Department of Fish and Game Streambed Alternation Agreement, County Grading permit etc.) Submit final or draft copy if available.

Agency	License/Permit/Agreement	Approval Date

10. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) – The Regional Board is required to comply with CEQA before approving a project. 401 Certification will NOT be granted without CEQA compliance.

Indicate CEQA Document (submit final or draft copy).

Categorical Exemption (Mitigated) Negative Declaration Environmental Impact Report

State Clearinghouse File No.: _____

Has the document been certified/approved, or has a Notice of Exemption been filed? _____

If yes, date of approval/filing: _____ If no, expected approval/filing date: _____

Lead Agency: _____

11. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) MITIGATION

Describe all mitigation measures required for CEQA relating to the following:

Biological Resources _____

Septic Systems _____

Soil Erosion / Grading _____

Water Supply / Groundwater _____

Water Quality / Hydrology _____

Riparian _____

Wetlands _____

Wildlife _____

12. COMPENSATORY MITIGATION

a) Indicate in ACRES and LINEAR FEET (where appropriate) the total quantity of waters proposed to be Created, Restored and/or Enhanced for purposes of providing Compensatory Mitigation:

Water Body Type	Preserved	Created	Restored	Enhanced
Jurisdictional Wetlands				
All additional Wetlands				
Streambed				
Riparian				
Lake/Reservoir				
Ocean/Estuary/Bay				

b) If contributing to a Mitigation or Conservation Bank, indicate the administrator, dollar amount, acreage, and water body type (omit if not applicable):

Bank Administrator _____

\$ _____ for _____ acres of _____ (water body type)

c) Other Mitigation (omit if not applicable):

d) Location of Compensatory Mitigation Site(s) (attach map of suitable quality and detail):

City or Area _____ County _____

Longitude / Latitude _____ Township / Range _____

13. OTHER ACTIONS/BEST MANAGEMENT PRACTICES (BMPs)

Briefly describe or reference other actions or BMPs to be implemented to avoid and/or minimize impacts to waters, including preservation of habitats, erosion control measures, project scheduling, flow diversions, etc.

14. PAST/FUTURE PROPOSALS BY THE APPLICANT

Briefly list/describe any projects carried out in the last 5 years or planned for implementation in the next 5 years that are in any way related to the proposed activity or may impact the same receiving body of water. Include estimated adverse impacts.

15. SIGNATURE

I hereby certify under penalty of perjury that the information provided in this application and in any attachments are true and accurate to the best of my knowledge.

Applicant's Signature (or Agent)

Date

Please forward the completed application and applicable supplemental information to:

**California Regional Water Quality Control Board
Central Coast Region
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401
Attn. 401 Coordinator**

Should you have any questions regarding the water quality certification process, please contact our office at (805) 549-3147 or visit our website at <http://www.waterboards.ca.gov/centralcoast/>

State Lands Commission

APPLICATION GUIDELINES

GENERAL INFORMATION AND APPLICATION MATERIALS REGARDING SURFACE LEASING OF STATE LANDS

The State Lands Commission ("Commission") has jurisdiction and management control over those public lands of the State received by the State upon its admission to the United States in 1850 ("sovereign lands"). Generally these sovereign lands include all ungranted tidelands and submerged lands, beds of navigable rivers, streams, lakes, bays, estuaries, inlets, and straits. The Commission manages these sovereign lands for the benefit of all the people of the State, subject to the Public Trust for water related commerce, navigation, fisheries, recreation, open space and other recognized Public Trust uses. In addition the State manages lands received after Statehood including swamp and overflowed lands and school lands. The Commission's Land Management Division in Sacramento administers the surface leasing of these lands, sand and gravel extraction from these lands, and dredging or disposal of dredged material on these lands. The Commission also manages the development of all mineral resources contained on such lands.

Land Ownership Determination

Upon receipt of an application or an inquiry about use of State lands, the Commission's Title Unit reviews its files and information submitted by the applicant to determine the extent of the State's property interest in the proposed project site. In some cases, the complex nature of the title to the lands may result in the applicant having to submit a title report (preliminary report of title or title policy) as part of the application process.

Leasing Policies

The lands managed by the Commission vary widely in character and utility. The Commission maintains a multiple use management policy to assure the greatest possible public benefit is derived from these lands. The Commission will consider numerous factors in determining whether a proposed use of the State's land is appropriate, including, but not limited to, consistency with the Public Trust under which the Commission holds the State's sovereign lands, protection of natural resources and other environmental values, and preservation or enhancement of the public's access to State lands.

Applicants are advised that the Commission is under no obligation to approve any application submitted to it. The Commission may approve, condition, or deny any application, based upon the above referenced factors or other issues raised during the application review process.

California Environmental Quality Act (CEQA)

The issuance of any lease, permit or other entitlement for use of State lands by the Commission requires review for compliance with the California Environmental Quality Act (CEQA). The terms of CEQA may be found in the California Public Resources Code (PRC), Sections 21000 et seq., and in the State CEQA Guidelines, California Code of Regulations, Title 14, Sections 15000 et seq. No proposed project will be approved until the requirements of CEQA have been met. Additionally, if the application involves lands found to contain "Significant Environmental Values" within the meaning of PRC Section 6370, consistency of the proposed use with the identified values must also be determined through the CEQA review process. Pursuant to its regulations the Commission may not issue a lease for use of "Significant Lands" if such use is detrimental to the identified values.

Most leases, permits or other entitlements for use require approvals from other public agencies. On many proposed projects the Commission is the Lead Agency under CEQA (the public agency with the principal responsibility for carrying out or approving a project.)

Where the Commission is the Lead Agency, its initial step in reviewing an application is to determine whether the proposed project is exempt from CEQA. Exemptions from CEQA are either statutory or categorical. A listing of some exemptions may be found in the Commission's administrative regulations and others may be found in Title 14 of the California Code of Regulations. Categorical exemptions will not apply if there is a reasonable possibility that a proposed project will have a significant effect on the environment due to unusual circumstances.

If a proposed project is not exempt from CEQA, the staff of the Commission conducts an Initial Study to determine whether the proposed project may have a significant effect on the environment. The Initial Study is circulated to Responsible, Trustee, and interested public agencies and others who have expressed an interest in such documents of the Commission for review and comment. The circulation period is normally 30 days. Based upon the responses received and Commission staff analysis, a determination is made as to whether a Negative Declaration or an Environmental Impact Report is required.

A Negative Declaration ("ND") is the simpler of the two documents. Generally, the ND consists of the Initial Study accompanied by a determination by the staff that the proposed project will not have a significant effect on the environment. The ND may also include mitigation measures that help insure that the proposed project is not environmentally harmful. The ND is circulated for 30 days to appropriate agencies and interested persons. This review is provided through the State Clearinghouse. If no significant environmental effects are identified, the Commission considers the ND together with any comments received, and approves or disapproves the ND, and then approves or disapproves the proposed project.

An Environmental Impact Report ("EIR") is required in instances where responses to the Initial Study reflect concern that the proposed project may or will have a significant effect on the environment. In some cases it is clear without preparation of an Initial Study that a project could have a significant effect on the environment. In such cases, the EIR process may begin without preparation of an Initial Study. Usually a third party consultant will be hired by the Commission to prepare the EIR.

In most instances, the preparation of an EIR takes from six to nine months. A Draft EIR is circulated for 45 days to agencies and individuals concerned about the project. The State Clearinghouse provides for circulation to State agencies. During the 45-day review period, a public hearing may be held. Comments and recommendations received and significant environmental points raised in the review and consultation process are responded to in the final EIR. This document is then circulated for an additional 15 days to those agencies and persons who commented on the Draft EIR. After the review period has ended, the final EIR is presented to the Commission for certification, and the proposed project, including any recommended alterations or mitigation measures, is presented to the Commission for approval or disapproval.

The applicant will be required to cover the costs of preparation of the environmental documentation for the project. Experience has shown that ND and EIR costs vary considerably, from several hundred to hundreds of thousands of dollars. The applicant must deposit an amount specified by the staff of the Commission within 21 days after Commission staff gives written notice of the anticipated costs of environmental processing, and will be required to execute a reimbursement agreement committing to full payment of the Commission's costs. (IMPORTANT: Please refer to Submittal of Fees below for more specific information regarding payment of Commission costs in processing your

application.) If the cost for the preparation of a ND or EIR exceeds the amount deposited, the amount of excess costs must be deposited within 15 days after written notice is given. Any unexpended portion of the deposit will be refunded to the applicant after the ND or EIR is determined by the Commission to be adequate. Should the applicant fail to deposit the requested costs, the application may be canceled without further notice. Staff will not contact consultants regarding preparation of an EIR until required deposits and reimbursement agreements are received.

Where the Commission is a Responsible Agency as defined in CEQA (a permitting agency other than the Lead Agency), it must review the environmental documentation prepared by the Lead Agency, and comply with all applicable, substantive and procedural requirements of CEQA.

Time Constraints/Completeness of Application

Not later than 30 calendar days after the Commission receives an application for a development project, the staff will notify the applicant in writing whether the application is complete. Please see PART IV of the attached application form for the definition of "development project".

The Staff of the Commission shall deem an application complete if:

1. The data submitted is sufficient to allow the staff of the Commission to locate and describe the nature and extent of State-owned land to be utilized in the project;
2. The applicant submits all deposits and fees required by the Commission (See Submittal of Fees below);
3. The applicant submits environmental data sufficient for the Commission to determine the level and scope of environmental review required under CEQA and the State CEQA Guidelines;
4. The applicant submits data sufficient for the State to determine the fair rental to be paid the State for the applicant's use of the State's property; and
5. The data submitted by the applicant is sufficient to allow staff of the Commission to begin an analysis to determine if the application is: (a) consistent with Commission policies, practices and procedures; (b) conducive to public access; (c) consistent with environmental safeguards and policies of the State; and is (d) otherwise in the best interests of the State.

In the event the application is determined not to be complete, the staff will specify what additional information is required. Upon receipt of any additional material, the staff will respond within 30 days as to whether the application is complete. Should the applicant fail to provide a complete application within a reasonable period of time, the file may be closed and all or any part of the fees retained by the Commission. Please see Notice on Page vii of these guidelines. There is an appeal process whereby an applicant may appeal the determination of the staff that the application material is incomplete. The adequate completion of Parts I through IV of the attached application form shall constitute a complete application.

After an application is found to be complete, applicant may be required to submit additional information to clarify, amplify, correct or otherwise supplement the information requested in the application form.

Where the Commission is the Lead Agency and an EIR is prepared, the Commission must approve or disapprove a development project within one year from the date on which the application was

received and accepted as complete by the staff of the Commission. Where an ND is prepared or if the development project is exempt from CEQA, the development project shall be approved or disapproved within six months from the date the application was received and accepted as complete by the staff. One extension of this time period of up to 90 days may be allowed if mutually agreed to by the staff and the applicant.

Where the Commission is a Responsible Agency, it must approve or disapprove a development project within 180 days from the date the Lead Agency approves the project, or within 180 days from the date the application was received and accepted as complete by the staff of the Commission, whichever is later.

The following are some of the circumstances that may cause the Commission to deny a project:

1. Failure of an applicant to furnish requested additional information;
2. Environmental considerations;
3. Failure to meet any statutory requirements;
4. Failure to submit requested additional fees;
5. Failure to conclude negotiations or to execute documents;
6. Inability of applicant to meet financial qualifications as deemed appropriate by the staff;
7. Misrepresentation by the applicant or its agent; or
8. Inconsistency with Public Trust restrictions, resources, or values.

This list should not be considered exclusive.

Application Processing

It is the policy of the State Lands Commission to recover all costs for the processing of leases, permits or other entitlements for the use of State land.

As soon as the application is accepted as complete the staff will take all steps necessary, including but not limited to title work, land descriptions, and appraisals to process the application. In most cases many of the terms and conditions of a Commission lease, permit or entitlement are subject to negotiation on a case by case basis. Once the terms and conditions have been agreed to and the lease, permit or entitlement has been executed by the applicant, staff will schedule the item for consideration by the Commission. The Commission normally meets one day per month. Items to be considered by the Commission must be finalized at least one month prior to the scheduled meeting in order for the item to meet applicable legal notice requirements.

Submittal of Fees

Each applicant is required to pay the Commission's costs of processing the application. Each applicant, at the time of filing an application, shall submit a Filing Fee and the appropriate Minimum Expense Deposit for processing fees as set forth below. Each applicant will also be asked to execute a reimbursement agreement to cover the total cost of processing the application (see below).

(IMPORTANT: Submittal of this form will NOT be considered an application unless accompanied by the Filing Fee and appropriate Minimum Expense Deposit set forth in Part IV of this form.) The Minimum Expense Deposits listed below are based upon typical Commission costs in processing routine uncomplicated transactions, and may not cover the total cost of processing your application.

A. Filing Fee. *Same fee required of all applicants.* \$ 25.00

B. Minimum Expense Deposits for Processing Fees. *Use the chart below to determine the deposit required for this project.*

<u>TRANSACTION</u>	<u>MINIMUM EXPENSE DEPOSIT</u>
(a) Commercial Lease (New)	\$17,500.00
(b) Industrial Lease (New)	\$25,000.00
(c) Right of Way	\$ 2,500.00
(d) Public Agency Lease/Permit	\$ 3,000.00
(e) Recreational Pier Lease	\$ 1,000.00
(f) Protective Structure	\$ 2,500.00
(g) Grazing or other Agricultural Lease	\$ 2,500.00
(h) Dredging Lease	\$ 1,500.00
(l) Lake Tahoe Trust Inspections	* \$ 1,000.00
(j) Consent to Encumber Leasehold	\$ 1,000.00
(k) Assignment not involving amendment of Lease	\$ 1,000.00
(l) Amendment of Lease to accommodate Lessee	\$ 2,000.00
(m) Sublease Approval	\$ 1,500.00
(n) Most other transactions not listed herein	\$ 1,500.00

**Fee included in environmental processing cost if Negative Declaration or EIR required.*

In addition to the above listed application processing fees, the Commission may require reimbursement of its costs in providing other services associated with processing applications for leases. These services include but are not limited to:

1. Processing environmental documents (See General Information enclosed with this application).
2. Review of environmental documents by the California Department of Fish and Game (See Fish and Game Code Section 711.4).
3. Advertising or public notification.
4. Duplicating or certifying papers.
5. Searching records or ordering title reports.
6. Processing archaeological, biological or other necessary surveys.
7. Appraisals
8. Monitoring compliance with environmental mitigation requirements of lease.
9. Lease management, including rent reviews, compliance with lease terms, etc.
10. Engineering Review

Upon receipt of your application form and determination by staff of estimated costs to process your application, you will be provided a reimbursement agreement to assure recovery by the Commission of the total cost to process your application for the use of State land.

NOTE: The California State Lands Commission is now accepting MasterCard, Visa and Novus/Discover Cards for payments including filing fees, application fees, rent, etc., if you wish to use this method of payment, please contact our Accounting Office at (916) 574-1886.

Miscellaneous Information

The following concerns all applications:

An applicant acquires no property interest in State lands or the right to the use of State lands until the Commission grants a lease, permit or other entitlement, and until the appropriate document is complete in all and respects has been executed by the applicant and the State.

An application is not transferable; therefore, an agent should not submit an application without disclosing his agency status and the principal's identity, nor should an application be submitted with the later intention of attempting to transfer the application or an interest in an application.

The preceding information is an outline of the general requirements and procedures applicable to all surface leasing developments. Prospective applicants wishing to obtain a lease, permit or other entitlement for use of State lands should read and complete the attached application form and any attached parts that may be applicable and return it together with the data requested to the staff of the Commission for review and processing. Questions involving the surface leasing of State lands and the completed application form should be directed to:

**California State Lands Commission
Land Management Division
100 Howe Avenue, Suite 100 South
Sacramento, California 95825-8202
Telephone: (916) 574-1900**

Accommodations for the Deaf and Hearing Impaired

The State Lands Commission has available the services of the California Relay Service to provide telephone capabilities to deaf or hearing impaired persons. The telephone number of the California Relay Service is 1-800-735-2929 (TDD/TT). In addition, a sign language interpreter will be provided, upon reasonable advance notification of need by a deaf or hearing impaired individual.

APPLICATION INSTRUCTIONS

FOR LEASE OF STATE LANDS

This application form has been developed in accordance with California Government Code Section 65940. The form has been designed to apply to a variety of surface use situations including commercial, industrial, right-of-way, and recreational developments. The form requires an applicant to fully describe its proposed use of State lands and consists of several parts: Part I - General Data; Part II - Specific Project Information; Part III - Project Environmental Data; and Part IV - Signature and Certification.

The information sought in this application form is required from the applicant, and the sufficiency of the information provided by the applicant will be the basis by which the staff will determine the completeness of the application as specified in Government Code Section 65940.

When completing this application, please type or print clearly and submit it to the principal office of the Commission in Sacramento. Please answer all applicable questions and write "N.A." where questions do not apply. Applications for any use or entitlement of State lands, including but not limited to, applications for amendments, assignments, new leases for continuation of existing uses, or replacements of existing leases or permits, must be submitted on this form. Requests or inquiries not submitted on this form will not be considered applications and will be returned to the submitting party. (IMPORTANT: Submittal of this form will NOT be considered an application unless accompanied by the Filing Fee and appropriate Minimum Expense Deposit set forth in Submittal of Fees above.)

In addition, please submit any information believed important in support of the application. All plans or other materials submitted become a part of the official file and cannot be returned; however, certain information deemed proprietary by statute may be withheld from public view if requested by the applicant.

NOTICE

If an application becomes inactive for a period of six months, the application will be terminated and all fees submitted with the application will be forfeited, subject only to the return of any unused deposit of processing fees. An application will be considered inactive if the applicant fails to provide requested information or indicate in writing why such information is not forthcoming for a period of ninety days following written request for such information by Commission staff.

PROCESSING COSTS

In addition to the costs of preparation of environmental documentation for the proposed project, applicant will be charged for Commission costs and expenses for processing this application. The applicant shall deposit with the Commission the applicable Minimum Expense Deposit as set forth in Submittal of Fees above, and submit an executed reimbursement agreement to cover those costs. A reimbursement agreement form will be provided by Commission staff following review of the application and an estimate of anticipated Commission costs. If any reimbursement agreement(s) and any payment required under any reimbursement agreement(s), is(are) not received within 21 days of request, the application may be canceled. Processing costs and environmental fees are calculated based on actual or estimated costs plus proportional overhead. If the deposit amount is less than those costs, the applicant will be required to submit additional costs within the allowable time period. If the deposit amount is more than these costs, the applicant will be refunded the

difference.

Please note that if your application is ultimately approved by the Commission, you may also be charged other fees as provided by law, including, but not limited to environmental review fees charged by the California Department of Fish and Game, pursuant to Fish and Game Code Section 711.4.

MISCELLANEOUS

The application information outlined on the following forms is necessary in order to process your application for use of State land. You have the right to review files maintained about your project by the Commission, except as provided by law. The Commission Records Coordinator, State Lands Commission, 100 Howe Avenue, Suite 100 South, Sacramento, California, 95825, telephone (916) 574-1900, is responsible for maintenance of the information which is collected by the Commission.

The conduct of the Commission is governed by California Public Resources Code Sections 6000 et seq. and Title 2, Division 3, Sections 1900 et seq. of the California Code of Regulations. These provisions are included herein by reference.

DEFINITIONS

1. CEQA: California Environmental Quality Act: Public Resources Code Sections 21000 et seq.
2. EIR: Environmental Impact Report
3. PRC: Public Resources Code
4. "Proposed Project" shall include the construction, operation, and maintenance of a new facility, a change in an existing facility, or the continued use of State land for an existing facility for which Commission authorization has expired or never been granted.
5. "Water body" shall include the Pacific Ocean and any river, stream, slough, lake, bay, estuary, inlet, or strait.

PART I

GENERAL DATA

SECTION A: IDENTIFICATION OF APPLICANT

1. Applicant:

Name:		
Address:		
City:	State:	Zip:
Phone:	FAX:	
E-mail Address:		

2. Applicant's authorized agent or representative (if any):

Name:		
Address:		
City:	State:	Zip:
Phone:	FAX:	
E-mail Address:		

3. Who should receive correspondence relevant to this application? (Check one)

Applicant: Representative: Both:

FOR COMMISSION USE ONLY:

Date Received:	
Work Order No.:	Assigned to:
Type of Document:	
Filing Fee:	Processing Fee:
Other Fees:	

SECTION B: LEGAL STATUS OF APPLICANT

Check one of the following and submit the required information:

- INDIVIDUAL(S):
- CORPORATION: Attach a Certificate of Incorporation issued by the State of California or a Certificate of Incorporation issued by the State of incorporation with the Certificate of Good Standing of Foreign Corporation issued by the Secretary of State of California authorizing the transaction of business in California; Articles of Incorporation and/or By-Laws; a certified statement of the names of the corporate president, secretary and/or officer(s) authorized to execute contracts; and a board resolution or other evidence of authority to enter into the requested transaction.
- PARTNERSHIP: Attach a certified copy of the partnership statement. If no partnership statement has been filed in the county in which the partnership does business, so state in the application and further give all particulars of the partnership.
- PUBLIC AGENCY: Generally, all permits and leases issued by the State Lands Commission require monetary consideration. However, a public agency applicant may qualify for a rent-free lease/permit. In order to so qualify, the applicant must submit in writing a statement of justification for the rent-free status, which status shall be based on a statewide, as compared to a primarily local, public benefit. Such statement shall detail the statewide public benefit derived from the project. The State Lands Commission shall determine whether a statewide public benefit is derived from the project.

Leases and permits involving "School Lands" cannot qualify for rent-free status.

Public agencies will also be required to submit evidence of the authority of the official(s) to execute contracts together with a resolution or other document authorizing execution of the appropriate lease or permit.

- OTHER: State the nature, membership and other particulars regarding the legal status of applicant. Provide legal documentation establishing the authority of applicant to enter into the requested transaction, and designating who is authorized to act on behalf of applicant.

SECTION C: TYPE OF PROJECT AND AUTHORIZATION

You will be asked to provide specific project information in Parts II and III of this application.

1. Please check the type(s) of activity for which you are seeking Commission authorization:
 - Commercial (Income producing uses such as marinas, restaurants, clubhouses, recreation piers or facilities, docks, moorings, buoys, helicopter pads, decks or gas service facilities).
 - Industrial (Uses such as oil terminals, piers, wharves, warehouses, stowage sites, moorings, dolphins and islands together with necessary appurtenances).
 - Right of Way (Uses such as roadways, power lines, pipelines or outfall lines, except when used only as necessary appurtenances).
 - Public Agency Use for public roads, bridges, or for recreational, ecological or open space purposes of statewide benefit.
 - Private Recreational Pier. Uses are limited to any fixed facility for the docking or mooring of boats constructed for the use of the littoral landowner, as specified in Public Resources Code Section 6503.5, and does not include swimming floats or platforms, sun decks, swim areas, fishing platforms, residential, recreational dressing, storage or eating facilities or areas attached or adjacent to recreational piers, or any other facilities not constructed for the docking or mooring of boats.
 - Non-income producing uses such as piers, buoys, floats, etc., which do not qualify as Private Recreational Piers (above).

- Protective Structure (Riprap, seawall, groins, jetties, breakwaters, bulkheads, etc.).
- Grazing or other Agricultural Use.
- Dredging Permit (Please check if any portion of the proposed project will involve dredging during construction or ongoing maintenance of the project).
- Sand and Gravel Extraction.
- Salvage Permit (Salvage of any abandoned property on State owned lands; see Public Resources Code Section 6309).

Other (please describe):

2. Please indicate whether you are seeking Commission authorization for:

- A new lease or permit for a proposed use of State owned land.
- A new lease for the continuation of an existing use of State owned land.
- An amendment of an existing lease*.
- A sublease of an existing lease*.
- Consent to encumber an existing lease*.
- An assignment of an existing lease*.

Other (please describe):

***Where applicable, please indicate file number of existing or prior lease _____.**

SECTION D: PROJECT LOCATION

County:	
If unincorporated, nearest City:	
Waterway:	Assessor's Parcel # (APN):
Township, Range, Section and Reference Meridian:	
Upland Owner's Name:	
Upland Owner's Address (if different from applicant):	
Telephone: ()	Upland Address:
Subdivision, Block, and Lot Number:	

SECTION E: PROPERTY DESCRIPTION, INCLUDING TITLE AND BOUNDARY INFORMATION

1. Submit a copy of the current vesting document (deed) for the property lying landward of and adjacent to the State lands you seek to use. If you are not the owner of this adjacent property, you should also submit a copy of a lease, permit, or other evidence of your right to use this property.
2. Submit a detailed plan or plot of proposed lease areas and existing and proposed structures showing their locations with respect to property lines, high and low water with reference to the datum of water line elevation and their dimensions.
3. Submit a vicinity map (8 ½" x 11" with scale) showing the general area and the project site in relation to the shoreline, major roadways, and other landmarks.
4. Submit a legal description of the area to be leased from the State, tied to a monument or monuments of record. The area to be leased includes the area occupied by the structures, or otherwise under the exclusive control of the lessee/permittee.

SECTION F: OTHER GOVERNMENTAL JURISDICTIONS

On a separate sheet of paper, please provide the following:

Identify other public agencies having approval authority over your proposed project: (i.e., U.S. Army Corps of Engineers, local or regional planning bodies, city and/or county governmental permitting authorities, air or water quality boards, Coastal Commission, San Francisco Bay Conservation and Development Commission, Tahoe Regional Planning Agency, etc.)

If applicable, submit a U.S. Army Corps of Engineers Public Notice, Notice Number, or Letter of Approval for the project. If applicable, submit the number assigned to the project from the San Francisco Bay Conservation and Development Commission or the State Coastal Commission. Submit copies of any other existing approvals with the application.

Identify any General Plan and Specific Plans which include the area in which the project will be located, including the date of the most recent revisions to such Plan(s). What is the land use designation and zoning of the upland portion of the project under the General Plan and any applicable Specific Plan? Will the project require the amendment of the General and/or the Specific Plan? Will a variance from the existing zoning be required? Please provide the name and telephone number of the individual(s) contacted within the local jurisdiction to answer the foregoing questions.

You will be required to submit a copy of local approvals (city and/or county) for your project prior to consideration of your application by the State Lands Commission. If you cannot obtain local approval of your project prior to consideration by the State Lands Commission, you must submit a letter or other document from the local agency setting forth the status of your local application and any concerns the local governmental agency has regarding your project.

PART II

SPECIFIC PROJECT INFORMATION

Please complete this Part II as indicated below. Submit responses on separate 8½" x 11" paper, indicating clearly the number of the information request to which each response applies.

SECTION A: EXISTING CONDITIONS

1. Describe in detail existing activities, uses and improvements at the proposed project site, both on water covered lands ("water bodies") and on adjacent uplands. Provide construction dates and aerial or ground photographs of existing improvements. Indicate whether facilities are temporary or permanent.
2. Describe existing public use of the water body and adjacent uplands, the type and frequency of the public use, and any existing public access to the water body across the project site.
3. Provide maps and/or aerial or ground photographs which delineate existing vegetation at the proposed project site and along the shore of the water body upon which the project is to be located within a one-half (½) mile radius of the proposed project site.
4. Identify the type and location of any known habitat of rare, threatened, or endangered species of plant or animal within a one mile radius of the proposed project site. Information in this regard may be acquired from the California Department of Fish and Game or the United States Fish and Wildlife Service.
5. **Only if the proposed project involves a marina**, list and describe, within one river or lakeshore

mile of the proposed project site:

- (a) Existing or proposed marina facilities (indicating for each facility) available berthing by berth size, whether finger, slip or side tie, fuel facilities, pump outs, restrooms, restaurants, grocery stores, and other ancillary facilities.
- (b) Public and private boat launching and storage facilities.
- (c) Public fishing access and parking availability.
- (d) Other recreational facilities open to the public which are used for swimming, sunbathing, picnicking, sightseeing, etc.

Provide a site map illustrating the approximate distances of each of these facilities from the proposed project site.

SECTION B: PROJECT DESCRIPTION

SUBSECTION 1: ALL PROJECTS. *All applicants should respond to (a) - (d) below.*

- a. Provide a project development plan which clearly shows the following:
 - (1) A scale drawing of proposed improvements that show existing topographic features and dimensions of the area to be occupied within any water body. (This should include identification of the width of the waterway at the project site).
 - (2) The nature and location of all significant project features, including, but not limited to, the number, size and design of any berths, boat ramps or launches; the type, dimensions and location of any associated commercial facilities, utilities, parking, public access, and marine services; and any proposed exterior lighting or other security measures.
 - (3) The type and location of any existing vegetation which will be preserved, any existing vegetation proposed for removal, and any planned restoration of vegetation or other landscaping.
 - (4) The size of the proposed project relative to any other improvements or facilities within 100 feet upstream or downstream of the proposed project site, including facilities on the opposite bank, particularly with regard to its linear extension into and along the waterbody.
- b. If the project will involve construction, describe in detail the construction methods and equipment which will be used and the anticipated time frame for construction activities.
- c. Describe how the project will affect any levees in the project area. Identify existing ecological and/or habitat features along the levee, and any proposed alterations or modifications to any levees and associated ecological and/or habitat features.
- d. Identify any project features which you believe will avoid or mitigate any effects of moving vessels (e.g., wave wash) on the proposed facility or shore of the waterbody.

SUBSECTION 2: SPECIFIC PROJECTS. *Applicants should respond only to those paragraphs which apply to their project.*

- a. For any project which involves a **MARINA OR OTHER MULTIPLE BERTHING FACILITY**, provide the following:
(If your project does not involve a marina or other multiple berthing facility, go on to (b) below).

- (1) Identify whatever provisions are proposed for sewage disposal from boats, commercial uses, etc. If none, please identify the nearest pump-out facility, by name, location, and operating hours.
- (2) Identify whatever provisions are proposed for litter/garbage disposal, including frequency of pick-up.
- (3) Identify any proposed fueling facility and fully describe spill prevention and control features. Are fueling stations such that they are accessible by boat without entering or passing through the main berthing area, in order to avoid collisions? Provide a spill contingency plan and list equipment and training needed to implement the plan.
- (4) Describe any proposed vessel maintenance facility, i.e., its capacity, typical activities and quantities of potentially toxic materials expected to be used. Boat maintenance areas should be designed so that all maintenance activities that are significant potential sources of pollution can be accomplished over dry land and under roofs (where practical), allowing for proper control of by-products, debris, residues, solvents, spills, and stormwater runoff. All drains from maintenance areas should lead to a sump, holding tank, or pumpout facility from which the wastes can later be extracted for treatment and/or disposal. Indicate whether maintenance areas drain directly into surface or ground water or wetlands.

Will curbs, beams or other barriers be built or placed around areas used for the storage of liquid hazardous materials to contain spills?

If no boat maintenance facility is proposed, identify the off-site facility(ies) most likely to be used.

- (5) Identify the location of any engine and hull washing activities, expected numbers of washings and the types of detergents proposed for use. Only phosphate-free and biodegradable detergents should be used for boat washing.
- (6) Describe any proposed pollution control measures for vessel maintenance and haulout facilities.

Examples include:

- Use of tarps and vacuums to collect solid wastes produced by cleaning and repair of boats. Such wastes should be prevented from entering adjacent water.
- Vacuum or sweep up and catch debris, sandings, and trash from boat maintenance areas on a regular basis so that runoff will not carry it into the water.
- An oil water separator should be used on outside drains and maintained to ensure performance.
- Tarps should be used to catch spills of paints, solvents, or other liquid materials used in the repair or maintenance of boats.
- Used antifreeze should be stored in a barrel labeled "Waste Antifreeze Only" and should be recycled.

- (7) Describe any special measures proposed to control the quality and quantity of urban and other runoff from surrounding areas.

- (8) Describe the terms and conditions under which periodic and transient berthing will be permitted at the proposed facility, and how those terms and conditions will be enforced. Indicate percentage of dry boat storage compared to wet slips.
 - (9) Identify the method of handling fish wastes back into the natural ecosystem. Indicate how recycling of fish wastes will not degrade water quality or cause other adverse environmental impacts.
 - (10) Describe the depth and location of navigation and access channels, if any. Are these channels located in areas with safe and convenient access to waters of navigable depth, based on the kind of vessel expected to use the marina?
 - (11) Describe the stormwater management system. Does the system provide a bypass or overflow systems so that the peak discharge from a 10-year, 14-hour storm will be safely conveyed to an erosion and scour-protected storm water outfall?
 - (12) For proposed offshore marinas or berthing facilities, provide a water circulation plan for the facility which has been prepared and certified by a qualified hydrologic engineer. Such plan must indicate the direction and amount of flushing action in the facility.
- b. For any project which involves a **LAUNCH RAMP OR OTHER LAUNCHING FACILITY** describe the following:
(If your project does not involve any launching facility, go on to (c) below).
- (1) The capacity of related parking areas for boats, trailers, and vehicles.
 - (2) Any ancillary features such as restrooms, trash disposal bins, and the like.
 - (3) Any provisions for pump out and disposal of bilge water.
- c. For all projects involving **DREDGING OR DREDGED MATERIAL DISPOSAL**, provide the following: This section is to be prepared and certified by a qualified engineer with relevant expertise.
(If your project does not involve dredging or dredged material disposal, go on to (d) below).
- (1) An estimate of the amount and description of the method of dredging necessary to complete construction of the proposed project.
 - (2) An estimate of the amount and frequency and a description of the method of any maintenance dredging anticipated for operation and maintenance of the project.
 - (3) Identification and estimate of amounts and persistence of contaminants which may be released from the sediments during dredging, and during construction and operation and maintenance of the proposed project.
 - (4) The method and location of disposal of dredged materials.
 - (5) During dredging operations, will the dredging result in turbidity? If so, indicate how turbidity can be minimized (e.g., through the proper placement of silt screens or turbidity curtains).
 - (6) Describe how the need to dredge has been minimized or avoided. For example, the marina could be sited adjacent to deep water and the area to be dredged could be the minimum needed for the marina itself, including the docking areas, fairways, and channels, and for other maneuvering areas that are needed. Is the bottom of the marina deeper than the adjacent open water?

- (7) Has siting been planned near currently permitted public areas for disposal of dredged materials? How far is it to the disposal area?
- d. For all projects involving **GRAZING**, provide the following:
(If your project does not involve grazing, go on to Subsection 3, below).
- (1) Indicate the type and number of animals that will be located on State lands.
 - (2) Indicate the months during which the animals will be located on State lands.
 - (3) Estimate the carrying capacity of each parcel applied for.
 - (4) Indicate whether applicant holds a current grazing permit from the United States Bureau of Land Management (BLM). If so, indicate when the permit expires, and provide a map showing the location of the grazing allotment.
 - (5) Indicate whether there are any known water sources on the parcel(s) applied for. If such water sources are inadequate for the number of animals to be located on the State land, indicate how you will provide additional water.

SUBSECTION 3: PROJECT SITING AND FEASIBILITY. *Complete if the proposed project is a commercial or industrial use as defined in Part I, Section C, above.*

- a. If the project involves berthing or docking facilities, describe how siting has been planned to ensure that tides and currents are adequate to flush the site, or renew its water regularly. Will water quality standards be violated?
- b. Will the project be sited away from wetlands, shellfish resources, submerged aquatic vegetation, and critical habitat areas?
- c. Is the project sited such that it will have easy access to roads, utilities, public sewers (where available), and water lines?
- d. Were alternative sites considered for the proposed project? If the answer is no, please explain. If the answer is yes, please identify such alternative sites. List any criteria which were used during the site selection process: 1) What factors were used in the selection of the proposed site? 2) What factors make this site superior for the proposed project?
- e. On what basis is there a demonstrated public need for the proposed project at the designated location?
- f. Please furnish any studies, which demonstrate demand for and feasibility of the proposed project. What is the minimum size or level of activity necessary to sustain the commercial viability of the project?
- g. If the proposed project will generate revenue, estimate the anticipated annual gross and net revenues and show your basis for the estimates.
- h. Describe any other existing or proposed projects that will be related to or dependent upon this project, will be affected by this project, or will affect this project, and explain the anticipated relationship or effect.

SUBSECTION 4: PUBLIC BENEFIT

Describe any statewide or regional, rather than purely local, benefits of the proposed project, and the extent to which such benefits are provided by other facilities within a one mile radius of the proposed project site.

PART III

PROJECT ENVIRONMENTAL DATA

SECTION A: ENVIRONMENTAL SETTING

1. Describe the project site as it presently exists. Include information such as topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, the use of the structures, and whether they will be retained or removed. Include photograph(s) of the site. Information regarding historic or archaeologically significant values within the site may be obtained from the University Information Center in the county in which the project is to be located.
2. Describe the surrounding properties. Include information such as topography, soil stability, plants and animals, and any cultural, historic or scenic aspects. Indicate the type of land use, (e.g. residential, commercial, agricultural, etc.) intensity of land use (e.g., single-family dwellings, apartments, shops, etc.) and the scale of development. Include photographs.
3. Include a statement of the proposed liquid, solid or gaseous waste disposal methods necessary for the protection and preservation of existing land and water uses.

SECTION B: ASSESSMENT OF ENVIRONMENTAL IMPACTS

All phases of a project, such as planning, acquisition, development, and operation, shall be considered when evaluating its impact on the environment. Please answer the following questions by placing a check in the appropriate box. Provide an explanation of each answer on a separate 8½" x 11" paper, listing, as appropriate, studies, documents, or other information used to support your answer.

Will the project involve:	Yes	Maybe	No
1. A change in existing features of any bays, tidelands, beaches, lakes, or hills, or substantial alteration of ground contours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A change in scenic views from existing residential areas or public lands or roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A change in pattern, scale or character of the land use at or in the general area of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Impacts to plants or animals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Significant amounts of solid waste or litter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Generation of or additional, dust, smoke, fumes or odors in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. A change in ocean, bay, lake, stream or ground water quality or quantity or an altering of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 8. A change in existing noise or vibration levels in the vicinity? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Construction on filled land or on a slope of 10% or more? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Use or disposal of potentially hazardous materials such as flammable, toxic, or radioactive substances, or explosives? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. A change in demand for municipal services (e.g., police, fire, water, sewage, electricity, gas)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Increase in fossil fuel consumption (e.g. electricity, oil, natural gas)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. A larger project or a series of projects? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Historic structures and/or archeological sites? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION C: STATE LANDS COMMISSION AS A RESPONSIBLE AGENCY

When it is determined that the Commission is a Responsible Agency under CEQA (another governmental agency prepares the appropriate environmental documentation) the applicant must submit the following materials as early as possible in the application process and substantially prior to scheduling the application for consideration by the Commission:

1. A copy of the project's environmental documents prepared by the Lead Agency, i.e. the Initial Study, a Negative Declaration, or the draft and Final EIR, and evidence that these documents have been circulated through the State Clearinghouse pursuant to CEQA Guidelines Section 15073.
2. A copy of any environmental mitigation monitoring program prepared and adopted by the Lead Agency pursuant to PRC Section 21080.6.
3. A copy of the "findings" made by the Lead Agency relative to potential environmental impacts of the project as approved by the Lead Agency, pursuant to Section 15091 of the State CEQA Guidelines.
4. A copy of the Notice of Determination filed with the Office of Planning and Research by the Lead Agency.

PART IV

SIGNATURE AND CERTIFICATION

AB 884 (Government Code Section 65920 and following). Government Code Section 64943 requires that an applicant state whether its proposal constitutes a development project. A "development project" is defined as "... any project undertaken for the purposes of development. 'Development project' does not include any ministerial projects to be carried out or approved by public agencies."

Government Code Section 65928 - Development is defined as "... on land, in or under water, the placement or erection of any solid material or structure; discharge or disposal of any dredged material or of any gaseous, liquid, solid or thermal waste; grading, removing, dredging, mining, or extraction of any materials; change in the density or intensity of use of land, including, but not limited to, subdivision pursuant to the Subdivision Map Act (commencing with Section 66410 of the Government Code), and any other division of land except where the land division is brought about in connection with the purchase of such land by a public agency for public recreational use; change in the intensity of use of water, or of access thereto; construction, reconstruction, demolition, or alteration of the size of any structure, including any facility of any private, public or municipal utility; and the removal or harvesting of major vegetation other than for agricultural purposes, kelp harvesting, and timber operations which are in accordance with a timber harvesting plan submitted pursuant to the provisions to the Z'berg-Nejedly Forest Practice Act of 1973" (commencing with Section 4511 of the Public Resources Code).

As used in this section, "structure" includes, but is not limited to, any building, road pipe, flume, conduit, siphon, aqueduct, telephone line, and electrical power transmission and distribution line.

Government Section 65927 - Please complete the following statement:

The project which is the subject of this application is is not a development project as defined by Government Code Section 65928.

Your application will not be complete without this information.

Government Code Section 65941.5 requires the State Lands Commission to notify its applicants of the public notice distribution requirements relative to any proposed Commission action on applications for development projects. The Commission has compiled an extensive list of persons who have requested notice of all Commission actions and are notified of all Commission meetings. Additional parties must be provided notice of pending Commission action on a project specific basis. Upon your request, staff will provide a list of persons entitled to notice of proposed Commission action on your application.

All statements contained on the application form(s) submitted herewith and related exhibits are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Applicant: _____

Applicant: _____

By: _____ Title: _____

(If Agent)

Date: _____

NOTE: Please remember to submit the fees as outlined on pages iv and v of the Application Guidelines. You only need to return pages 1-11 of the application.

California Fish and Game Code 1602 Lake and Streambed Alteration Agreement



STATE OF CALIFORNIA
DEPARTMENT OF FISH AND GAME
NOTIFICATION OF LAKE OR STREAMBED ALTERATION



Notification Process and Instructions

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PART I: NOTIFICATION REQUIREMENT

Fish and Game Code (“FGC”) section 1602 requires any person, state or local governmental agency, or public utility to notify the Department of Fish and Game (“Department”) before beginning any activity that will do one or more of the following:

- 1) Substantially obstruct or divert the natural flow of a river, stream, or lake.
- 2) Substantially change the bed, channel, or bank of a river, stream, or lake.
- 3) Use any material from the bed, channel, or bank of a river, stream, or lake.
- 4) Deposit or dispose of debris, waste, or other material containing crumbled, flaked, or ground pavement where it can pass into a river, stream, or lake.

FGC section 1602 applies to all perennial, intermittent, and ephemeral rivers, streams, and lakes in the state. ***If you are not certain that a particular project requires notification, the Department recommends that you notify.***

Note: Although a person other than the applicant may complete the notification, “you” or “your” as used in this document refers to the applicant proposing the project because the applicant will be responsible for submitting and signing the notification.

NOTIFYING THE DEPARTMENT

To notify the Department of any of the activities described above, complete the following steps:

Step 1: Complete the Notification of Lake or Streambed Alteration form (Form FG 2023 (Rev. 7-06)) (“notification form”). See Part II for instructions to complete this form.

Note: If the project is part of a timber harvest plan (“THP”), you may notify the Department by submitting the THP and correct fee to the Department regional office that serves the county where the project will take place. In that case, you do not need to submit a notification form, provided the THP includes, at a minimum, the information listed in Fish and Game Code section 1611.

Step 2: Determine the notification fee that will need to be submitted with the completed notification form or THP by referring to the enclosed fee schedule. Notification fees cover the Department’s costs to process notifications and prepare Lake and Streambed Alteration Agreements (“agreements”).

Step 3: Submit the completed notification form, or the THP, with all required enclosures and fees to the Department regional office that serves the county where the project will occur.

Note: If the notification relates to timber harvesting activities in Humboldt or Del Norte County or the west portion of Trinity County, the notification must be submitted to the Department’s Northern California and North Coast office in Eureka, rather than Redding. If you are not sure whether the Eureka or Redding office will review your notification or THP, contact either office for guidance to avoid any delay in processing your notification or THP.

**Northern California and North Coast
(Region 1 – Redding)**

LSAA Program

601 Locust Street
Redding, CA 96001
(530) 225-2300

**Northern California and North Coast
(Region 1 – Eureka)**

LSAA Program

619 Second Street
Eureka, CA 95501
(707) 445-6493

**Sacramento Valley and Central Sierra
(Region 2)**

LSAA Program

1701 Nimbus Road
Rancho Cordova, CA 95670
(916) 358-2900

**Central Coast
(Region 3)**

LSAA Program

Mailing address:

Post Office Box 47
Yountville, CA 94599

Street address:

7329 Silverado Trail
Napa, CA 94558
(707) 944-5520

**San Joaquin Valley and Southern Sierra
(Region 4)**

LSAA Program

1234 East Shaw Avenue
Fresno, CA 93710
(559) 243-4005

**South Coast
(Region 5)**

LSAA Program

4949 Viewridge Ave
San Diego, CA 92123
(858) 636-3160

**Eastern Sierra and Inland Deserts
(Region 6)**

LSAA Program

4665 Lampson Avenue, Suite J
Los Alamitos, CA 90720
(562) 430-7212

PART II: INSTRUCTIONS FOR COMPLETING NOTIFICATION FORM (FG2023)

In order to notify the Department of an activity described in Part I, above, you will need to complete and submit the Lake or Streambed Alteration form (Form FG 2023 (Rev. 7-06)) (“notification form”) to the appropriate Department regional office with all required enclosures and the correct notification fee.

For the notification form to be deemed complete, you *must*:

- 1) Complete *all* fields in the form, unless otherwise indicated;
- 2) Provide as much detail as possible so the Department can properly evaluate the project to determine whether an agreement is required;
- 3) Submit all required enclosures with the notification;
- 4) Provide information in the notification that is true and correct;
- 5) Properly sign the notification; and
- 6) Submit the notification form and required enclosures with the correct notification fee to the Department regional office that serves the county where the project will take place.

If during its review of the notification the Department determines that a biological or hydrological study (see the instructions below for boxes 11.E and 11.F) will be required in addition to the notification form and enclosures it receives, the Department will notify you that the study will need to be provided to make the notification complete.

The Department will not begin processing the notification until it determines that the notification is complete.

Instructions to complete the notification form are outlined below. “Project” means that part of the project subject to Fish and Game Code section 1602, unless otherwise specified.

1. APPLICANT PROPOSING PROJECT

Provide the name, mailing address, telephone and fax numbers, and e-mail address of the person or business, state or local governmental agency, or public utility proposing the project. The applicant will be responsible for signing the notification and any agreement and for complying with the terms and conditions of any agreement.

If the applicant is a business, agency, or utility, provide the name of the applicant’s representative above the name of the applicant. For the purpose of the notification form, the applicant’s representative *must* be an employee of the applicant.

2. CONTACT PERSON

Provide the name, mailing address, telephone and fax numbers, and e-mail address of the person the Department should contact regarding the project, if different from the applicant or applicant’s representative.

3. PROPERTY OWNER

Provide the name, mailing address, telephone and fax numbers, and e-mail address of the owner of the property where the project will take place, if different from the applicant.

4. PROJECT NAME AND AGREEMENT TERM

A. Project Name

Provide the project name. If the project does not have a formal name or title, use a name that best describes the project. For example, if the project is the installation of a culvert on private property, you might name the project, "Culvert on Smith property." If the project has already been assigned a name for other permitting or environmental review purposes, use the same name.

B. Agreement Term Requested

An agreement may be either a regular agreement or long-term agreement. A regular agreement is one with a term of five years or less. A long-term agreement is an agreement with a term greater than five years.

Whether "Regular" or "Long-term" is checked, the Department has the discretion to determine the term of the agreement. Hence, if "Regular" is checked, the Department may decide a term of between one and five years. If "Long-term" is checked, the Department may decide either not to grant your request for a long-term agreement, but instead issue a regular agreement, or grant your request and decide some term greater than five years. If "Long-term" is checked and the Department decides not to grant your request for a long-term agreement, the Department will contact you, and thereafter process the notification as one for a regular agreement upon your written request.

If "Regular" is checked, the Department will process the notification and issue a draft agreement with a term no longer than five years in accordance with the time periods specified in Fish and Game Code sections 1602 and 1603. Specifically, the Department will determine whether the notification is complete within 30 days of receiving the notification form and correct notification fee, and issue you a draft agreement within 60 days of receiving a complete notification.

If "Long-term" is checked, the 30- and 60-day time periods described above will not apply (see Fish and Game Code section 1605(g) (5).) Hence, the Department may take longer than 30 days to determine if the notification is complete and longer than 60 days to issue a draft agreement after it receives a complete notification.

C. Project Term

Specify both the year the project will begin and the year the project will end.

Note: If "Regular" is checked in box B, the term in box C (e.g., 2005 to 2007) may not exceed five years. If "Regular" is checked in box B and the term in box C is greater than five years, the Department may consider the notification to be incomplete and suspend processing the notification.

Please be aware that the Department must often use the full 90 days it has available for notification review and agreement preparation, and may restrict work within a stream or lake to the dry season of the year. Consequently, you may want to include more than one season of possible operation in your project proposal.

D. Seasonal Work Period

Specify the time period (month and day) you intend to work on the project (e.g., August 1 to October 15). If the work period will not be the same each year, specify the time period for each year of the project (e.g., 2007: August 1 to October 15. 2008: June 1 to September 15. 2009: March 1 to July 15). The Department may restrict project work to certain periods depending on rainfall, fish migration, wildlife breeding, or other resource concerns.

E. Number of Work Days

Specify the estimated number of days of actual work that will be needed to complete the project.

5. AGREEMENT TYPE

Identify the type of agreement requested in the notification by checking the applicable box. Complete Attachment A, B, C, or D, if applicable.

A. Standard

Check this box for most construction projects, excluding: gravel, sand, or rock extraction; timber harvesting; water diversion, extraction, or impoundment; routine maintenance; restoration through Department's Fisheries Restoration Grant Program; or a Master Agreement as defined below.

B. Gravel/Sand/ Rock Extraction

Check this box *and* complete Attachment A if the project is for the commercial or non-commercial mining or extraction of gravel, sand, rock, or other aggregate material. Provide the mine identification number if the mining or excavation is *not* exempt from the Surface Mining and Reclamation Act (see Public Resources Code section 2714.)

C. Timber Harvesting

Check this box *and* complete Attachment B if the project is part of a timber harvesting plan ("THP"), including a modified or program THP, or non-industrial timber management plan ("NTMP"). Provide the number assigned to the THP or NTMP.

D. Water Diversion/ Extraction/Impoundment

Check this box *and* complete Attachment C if the project is directly related to any diversion, obstruction, extraction, or impoundment of the natural flow of a river, stream, or lake. Provide the number assigned to the State Water Resources Control Board application, permit, license, registration, or other authorization to divert, extract, or impound water, if applicable.

If the diversion, obstruction, extraction, or impoundment of water is only *incidental* to the project described in the notification (e.g., temporarily dewatering a stream segment to install a culvert or bridge or drafting water as part of a timber harvesting operation) do not check this box or complete attachment.

E. Routine Maintenance

Check this box *and* complete Attachment D if the *primary* objective of the project is to maintain on a routine basis a number of existing private or public facilities, such as canals, channels, culverts, and ditches.

If the project is a one-time maintenance project, do not check this box or complete the attachment.

F. DFG Fisheries Restoration Grant Program

Check this box if the project is funded by the Department's Fisheries Restoration Grant Program, *and* provide the contract number.

G. Master

Check this box for an agreement with a term of greater than five years that:

- (1) Covers multiple projects that are not exclusively projects to extract gravel, sand, or rock; not exclusively projects that are included in a timber harvesting plan approved by the California Department of Forestry and Fire Protection; or not exclusively routine maintenance projects that the entity will need to complete separately at different time periods during the term of the agreement; and
- (2) Describes a procedure the entity must follow for construction, maintenance, or other projects the agreement covers.

An example of a project for which the Department would issue a master agreement is a large-scale development proposal comprised of multiple projects for which specific, detailed design plans have not been prepared at the time of the original notification.

H. Master Timber Harvesting

Check this box for an agreement with a term of greater than five years that:

- 1) Covers timber operations on timberland that are not exclusively projects to extract gravel, sand, or rock; not exclusively projects that are included in a timber harvesting plan approved by the California Department of Forestry and Fire Protection; or not exclusively routine maintenance projects that the entity will need to complete separately at different time periods during the term of the agreement; and
- 2) Describes a procedure the entity must follow for construction, maintenance, or other projects the agreement covers.

6. FEES

A. Project

Specify the proposed project(s) for the purpose of calculating fees. "Project" means either of the following as determined by the Department:

- 1) One activity. An example of such a project is one that is limited to the removal of riparian vegetation at one location along the bank of a river, lake, or stream that will substantially change the bank.
- 2) Two or more activities that are interrelated and could or will affect similar fish and wildlife resources. An example of such a project is the construction of one bridge across a stream that requires the removal of riparian vegetation, the installation of abutments in or near the stream, and the temporary de-watering of the stream using a diversion structure. Each of those three activities together would constitute one project for the purpose of calculating the fee under this section because they are all related to the single purpose of constructing one bridge at one location.

By contrast, the construction of three bridges and two culverts across a stream at five different locations would not constitute one project, but instead would constitute five projects, even if each structure were to provide access to a common development site and/or were physically connected to each other by a road.

Note: The Department may require the entity to separately notify of one or more projects based on type, location, and fish and wildlife resource issues.

B. Project Cost

If the project is *not* for gravel, sand, or rock extraction; timber harvesting; or routine maintenance, provide the estimated cost to complete the project over the proposed term of the agreement. If the project is for gravel, sand, or rock extraction; timber harvesting; or routine maintenance, write "not applicable" in this box and refer to the enclosed fee schedule to determine the notification fee.

Note: For purposes of calculating the notification fee, "project" refers only to the activity that is subject to the notification requirement in Fish and Game Code section 1602 (described in Part I, above) and not the entire project. For example, if the project described in the notification is the construction of a bridge across a stream (that requires notification) and the bridge construction is part of a housing development (that except for the bridge construction does not require notification), only the cost of the bridge would be used to calculate the notification fee.

C. Project Fee

After determining the estimated project cost, refer to the fee schedule to determine the notification fee. The Department may require you to submit information that evidences the cost of the project.

Note: If the notification includes more than one project, the fee shall be calculated by adding the separate fees for each project. For example, if a notification identifies three projects, one of which will cost less than \$5,000, one which will cost \$7,500, and one of which will cost \$17,500, the fees for these projects would be \$200, \$250, and \$500 respectively. The total fee would be \$950.

D. Base Fee

If this notification is for a Standard Agreement, or an Agreement for Gravel, Sand or Rock Extraction, with a term of less than five years, skip to box 6E. If this notification is for any other type of agreement, enter the corresponding “base fee” as identified in the fee schedule.

E. Total Fee Enclosed

Provide the amount of the total fee enclosed with the notification form. Checks must be made payable to the Department of Fish and Game.

Note: The Department may not process the notification until it receives the correct notification fee.

Example 1: Standard Agreement – Regular Term (5 yrs or less)

A. Project		B. Project Cost	D. Project Fee
1	Boat Ramp	\$4,500	\$200
2			
		E. Base Fee (if applicable)	N/A
		F. TOTAL FEE ENCLOSED	\$200

Example 2: Agreement for Gravel Extraction - Regular Term (5 yrs or less)

A. Project		B. Project Cost	D. Project Fee
1	Gravel Extraction (500 cubic yards)	N/A	\$1,000
2			
		E. Base Fee (if applicable)	NA
		F. TOTAL FEE ENCLOSED	\$1,000

Example 3: Agreements for Timber Harvesting

A. Project		B. Project Cost	D. Project Fee
1	Culvert #1	N/A	\$100
2	Culvert #2	N/A	\$100
		E. Base Fee (if applicable)	\$1,200
		F. TOTAL FEE ENCLOSED	\$1,400

7. PRIOR NOTIFICATION AND ORDERS

A. Previous Notification and/or Agreement

Check the applicable box. If “yes” is checked, provide your name; the number assigned to the notification; and either the date the notification was submitted or the date the Department signed the final agreement, if a final agreement was issued.

B. Notification Related to Order by Court or Agency

In some instances, a court or administrative agency (e.g., the Department or a Regional Water Quality Control Board) might require you to perform work that is subject to the notification requirement in Fish and Game Code section 1602 to comply with an order, notice, or other directive (“order”) issued by the court or agency. If the notification is being submitted in response to such an order, check “yes” and provide a copy of the order. If that is not the case, check “no.”

*Note: If the notification is being submitted in response to an order and the Department determines that an agreement is required to perform the work described in the notification to protect fish, wildlife, and plant resources, the measures the Department includes in a draft agreement to protect such resources will **not** be subject to arbitration. Instead, you must accept the measures unless the Department agrees to modify them (see Fish and Game Code section 1614)*

8. PROJECT LOCATION

A. Address

Provide the street address where the project will take place (describe the location if there is no street address) and driving directions from the nearest major road or highway, known landmarks, access roads, and any other information that would allow a person not familiar with the area to find the project site. Enclose a map that marks the location of the project and denotes a north arrow and map scale.

B. River, Stream, or Lake

Provide the name of the river, stream, or lake in which or near where the project will take place. If the watercourse or waterbody is not named, please write “unnamed tributary” in the box.

C. Tributary

Provide the name of the watercourse or water body to which the river, stream, or lake specified in box 8.B. is tributary.

D. Wild and Scenic Rivers

Check the appropriate box to specify whether or not the river or stream segment where the project is located is listed as a State or federal Wild and Scenic River. Refer to Public Resources Code section 5093.5 *et seq.* (<http://www.leginfo.ca.gov/calaw.html>) and United States Code section 1271 *et seq.* (<http://www.gpoaccess.gov/uscode/index.html>).

Note: If the project is located within a segment of a river or stream that is listed in the State or federal Wild and Scenic River acts, the Department cannot approve the project unless it is consistent with the act(s).

E. County

Provide the name of the county where the project will take place.

F. USGS 7.5 Minute Quad Map Name

Provide the name of the USGS 7.5 minute quadrangle map(s) that includes the property where the project will take place. The following Department website may provide you with a link to the name of the quadrangle map: http://imaps.dfg.ca.gov/cnddb_quickviewer/app.htm.

G - J. Township, Range, Section, ¼ Section

Provide the township, range, section, and ¼ section numbers of the property where the project will take place. Many county and city websites provide township, range, section, and ¼ section numbers.

K. Meridian

Provide the meridian of the property where the project will take place. The following website provides meridian lines: <http://www.blm.gov/cadastral/meridians/Caleneva.htm>.

L. Assessor's Parcel Number

Provide the Assessor's Parcel Number of the property where the project will take place. Among other documents, Assessor's Parcel Numbers are found on deeds and tax records.

M. Coordinates

If available, provide either the latitude and longitude or the UTM coordinates of the property where the project will take place *and* specify the datum used. Latitude and longitude information can be obtained using a Global Positioning System (GPS) or from the following website: <http://bios.dfg.ca.gov>.

9. PROJECT CATEGORY AND WORK TYPE

Identify the project category and work type described in the notification by checking the applicable box(es). If "Other" is checked, briefly describe the type of project.

10. PROJECT DESCRIPTION

A. Describe the Project

See the instructions on the notification form.

B. Equipment

List all equipment and machinery that will be used to complete the project. If lubricants, solvents, chemicals, or other materials not normally found on construction sites will be present in the project area, list those materials in addition to the equipment and machinery that will be used to complete the project.

C. Water Presence

Check the applicable box. If "yes" is checked, complete box 10D. If "no" is checked, skip to box 11.

D. Work in Wetted Channel

Check the applicable box. If "yes" is checked, a plan to divert water around (i.e., to dewater) the project site *must* be enclosed with the notification and should specify the method of diversion or drafting and the volume, rate, and timing of water diversion or drafting.

11. PROJECT IMPACTS

A. Modifications to River, Stream or Lake

Describe the effects to natural flow, bed, channel and bank of the river, stream, or lake. Quantify the effects and impacts in the project vicinity by noting the type, volume, and dimensions of material displaced through grading, trenching or other forms of site alteration.

Also include any impacts to the riparian zone on or adjacent to the channel floodplain. The riparian zone is the area that surrounds a channel or lake and supports (or can support) riparian vegetation that is dependent on surface or subsurface water. Include the effects of your project to this zone at least to the outer (landward) edge of the drip line of the riparian vegetation.

B. Vegetation

Check the applicable box. If “yes” is checked, complete the following tables by specifying the type of vegetation (i.e., trees such as oak, willow, or sycamore, and plant communities, such as salt marsh, freshwater marsh, wet meadow, willow thicket, riparian woodland, willow riparian woodland, desert wash woodland, riparian forest, oak riparian forest, redwood forest, riparian scrub, desert wash scrub, alkali sink scrub, oasis, vernal pool, bog, non-native, or ornamental) that will be affected temporarily and permanently, and the amount of vegetation that will be affected temporarily and permanently both in linear feet and total acres.

If trees *greater than 2 inches in diameter at breast height (4.5 ft)* will be removed as part of the project, specify the species of trees to be removed and (if available) the estimated number of trees of that species that will be removed and the range of trunk diameters measured at breast height. Trees can be grouped into size classes, for example, four oak trees approximately 10 to 20 inches in diameter. Attach a tree survey, if available.

C. Special Status Species

Special status species are endangered, rare, or threatened animal or plant species as defined in section 15380 of the California Environmental Quality Act (“CEQA”) Guidelines (California Code of Regulations, title 14, section 15380) available at http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art20.html.

Check the applicable box. If “yes” is checked, list each species and/or describe the habitat that will be affected.

If a species listed in this box is protected under the California or federal Endangered Species Act, you may be required to obtain take authorization from the Department and/or the U.S. Fish and Wildlife Service (“USFWS”) or National Marine Fisheries Service (“NMFS”). Contact the Department, USFWS, or NMFS for information on take authorization.

D. Source

Identify the sources of information that were used to conclude that special status animal or plant species or habitat that may support such species are, or are not, present on or near the project site.

E. Biological Study

Check the applicable box. If “yes” is checked, the biological study or survey *must* be enclosed with the notification. *If “no” is checked or the biological study enclosed with the notification is inadequate, the Department may require you to complete a biological study to evaluate the project’s potential impact on biological resources before accepting the notification as complete.*

F. Hydrological Study

Check the applicable box. If “yes” is checked, the hydrological study or survey *must* be enclosed with the notification. *If “no” is checked or the hydrological study enclosed with the notification is inadequate, the Department may require you to complete a hydrological study or provide other information on site hydraulics (e.g., flows, channel characteristics, and/or flood recurrence intervals) to evaluate the project’s potential impacts on hydrology before accepting the notification as complete.*

12. MEASURES TO PROTECT FISH, WILDLIFE, AND PLANT RESOURCES

A. Erosion Control

Describe the methods or techniques that will be used to prevent sediment from entering any watercourses during and after construction. If no erosion control methods or techniques will be used, indicate “not applicable” and explain the reason they will not be used.

B. Impact Avoidance/Minimization Measures

Describe all measures that will be incorporated into the project to avoid or minimize impacts to fish, wildlife, and plant resources, other than erosion control methods or techniques. If no such measures have been identified for the project, indicate “not applicable” and explain the reason for the absence of such measures.

C. Mitigation/Compensation Measures

Describe all measures that will be incorporated into the project to mitigate or compensate for impacts to fish, wildlife, and plant resources. If no such measures have been identified for the project, indicate “not applicable” and explain the reason for the absence of such measures.

13. PERMITS

A - D. Local, State, and Federal Permits

List any local, state, and federal permits that are required for the project and check the applicable boxes (i.e., applied vs. issued). *Enclose a copy of each permit that has been issued.* You are responsible for obtaining all necessary permits and authorizations from the Department and other agencies before beginning any project described in the notification.

14. ENVIRONMENTAL REVIEW

A. CEQA, NEPA, CESA, and ESA Documents

Check the applicable boxes. If “yes” is checked, a copy of the CEQA, National Environmental Protection Act (“NEPA”), California Endangered Species Act (“CESA”), and/or federal Endangered Species Act (“ESA”) document *must* be enclosed with the notification. Also write in the type of CEQA, NEPA, CESA, or ESA document if applicable.

B. State Clearinghouse Number

If copies of the CEQA document have been submitted to the State Clearinghouse for distribution to state agencies, provide the number assigned to the document by the State Clearinghouse.

C - F. CEQA Lead Agency

Check the applicable box in box C. If “yes” is checked, complete boxes D, E, and F. If “no” is checked, skip to box G.

G. Entire Project

If the project described in the notification is part of a larger project, parts of which are subject to the notification requirement in Fish and Game Code section 1602, briefly describe the entire project. For example, if the project described in the notification is the construction of a bridge across a stream (that requires notification) and the bridge construction is part of a housing development (that except for the bridge construction does not require notification), the housing development should be briefly described in this box.

If the project described in the notification is not part of a larger project, write “not applicable” in this box.

H. Filing Fee

Check the applicable box. If “yes” is checked, proof that the filing fee has been paid *must* be enclosed with the notification. If “no” is checked, explain the reason the filing fee has not been paid. A filing fee may not have been paid, for example, because the lead agency has not completed or approved or certified the CEQA document at the time the notification is submitted or one of the exceptions to payment of the filing fee applies.

Note: If a filing fee has not been paid, but the Department determines that the fee is required, the Department may not issue a final agreement until it receives proof that the fee has been paid. For more information on filing fees, refer to Part IV.

15. SITE INSPECTION

In order to determine whether the notification is complete, an agreement is required, and/or to identify the measures that must be incorporated into the project to protect fish, wildlife, and plant resources, the Department may need to conduct an inspection of the project site.

Box 1. Generally, non-enforcement Department personnel may only enter private property with the consent of the property owner. Checking the first box will enable Department personnel to enter the property at a reasonable time in the future without having to contact the property owner in advance. Receiving such consent in advance will help reduce the amount of time for the Department to determine whether the notification is complete and/or an agreement is needed and/or to prepare a draft agreement. If the first box is checked, provide the Department with any access instructions.

Box 2. Check the second box and provide the name and telephone number of the person the Department needs to contact before entering the property if you cannot or do not want to give the Department consent to enter the property in advance. The box should also be checked if the property owner or the owner’s representative needs to be present when Department personnel visit the property.

Note: As explained in Part III, if “Regular” is checked in box 8.C and the Department determines that a site inspection is necessary to determine if the notification is complete, determine whether an agreement will be required for the project, and/or prepare a draft agreement, the 30- and 60-day time periods specified in Fish and Game Code sections 1602 and 1603 will not apply if one of the following occurs:

- 1) *You are unable to schedule a date for the inspection that will reasonably allow the Department to make its completeness or agreement determination or issue a draft agreement within the 30- and 60-day time periods specified in Fish and Game Code sections 1602 and 1603.*
- 2) *You or the owner of the property where the project will take place (if different from the applicant) refuses to allow Department personnel to enter the property. In that case, the Department may refuse to process the notification, in which case the 30- and 60-day time periods will no longer apply.*

16. DIGITAL FORMAT

If any of the information included as part of the notification is available in digital format, submit the information via digital media (e.g., CD, DVD, etc.) with the notification.

Note: The notification form must be completed and submitted in paper format, even if the information is available in digital format.

17. SIGNATURE

If the applicant is a person, that person must sign the notification in order for it to be valid. If the applicant is a business, state or local governmental agency, or public utility, only a person who is an employee of the business, agency, or utility and authorized by it to sign the notification, may sign the notification in order for it to be valid. ***Under no circumstances should a consultant or other contact person or property owner who is not the applicant or, if the applicant is a business, agency, or utility, not an authorized employee of the applicant, sign the notification.*** If that occurs, the Department may return the notification to the applicant as invalid.

PART III: PROCESSING YOUR NOTIFICATION

After the Department receives a notification, whether through the submittal of a notification form or THP, it will determine whether or not it is complete.

If you notify the Department through the submittal of a notification form, the Department will determine the notification is complete if all of the following apply.

- 1) All required fields on the notification form are completed.
- 2) All required enclosures are submitted (including a biological and/or hydrological study, if required).
- 3) The notification was properly signed.
- 4) The information in the notification is true and correct.
- 5) The correct notification fee is provided with the notification.

If the Department determines the notification is incomplete, the Department may return the notification and specify the information or materials that will need to be provided to the Department when the notification is resubmitted. ***A notification is not effective unless it is complete.*** Therefore, in order to avoid any potential delay, it is important that the Notification of Lake or Streambed Alteration form (Form FG 2023 Rev. 7/06) be filled out completely and accurately and submitted to the appropriate Department regional office with all required enclosures, and any other information that will assist the Department in evaluating the project, and the correct notification fee.

If you notify the Department through the submittal of a Timber Harvest Plan (“THP”), the Department will determine the notification is complete if all of the following apply:

- 1) The THP includes, at a minimum, the information listed in Fish and Game Code section 1611;
- 2) The information in the THP is true and correct;
- 3) The THP was properly signed;
- 4) The THP is accepted for filing by the California Department of Forestry and Fire Protection; and
- 5) The correct notification fee is provided with the notification or has been paid.

Whether you notify the Department through the submittal of a notification form or THP, the Department will have 30 days to make its completeness determination, ***unless*** you have checked “Long-term agreement” in box 4.B of the notification form or submitted a request for a long-term agreement with the THP. The 30-day time period to determine whether a notification is complete does not apply to notifications for long-term agreements (see Fish and Game Code section 1605(g)(5)), or when one of the following occurs.

- 1) The Department and applicant mutually agree to extend the 30-day time period.
- 2) The Department determines that an onsite inspection is required before it can make its completeness determination, but you are unable to schedule a date for the inspection that will reasonably allow the Department to make the determination within the 30-day time period.
- 3) The Department determines that an onsite inspection is required before it can make its completeness determination and you or the owner of the property where the project will take place (if different from the applicant) refuses to allow Department personnel to enter the property. In that case, the Department may refuse to process the notification, in which case the 30-day time period will no longer apply.

After the Department determines that the notification or THP is complete, it will assign it to staff that will evaluate the project and determine whether you will need an agreement.

An agreement will be required if the project could substantially adversely affect an existing fish, wildlife, or plant resource. If the Department determines that an agreement is required, it will submit a draft agreement to you for review within 60 days of receiving a complete notification or THP, ***unless*** you have requested a long-term agreement. The 60-day time period does not apply to notifications for long-term agreements (see Fish and Game Code section 1605(g)(5)), or when one of the following occurs:

- 1) The Department and applicant mutually agree to extend the 60-day time period.
- 2) The Department determines that an onsite inspection is required before it can determine whether an agreement will be required or issue a draft agreement, but you are unable to schedule a date for the inspection that will reasonably allow the Department to make its agreement determination or issue a draft agreement within the 60-day time period.
- 3) The Department determines that an onsite inspection is required before it can determine whether an agreement will be required or issue a draft agreement, and you or the owner of the property where the project will take place (if different from the applicant) refuses to allow Department personnel to enter the property. In that case, the Department may refuse to process the notification, in which case the 60-day time period will no longer apply.

Whether “Regular” or “Long-term” is checked, the Department has the discretion to determine the term of the agreement. Hence, if “Regular” is checked, the Department may decide a term of between one and five years. If “Long-term” is checked, the Department may decide either not to grant your request for a long-term agreement, but instead issue a regular agreement, or grant your request and decide some term greater than five years. If “Long-term” is checked and the Department decides not to grant your request for a long-term agreement, the Department will contact you, and thereafter process the notification as one for a regular agreement upon your written request.

If you request, and the Department grants, a long-term agreement, you will be required to comply with the requirements specified in Fish and Game Code section 1605(g), which includes filing a status report with the Department every four years.

The draft agreement will include measures the Department determines are necessary to protect fish, wildlife, and plant resources while conducting the project. After receiving the draft agreement, you will have 30 days to notify the Department whether the measures in the draft agreement are acceptable. If you agree with the measures included in the draft agreement, you or your authorized representative will need to sign the agreement and submit it to the Department. If you disagree with any measures in the draft agreement, you must notify the Department in writing and specify the measures that are not acceptable. Upon written request, the Department will meet with you within 14 days of receiving the request to resolve the disagreement. If you fail to respond, in writing, within 90 days of receiving the draft agreement, the Department may withdraw the agreement.

If you disagree with any measures in the draft agreement and you and the Department cannot resolve the disagreement informally, you may request an arbitration panel to resolve the disagreement. If you request arbitration, a panel of arbitrators will be established within 14 days of receiving the request. The panel will include three persons: your representative, a Department representative, and a third person mutually agreed upon by you and the Department who will serve as the panel’s chair. If you and the Department cannot agree upon the third person within the 14-day period, a court will appoint the third person. The third person must have scientific expertise relevant to the fish, wildlife, and plant resources the project could affect and to the disputed measures in the draft agreement. ***Each party will be required to pay the expenses of their selected representative and pay one-half the expenses of the third person.*** The panel will issue a decision within 14 days after it is established. The decision must be based on the best scientific information reasonably available at the time of the arbitration, and will be issued in the form of

a final agreement. The decision will be binding on you and the Department unless you or the Department successfully petition a court to correct or vacate the decision.

The time periods described above may be extended at any time by mutual agreement.

Note: The measures included in a draft agreement are not subject to arbitration if the notification is being submitted in response to an order by the court or an administrative agency that requires you to perform work subject to the notification requirement in Fish and Game Code section 1602.

After the Department receives the signed draft agreement, it will make it final by signing it. However, the Department will not sign the agreement until it has received the correct notification fee, has complied with CEQA, and has received written proof that the filing fee (specified in Fish and Game Code section 711.4) has been paid, if a filing fee is required. After you receive the final agreement, the project described in the notification or THP and covered by the agreement may begin, provided you have obtained all necessary local, state, and federal permits or other authorizations.

Part IV: California Environmental Quality Act

The Department must comply with California Environmental Quality Act (“CEQA”) before it may issue a *final* agreement. Issuance of a final agreement occurs when the Department receives the signed *draft* agreement from you *and* the Department signs it. In many instances, the Department will receive the signed draft agreement from an applicant before the lead agency has fully complied with CEQA. In those instances, the Department must wait for the lead agency to fully comply with CEQA before it may sign the draft agreement, thereby making it final.

Under CEQA, the “lead agency” is the local or state governmental agency that has the principal responsibility for carrying out or approving the project. All other local or state agencies with discretionary approval authority are “responsible agencies.”

The lead agency must determine first whether the project is exempt from CEQA. If the project is not exempt, the lead agency must prepare an environmental document, which will be a negative declaration, a mitigated negative declaration, or an environmental impact report. A lead agency is entitled to recover all of its CEQA-related costs from you. If the Department acts as the lead agency for the project your draft agreement covers, it will instruct you to submit an initial deposit to cover its initial CEQA-related costs. The deposit and any further CEQA-related costs will be in addition to the notification fee.

If the Department is a responsible agency, you must submit with the notification form a copy of any document prepared by the lead agency pursuant to CEQA, if one already has been prepared. You must also identify the lead agency on the notification form (box 14.D).

Pursuant to Fish and Game Code section 711.4, you must pay a filing fee to the lead agency if the project is subject to CEQA, unless one of the exceptions specified in section 711.4(c)(2) or (3) or (d)(1) or (2) applies. Current CEQA fees are found in Fish and Game Code Section 711.4, available at www.leginfo.ca.gov/calaw.html. The filing fee is in addition to the notification fee.

For a detailed explanation of CEQA, please consult the statute itself (Pub. Resources Code section 21000, *et seq.*), the CEQA Guidelines (California Code of Regulations, title 14, section 15000 *et seq.*) that implement CEQA, and CEQA handbooks and guides. CEQA and the CEQA Guidelines are available at <http://www.ceres.ca.gov/planning>.

Part V: Other Permits

Depending on the project being proposed, in addition to a Lake or Streambed Alteration Agreement, you might need to obtain a permit, agreement, or other authorization from one or more governmental agencies. You should first contact the planning departments of the city or county where the project will take place to determine whether any local permits are required for the project. The state and federal agencies listed below might also have permitting authority over the project. You should contact these agencies if you are not familiar with their permitting requirements.

STATE AGENCIES

Coastal Commission
Department of Conservation
Department of Forestry and Fire Protection
Department of Water Resources
Reclamation Board/District
Regional Water Quality Control Boards
State Lands Commission
State Water Resources Control Board

FEDERAL AGENCIES

National Marine Fisheries Service
U.S. Army Corp of Engineers
U.S. Fish and Wildlife Service
U.S. Forest Service

FOR DEPARTMENT USE ONLY

Date Received	Amount Received	Amount Due	Date Complete	Notification No.
	\$	\$		



**STATE OF CALIFORNIA
DEPARTMENT OF FISH AND GAME
NOTIFICATION OF LAKE OR STREAMBED ALTERATION**



Complete EACH field, unless otherwise indicated, following the enclosed instructions and submit ALL required enclosures. Attach additional pages, if necessary.

1. APPLICANT PROPOSING PROJECT

Name			
Business/Agency			
Street Address			
City, State, Zip			
Telephone		Fax	
Email			

2. CONTACT PERSON *(Complete only if different from applicant)*

Name			
Street Address			
City, State, Zip			
Telephone		Fax	
Email			

3. PROPERTY OWNER *(Complete only if different from applicant)*

Name			
Street Address			
City, State, Zip			
Telephone		Fax	
Email			

4. PROJECT NAME AND AGREEMENT TERM

A. Project Name				
B. Agreement Term Requested	<input type="checkbox"/> Regular (5 years or less) <input type="checkbox"/> Long-term (greater than 5 years)			
C. Project Term		D. Seasonal Work Period		E. Number of Work Days
Beginning (year)	Ending (year)	Start Date (month/day)	End Date (month/day)	

NOTIFICATION OF LAKE OR STREAMBED ALTERATION

5. AGREEMENT TYPE

Check the applicable box. If box B, C, D, or E is checked, complete the specified attachment.	
A.	<input type="checkbox"/> Standard (Most construction projects, excluding the categories listed below)
B.	<input type="checkbox"/> Gravel/Sand/Rock Extraction (Attachment A) Mine I.D. Number: _____
C.	<input type="checkbox"/> Timber Harvesting (Attachment B) THP Number: _____
D.	<input type="checkbox"/> Water Diversion/Extraction/Impoundment (Attachment C) SWRCB Number: _____
E.	<input type="checkbox"/> Routine Maintenance (Attachment D)
F.	<input type="checkbox"/> DFG Fisheries Restoration Grant Program (FRGP) FRGP Contract Number: _____
G.	<input type="checkbox"/> Master
H.	<input type="checkbox"/> Master Timber Harvesting

6. FEES

Please see the current fee schedule to determine the appropriate notification fee. Itemize each project's estimated cost and corresponding fee. **Note: The Department may not process this notification until the correct fee has been received.**

A. Project		B. Project Cost	C. Project Fee
1			
2			
3			
4			
5			
		D. Base Fee (if applicable)	
		E. TOTAL FEE ENCLOSED	

7. PRIOR NOTIFICATION OR ORDER

A. Has a notification previously been submitted to, or a Lake or Streambed Alteration Agreement previously been issued by, the Department for the project described in this notification?
<input type="checkbox"/> Yes (Provide the information below) <input type="checkbox"/> No
Applicant: _____ Notification Number: _____ Date: _____
B. Is this notification being submitted in response to an order, notice, or other directive ("order") by a court or administrative agency (including the Department)?
<input type="checkbox"/> No <input type="checkbox"/> Yes (Enclose a copy of the order, notice, or other directive. If the directive is not in writing, identify the person who directed the applicant to submit this notification and the agency he or she represents, and describe the circumstances relating to the order.)
<input type="checkbox"/> Continued on additional page(s)

NOTIFICATION OF LAKE OR STREAMBED ALTERATION

8. PROJECT LOCATION

A. Address or description of project location. (Include a map that marks the location of the project with a reference to the nearest city or town, and provide driving directions from a major road or highway)					
<input type="checkbox"/> Continued on additional page(s)					
B. River, stream, or lake affected by the project.					
C. What water body is the river, stream, or lake tributary to?					
D. Is the river or stream segment affected by the project listed in the state or federal Wild and Scenic Rivers Acts?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
E. County					
F. USGS 7.5 Minute Quad Map Name		G. Township	H. Range	I. Section	J. ¼ Section
<input type="checkbox"/> Continued on additional page(s)					
K. Meridian (check one)		<input type="checkbox"/> Humboldt <input type="checkbox"/> Mt. Diablo <input type="checkbox"/> San Bernardino			
L. Assessor's Parcel Number(s)					
<input type="checkbox"/> Continued on additional page(s)					
M. Coordinates (If available, provide at least latitude/longitude or UTM coordinates and check appropriate boxes)					
Latitude/Longitude	Latitude:		Longitude:		
	<input type="checkbox"/> Degrees/Minutes/Seconds		<input type="checkbox"/> Decimal Degrees <input type="checkbox"/> Decimal Minutes		
UTM	Easting:	Northing:		<input type="checkbox"/> Zone 10 <input type="checkbox"/> Zone 11	
Datum used for Latitude/Longitude or UTM		<input type="checkbox"/> NAD 27		<input type="checkbox"/> NAD 83 or WGS 84	

NOTIFICATION OF LAKE OR STREAMBED ALTERATION

9. PROJECT CATEGORY AND WORK TYPE (Check each box that applies)

PROJECT CATEGORY	NEW CONSTRUCTION	REPLACE EXISTING STRUCTURE	REPAIR/MAINTAIN EXISTING STRUCTURE
Bank stabilization – bioengineering/recontouring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank stabilization – rip-rap/retaining wall/gabion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boat dock/pier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boat ramp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Channel clearing/vegetation management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Culvert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debris basin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversion structure – weir or pump intake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filling of wetland, river, stream, or lake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Habitat enhancement – revegetation/mitigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Levee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low water crossing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road/trail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sediment removal – pond, stream, or marina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm drain outfall structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary stream crossing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility crossing : Horizontal Directional Drilling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack/bore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open trench	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTIFICATION OF LAKE OR STREAMBED ALTERATION

10. PROJECT DESCRIPTION

A. Describe the project in detail. Photographs of the project location and immediate surrounding area should be included.

- Include any structures (e.g., rip-rap, culverts, or channel clearing) that will be placed, built, or completed in or near the stream, river, or lake.
- Specify the type and volume of materials that will be used.
- If water will be diverted or drafted, specify the purpose or use.

Enclose diagrams, drawings, plans, and/or maps that provide all of the following: site specific construction details; the dimensions of each structure and/or extent of each activity in the bed, channel, bank or floodplain; an overview of the entire project area (i.e., "bird's-eye view") showing the location of each structure and/or activity, significant area features, and where the equipment/machinery will enter and exit the project area.

Continued on additional page(s)

B. Specify the equipment and machinery that will be used to complete the project.

Continued on additional page(s)

C. Will water be present during the proposed work period (specified in box 4.D) in the stream, river, or lake (specified in box 8.B).

Yes No (Skip to box 11)

D. Will the proposed project require work in the wetted portion of the channel?

Yes (Enclose a plan to divert water around work site)
 No

NOTIFICATION OF LAKE OR STREAMBED ALTERATION

11. PROJECT IMPACTS

A. Describe impacts to the bed, channel, and bank of the river, stream, or lake, and the associated riparian habitat. Specify the dimensions of the modifications in length (linear feet) and area (square feet or acres) and the type and volume of material (cubic yards) that will be moved, displaced, or otherwise disturbed, if applicable.

Continued on additional page(s)

B. Will the project affect any vegetation?

Yes (*Complete the tables below*) No

Vegetation Type	Temporary Impact	Permanent Impact
	Linear feet: _____ Total area: _____	Linear feet: _____ Total area: _____
	Linear feet: _____ Total area: _____	Linear feet: _____ Total area: _____

Tree Species	Number of Trees to be Removed	Trunk Diameter (range)

Continued on additional page(s)

C. Are any special status animal or plant species, or habitat that could support such species, known to be present on or near the project site?

Yes (*List each species and/or describe the habitat below*) No Unknown

Continued on additional page(s)

D. Identify the source(s) of information that supports a "yes" or "no" answer above in Box 11.C.

Continued on additional page(s)

E. Has a biological study been completed for the project site?

Yes (*Enclose the biological study*) No

Note: A biological assessment or study may be required to evaluate potential project impacts on biological resources.

F. Has a hydrological study been completed for the project or project site?

Yes (*Enclose the hydrological study*) No

Note: A hydrological study or other information on site hydraulics (e.g., flows, channel characteristics, and/or flood recurrence intervals) may be required to evaluate potential project impacts on hydrology.

NOTIFICATION OF LAKE OR STREAMBED ALTERATION

12. MEASURES TO PROTECT FISH, WILDLIFE, AND PLANT RESOURCES

A. Describe the techniques that will be used to prevent sediment from entering watercourses during and after construction.

Continued on additional page(s)

B. Describe project avoidance and/or minimization measures to protect fish, wildlife, and plant resources.

Continued on additional page(s)

C. Describe any project mitigation and/or compensation measures to protect fish, wildlife, and plant resources.

Continued on additional page(s)

13. PERMITS

List any local, state, and federal permits required for the project and check the corresponding box(es). Enclose a copy of each permit that has been issued.

A. _____ Applied Issued

B. _____ Applied Issued

C. _____ Applied Issued

D. Unknown whether local, state, or federal permit is needed for the project. (Check each box that applies)

Continued on additional page(s)

NOTIFICATION OF LAKE OR STREAMBED ALTERATION

14. ENVIRONMENTAL REVIEW

A. Has a draft or final document been prepared for the project pursuant to the California Environmental Quality Act (CEQA), National Environmental Protection Act (NEPA), California Endangered Species Act (CESA) and/or federal Endangered Species Act (ESA)?			
<input type="checkbox"/> Yes (Check the box for each CEQA, NEPA, CESA, and ESA document that has been prepared and enclose a copy of each) <input type="checkbox"/> No (Check the box for each CEQA, NEPA, CESA, and ESA document listed below that will be or is being prepared)			
<input type="checkbox"/> Notice of Exemption	<input type="checkbox"/> Mitigated Negative Declaration	<input type="checkbox"/> NEPA document (type): _____	
<input type="checkbox"/> Initial Study	<input type="checkbox"/> Environmental Impact Report	<input type="checkbox"/> CESA document (type): _____	
<input type="checkbox"/> Negative Declaration	<input type="checkbox"/> Notice of Determination (Enclose)	<input type="checkbox"/> ESA document (type): _____	
<input type="checkbox"/> THP/ NTMP	<input type="checkbox"/> Mitigation, Monitoring, Reporting Plan		
B. State Clearinghouse Number (if applicable)			
C. Has a CEQA lead agency been determined?		<input type="checkbox"/> Yes (Complete boxes D, E, and F) <input type="checkbox"/> No (Skip to box 14.G)	
D. CEQA Lead Agency			
E. Contact Person		F. Telephone Number	
G. If the project described in this notification is part of a larger project or plan, briefly describe that larger project or plan.			
<input type="checkbox"/> Continued on additional page(s)			
H. Has an environmental filing fee (Fish and Game Code section 711.4) been paid?			
<input type="checkbox"/> Yes (Enclose proof of payment) <input type="checkbox"/> No (Briefly explain below the reason a filing fee has not been paid)			
<p><i>Note: If a filing fee is required, the Department may not finalize a Lake or Streambed Alteration Agreement until the filing fee is paid.</i></p>			

15. SITE INSPECTION

Check one box only.	
<input type="checkbox"/> In the event the Department determines that a site inspection is necessary, I hereby authorize a Department representative to enter the property where the project described in this notification will take place at any reasonable time, and hereby certify that I am authorized to grant the Department such entry.	
<input type="checkbox"/> I request the Department to first contact (insert name) _____ at (insert telephone number) _____ to schedule a date and time to enter the property where the project described in this notification will take place. I understand that this may delay the Department's determination as to whether a Lake or Streambed Alteration Agreement is required and/or the Department's issuance of a draft agreement pursuant to this notification.	

NOTIFICATION OF LAKE OR STREAMBED ALTERATION

16. DIGITAL FORMAT

Is any of the information included as part of the notification available in digital format (i.e., CD, DVD, etc.)?

- Yes (Please enclose the information via digital media with the completed notification form)
- No

17. SIGNATURE

I hereby certify that to the best of my knowledge the information in this notification is true and correct and that I am authorized to sign this notification as, or on behalf of, the applicant. I understand that if any information in this notification is found to be untrue or incorrect, the Department may suspend processing this notification or suspend or revoke any draft or final Lake or Streambed Alteration Agreement issued pursuant to this notification. I understand also that if any information in this notification is found to be untrue or incorrect and the project described in this notification has already begun, I and/or the applicant may be subject to civil or criminal prosecution. I understand that this notification applies only to the project(s) described herein and that I and/or the applicant may be subject to civil or criminal prosecution for undertaking any project not described herein unless the Department has been separately notified of that project in accordance with Fish and Game Code section 1602 or 1611.

Signature of Applicant or Applicant's Authorized Representative

Date

Print Name

CALIFORNIA DEPARTMENT OF FISH AND GAME
LAKE AND STREAMBED ALTERATION FEE SCHEDULE

The Department of Fish and Game (Department) may refuse to process a notification, or a request for an extension or amendment, until the proper fee or fees have been received.

STANDARD AGREEMENT

Any agreement other than an agreement for gravel, rock, or sand extraction, an agreement for timber harvesting, an agreement for routine maintenance, a master agreement, or a master agreement for timber operations.

Fee:

If the term of the agreement is 5 years or less.

For each project the agreement covers:

\$224.00 if the project costs less than \$5,000.
\$280.25 if the project costs from \$5,000 to less than \$10,000.
\$560.25 if the project costs from \$10,000 to less than \$25,000.
\$840.25 if the project costs from \$25,000 to less than \$100,000.
\$1,233.25 if the project costs from \$100,000 to less than \$200,000.
\$1,673.00 if the project costs from \$200,000 to less than \$350,000.
\$2,521.50 if the project costs from \$350,000 to less than \$500,000.
\$4,482.75 if the project costs \$500,000 or more.

Project cost means the cost to complete each project for which notification is required.

As a general rule, a notification for a standard agreement should identify only one project. If an entity chooses to identify more than one project in a single notification, the Department may require the entity to separately notify the Department for one or more of the projects included in the original notification based on their type or location.

If the notification includes more than one project, the fee shall be calculated by adding the separate fees for each project. For example, if a notification identifies three projects, one of which will cost less than \$5,000 to complete, one of which will cost \$7,500 to complete, and one of which will cost \$17,500 to complete, the fee for the first project would be \$224.00, the fee for the second project would be \$280.25, and the fee for the third project would be \$560.25. Hence, the total fee the entity would need to submit with the notification that identifies those three projects would be \$1,064.50.

An entity may not obtain a standard agreement for any project identified in the notification that qualifies for an agreement for gravel, rock, or sand extraction, an agreement for timber harvesting, an agreement for routine maintenance, a master agreement, or a master agreement for timber operations unless the Department agrees otherwise.

Fee submittal: If the entity requests an agreement with a term of 5 years or less, the fee specified in the category for agreements with a term of 5 years or less must be submitted with the notification.

If the entity requests an agreement with a term longer than 5 years (Standard Long-term Agreement) the fee specified must be submitted with the notification.

STANDARD LONG-TERM AGREEMENT

Any agreement other than an agreement for gravel, rock, or sand extraction, an agreement for timber harvesting, an agreement for routine maintenance, a master agreement, or a master agreement for timber operations.

Fee:

If the term of the agreement is longer than 5 years.

\$2,689.50 base fee, plus

For each project the agreement covers:

\$224.00 if the project costs less than \$5,000.

\$280.25 if the project costs from \$5,000 to less than \$10,000.

\$560.25 if the project costs from \$10,000 to less than \$25,000.

\$840.25 if the project costs from \$25,000 to less than \$100,000.

\$1,233.25 if the project costs from \$100,000 to less than \$200,000.

\$1,673.00 if the project costs from \$200,000 to less than \$350,000.

\$2,521.50 if the project costs from \$350,000 to less than \$500,000.

\$4,482.75 if the project costs \$500,000 or more.

Project cost means the cost to complete each project for which notification is required.

As a general rule, a notification for a standard agreement should identify only one project. If an entity chooses to identify more than one project in a single notification, the Department may require the entity to separately notify the Department for one or more of the projects included in the original notification based on their type or location.

If the notification includes more than one project, the fee shall be calculated by adding the separate fees for each project. For example, if a notification identifies three projects, one of which will cost less than \$5,000 to complete, one of which will cost \$7,500 to complete, and one of which will cost \$17,500 to complete, the fee for the first project would be \$224.00, the fee for the second project would be \$280.25, and the fee for the third project would be \$560.25. Hence, the total fee the entity would need to submit with the notification that identifies those three projects would be \$1,064.50.

An entity may not obtain a standard agreement for any project identified in the notification that qualifies for an agreement for gravel, rock, or sand extraction, an agreement for timber harvesting, an agreement for routine maintenance, a master agreement, or a master agreement for timber operations unless the Department agrees otherwise.

Fee submittal: If the entity requests an agreement with a term of 5 years or less, the fee specified in the category for agreements with a term of 5 years or less must be submitted with the notification.

If the entity requests an agreement with a term longer than 5 years, the fee specified must be submitted with the notification.

SAND, ROCK AND GRAVEL EXTRACTION AGREEMENT

Any agreement for commercial or non-commercial mining or extraction of gravel, sand, rock, or other aggregate material.

Fee:

If the term of the agreement is 5 years or less:

\$560.25 if the annual extraction volume is less than 500 cubic yards.

\$1,120.50 if the annual extraction volume is 500 to less than 1,000 cubic yards.

\$2,801.75 if the annual extraction volume is 1,000 to less than 5,000 cubic yards.

\$5,000.00 if the annual extraction volume is 5,000 or more cubic yards.

Fee:

If the term of the agreement is longer than 5 years:

\$11,206.75 base fee, plus

\$1,120.50 annual fee

Fee submittal: If the entity requests an agreement with a term of 5 years or less, the fee specified in paragraph (1) must be submitted with the notification.

If the entity requests an agreement with a term longer than 5 years, the base fee specified in paragraph (2) must be submitted with the notification.

TIMBER HARVESTING OPERATION AGREEMENT

An agreement of five years or less that covers one or more projects that are included in a timber harvesting plan approved by the California Department of Forestry and Fire Protection.

Fee:

\$1,345.25 base fee, plus

\$112.00 for each project the agreement covers, and

Fee submittal: The fee specified must be submitted with the notification.

MASTER TIMBER HARVESTING OPERATION AGREEMENT

An agreement with a term of greater than five years that covers timber operations on timberland that are not exclusively projects to extract gravel, sand, or rock; not exclusively projects that are included in a timber harvesting plan approved by the California Department of Forestry and Fire Protection; or not exclusively routine maintenance projects that the entity will need to complete separately at different time periods during the term of the agreement; and describes a procedure the entity must follow for construction, maintenance, or other projects the agreement covers.

Fee:

\$8,404.75 base fee, plus

\$112.00 for each project the agreement covers, and

\$1,120.50 annual fee

Fee submittal: The base fee specified at a minimum must be submitted with the notification. The balance of all fees due must be paid prior to the issuance of the agreement.

Note: If an entity chooses to identify more than one project in a single notification, the total fee may exceed \$5,000 regardless of the term of the agreement.

ROUTINE MAINTENANCE AGREEMENT

An agreement that covers only multiple routine maintenance projects that the entity will complete at different time periods during the term of the agreement; and describes a procedure the entity must follow for any maintenance projects the agreement covers.

Fee:

If the term of the agreement is 5 years or less:

\$1,345.25 base fee, plus
\$112.00 for each maintenance project completed per calendar year.

Fee:

If the term of the agreement is longer than 5 years:

\$2,689.50 base fee, plus
\$112.00 for each maintenance project completed per calendar year.

Fee submittal: If the entity requests an agreement with a term of 5 years or longer than 5 years, the base fee at a minimum must be submitted with the notification. The balance of all fees due must be paid prior to the issuance of the agreement.

MASTER AGREEMENT

An agreement with a term of greater than five years that covers multiple projects that are not exclusively projects to extract gravel, sand, or rock; not exclusively projects that are included in a timber harvesting plan approved by the California Department of Forestry and Fire Protection; or not exclusively routine maintenance projects that the entity will need to complete separately at different time periods during the term of the agreement; and describes a procedure the entity must follow for construction, maintenance, or other projects the agreement covers.

Fee:

\$33,620.25 base fee, plus:
\$280.25 for each project the agreement covers, and
\$2,801.50 annual fee

Fee submittal: The base fee specified in paragraph (1) at a minimum must be submitted with the notification. The balance of all fees due must be paid prior to the issuance of the agreement.

An example of a project for which the Department would issue a master agreement is a large-scale development proposal comprised of multiple projects for which specific, detailed design plans have not been prepared at the time of the original notification. The master agreement will specify a process the Department and entity will follow before each project begins and may identify various measures the entity will be required to incorporate as part of each project in order to protect fish and wildlife resources.

As a general rule, the process specified in the master agreement will require the entity to notify the Department before beginning any project the agreement covers and submit a fee based on the cost of the project. After the Department receives the notification, it will confirm that the master agreement covers the project and propose measures to protect fish and wildlife resources in addition to any included in the master agreement, if such measures are necessary for the specific project.

A master agreement will typically, but not always, encompass one or more watersheds and/or relate to a habitat conservation plan or natural community conservation plan. By contrast, if the large-scale development proposal is comprised of, for example, multiple residences, golf courses, and associated infrastructure projects for which specific, detailed design plans have been prepared by the time the entity notifies the Department and the entity is ready to begin those projects, the Department would issue the entity a standard agreement.

AGREEMENT EXTENSION

A renewal of an agreement executed prior to January 1, 2004, or an extension of an agreement executed on or after January 1, 2004.

Extensions

Fee: \$224.00

To request an extension for an existing agreement, complete an Extension Request Form, and submit to the appropriate DFG Regional office with the appropriate fee.

An extension request must be made prior to expiration date of the agreement.

An extension is not an amendment.

AGREEMENT AMENDMENT

The holder of a Lake or Streambed Alteration Agreement may request the Department to amend the agreement, provided the request is submitted to the Department in writing prior to the agreement's expiration.

Minor Amendments

Fee: \$168.00

A minor amendment is one that would not significantly modify the scope or nature of any project covered by the agreement or any measure included in the agreement to protect fish and wildlife resources.

Major Amendments

Fee: \$560.25

A major amendment is one that would significantly modify the scope or nature of any project covered by the agreement or any measure included in the agreement to protect fish and wildlife resources, or require additional environmental review pursuant to section 21000 *et seq.* of the Public Resources Code or section 15000 *et seq.* of title 14 of the California Code of Regulations. An amendment is not an extension.

A project may not be added to an agreement by amendment unless the agreement specifies otherwise.

To request an amendment for an existing agreement, complete an Amendment Request Form, and submit to the appropriate DFG Regional office with the appropriate fee.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

When the Department is required to act as lead agency in administering or enforcing sections 1600–1616 of the Fish and Game Code, the Department may charge and collect a reasonable fee from the entity to recover its estimated CEQA-related costs in accordance with section 21089 of the Public Resources Code. The Department may recover its estimated CEQA-related costs by collecting from the entity one or more deposits.

If the Department is acting as lead agency, you will also be required to submit the following additional fees.

Fee:

\$1,500 initial deposit

Payment of Fees: A deposit of \$1,500 must be submitted with the notification. Additional deposits will be requested as needed. The Department shall refund any unused deposit to the entity.