



*Submit completed forms to  
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## **CEQA ENVIRONMENTAL INFORMATION REQUEST FORM INSTRUCTIONS**

**Include the following information to the best of your knowledge.**

**1. PROJECT TITLE**

Provide the project name.

**2. PROJECT LOCATION**

Describe the location of the project. Indicate the nearest major intersection and/or access point, the name of the community in which the project is located, and any other information.

**3. PROJECT DESCRIPTION**

Describe the nature of the proposed project. Indicate the size of the project, the area of influence, along with any offsite information necessary for the project. Describe the general land use characteristics of the site. Indicate any features of the project, which will reduce or eliminate potential adverse environmental effects. Also, include all entitlements that will be required by this CEQA determination.

In addition, please include a timeline/schedule for the project (such as estimated dates for project initiation, planning, construction, and operation).

**4. EXISTING ENVIRONMENTAL CONDITIONS**

Briefly describe the existing environmental conditions on the project site:

- Biological Resources and vegetation
- Onsite water features
- Land Use
- Traffic (such as traffic detours, vehicular access, and number of vehicles for construction and operation)
- Any known or potential resources present on or near the site
- Any known hazards

**5. LIST OF SUPPORTING DOCUMENTS**

List supporting documents or exhibits for the project. The following attachments can be included:

- **Location:** Map with the project site outlined.
- **Draft Plan:** The proposed site plan layout for the project.
- **Photographs:** Representative photographs of the project site and a key showing the directions and location from which the photographs were taken.

Consult with OC Development Services/Planning staff to determine appropriate supplemental documents. Other technical information such as archaeological, paleontological, or biological surveys; foundation/soil reports; noise studies or traffic analyses may be necessary.

**6. PREVIOUS COUNTY ACTION(S)/ ENVIRONMENTAL DOCUMENTATION**

Please list any previous actions related to the property and any previous environmental documentation that may be covering the project or project site.

**7. NAME OF PUBLIC AGENCY APPROVING THE PROJECT**

Indicate which decision-making body will make the decision on your project (e.g. Planning Commission and Board of Supervisors) or other applicable agencies.

In addition, please indicate future approvals that will be necessary to implement your project and if a General Plan consistency determination, (California Government Code Section 65402) is also being requested.

**8-9. APPLICANT OR AGENCY CARRYING-OUT THE PROJECT**

Include applicant or agency responsible for the project.

**10. CONTACT PERSON(S)**

Please indicate the name, telephone number, e-mail address and mailing address of the person most knowledgeable about the proposed project.