

**NOTICE OF PREPARATION**

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| TO: | [Insert Responsible Agency or Trustee Agency][Insert Address] | FROM: | [Insert name and address]      |

**SUBJECT: Notice of Preparation of a Draft Environmental Impact Report.**

The [INSERT AGENCY NAME] will be the Lead Agency and will prepare an environmental impact report for the project identified below. We need to know the views of your agency as to the scope and content of the environmental information which is germane to your agency's statutory responsibilities in connection with the proposed project. Your agency will need to use the EIR prepared by our agency when considering your permit or other approval for the project.

The Project description, location, and the potential environmental effects are contained in the attached materials.

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| [ ]  | A copy of the Initial Study IS attached. |
| [ ]  | A copy of the Initial Study IS NOT attached. |
| [ ]  | The proposed project IS considered a project of statewide, regional or areawide significance.  |
| [ ]  | The proposed project IS NOT considered a project of statewide, regional or areawide significance.  |
| [ ]  | The proposed project WILL affect highways or other facilities under the jurisdiction of the State Department of Transportation.  |
| [ ]  | The proposed project WILL NOT affect highways or other facilities under the jurisdiction of the State Department of Transportation.  |
| [ ]  | A scoping meeting WILL be held by the Lead Agency.  |
| [ ]  | A scoping meeting WILL NOT be held by the Lead Agency. |

If the project meets the criteria requiring the scoping meeting, or if the agency voluntarily elects to hold such a meeting, the date, time and location of the scoping meeting are as follows:

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| Date:       | Time:       | Location:       |

Due to the time limits mandated by State law, your response must be sent at the earliest possible date, but not later than 30 days after receipt of this notice.

Please send your response to [INSERT NAME] at the address shown above. We will need the name of a contact person in your agency.

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| Project Title: |       |
| Project Location – Specific: Identify street address and cross street or attach a map showing project site (preferably a U.S.G.S. 15’ or 7 ½’ topographical map identified by quadrangle name): |       |
| Project Description: |       |
| Project Applicant (if any): |       |
| California Environmental Protection Agency Hazardous Waste List (if applicable): |       |

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| Date:        | Signature: |       |
| Name: |  |
| Title: |       |
| Telephone: |       |

Consulting firm retained to prepare draft EIR (if applicable):

|  |  |
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| Name: |       |
| Address: |       |
| City/State/Zip: |       |
| Contact Person: |       |

**Reference**: California Code of Regulations, Title 14, (CEQA Guidelines) Sections 15082(a), 15103, 15375.