



# CEQA Requirements

DATE:

TO:

FROM:

SUBJECT:

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Location: \_\_\_\_\_

CEQA Determination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I. Instructions for filing CEQA documents with the County Clerk: and
- II. CEQA Statements, Actions and Findings which should be used for Staff Reports and ASRs for the Project include
  - a. CEQA Compliance Statement for ASRs and Staff Reports; and
  - b. Recommended Finding for an Exempt Project; and
  - c. Fish and Game Code Finding for Approval of Project; and
  - d. NCCP Finding for Approval of Project.

If clarification is needed regarding this memo or if there are questions please contact the following staff from the Environmental Planning Services Division:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Telephone Number)

Rick Lefevre, Director, OC Planning

By: \_\_\_\_\_  
Title:

\_\_\_\_\_  
(Date)

# CEQA Requirements

## ATTACHMENT I

### FILING CEQA DOCUMENTS WITH THE COUNTY CLERK

Your division will be responsible for the filing of CEQA Notice of Exemption (NOE) and Paying its related \$43.00 filing fee with the County Clerk for your project. The County Clerk now only needs your CEQA documents(s) with your project charge number in the upper right hand corner, in order to post the documents and recover this fee. You must however, obtain a fee receipt from the County Clerk, which must be turned in immediately to Management Services/Accounting Services. The County Clerk requires the \$43.00 documentary handling fee for the following items:

- Notices of Determination (NOD); and
- Notices of Exemption (NOE)

Please note the following:

1. Within five (5) days of approval action by the decision making authority (e.g. Board, Planning Commission, Zoning Administrator, Subdivision Committee or Director, OC Public Works) on a project, a Notice of Exemption (NOE) must be filed with the County Clerk.
2. A De Minimis Finding (Certificate of Fee Exemption) will be provided with ESPD and must accompany your project's NOD.

You will need to fill in the information on the NOE form and get an original authorizing signature from your Division after the approval action on your project. You will need to take the original set, and at least one set of copies to the EIR Clerk located in the Clerk-Recorders Office, County Administration South (CAS) 601 N. Ross Street, Santa Ana, CA 92701. The Clerk will stamp the NOE and keep the original set. The Clerk will issue a receipt for the Environmental document, which must be returned to Management Services/Accounting Services by the end of the day. A copy of a stamped NOE must be sent to ESPD for the file.

# CEQA Requirements

## ATTACHMENT II

### RECOMMENDED CEQA STATEMENT AND FINDINGS FOR STAFF REPORT/ASRs

#### A. CEQA COMPLIANCE STATEMENT (FOR TEXT OF STAFF REPORT/ASRs)

The CEQA compliance statement, located in the text of the staff report or the body of the ASR under “Additional Data”, shall include an appropriate statement from the following list unless advised otherwise by County Counsel or the manager, Environmental Planning Services Division.

The proposed statement is Categorical Exempt (Class 1) from CEQA per Section 15301 of the CEQA Guidelines.

#### B. FINDING STATEMENT FOR APPROVAL ACTION OR RESOLUTION FOR THE PROJECT:

State Law requires that certain findings be made by the decision maker prior to the project approval. The following finding should be included in the recommended action or adopting resolution, unless directed otherwise by County Counsel or the Manager, Environmental Planning Services Division.

Find that the proposed project is Categorical Exempt (Class 1) from provisions of CEQA.

#### C. FISH AND GAME CODE FINDING FOR APPROVAL OF PROJECT:

Find that pursuant to Section 711.4 of the California Fish and Game Code, this project is exempt for the required fees as it has been determined that no adverse impacts to wildlife resources will result from the project.

#### D. NCCP FINDING FOR APPROVAL OF PROJECT:

Find that the proposed project will not have a significant unmitigated impact upon Coastal Sage Scrub habitat and, therefore, will not preclude the ability to prepare an effective Subregional Natural Communities Conservation Planning (NCCP) Program.