CEQA Transmittal Memorandum for 2024

Attach one transmittal memorandum to the front of the original CEQA document. Clip copies in back.

1) If notice requires F&W receipt, you must provide a minimum of 3 copies of the document.

2) If notice does not require F&W receipt, you must provide a minimum of 2 copies of the document.

TYPE OR PRINT CLEARLY

LEAD AGENCY
PROJECT TITLE
PROJECT APPLICANT
PHONE NUMBER ()
PROJECT APPLICANT ADDRESS:
CITY STATE ZIP CODE
WORK ORDER # 30-Day Posting 35-Day Posting 45-Day Posting Other
CONTACT PERSON PHONE NUMBER ()
CHECK DOCUMENT BEING FILED:
☐ Notice of Availability
□ Notice of Intent
□ Notice of Preparation
☐ Notice of Public Hearing
□ Environmental Impact Report (EIR)
 ☐ Mitigated Negative Declaration or Negative Declaration
□ Notice of Exemption
*Additional copies to be returned to:
*Method of return: Hold for pick-up/Call # Interoffice Mail PAYMENT METHOD: ALL APPLICABLE FEES MUST BE PAID AT THE TIME OF FILING
☐ JV - Trans Code Dept Fund Expense Key ☐ Money Order ☐ Check