

**PLANNING & BUILDING DEPARTMENT
INSTRUCTIONS FOR COMPLETING
ENVIRONMENTAL ASSESSMENT FORM**

SUBMITTAL INFORMATION:

If a project is subject to the requirements of the California Environmental Quality Act (CEQA) and is not exempted under any of the provisions of the CEQA Guidelines, the City must conduct an initial study to determine if the project may have a significant adverse effect on the environment, or whether previous environmental analysis has been performed which adequately addresses the impacts of the specific project being proposed.

The attached Environmental Assessment Form is to be filed with all such subjects, and must be accompanied by the applicable processing fee and a legal description of the property. If the Environmental Assessment Committee determines that an Environmental Impact Report (EIR) is required, an additional fee will also be required for reimbursement of costs incurred in the processing of the EIR. Additional fees for mitigation monitoring may be required for approved projects prior to project implementation.

Please print or type all responses. Use additional sheets if necessary. If the information requested does not apply to the project, insert "NA" (Not Applicable) in the space provided.

Please contact the Planning Department at (714) 536-5271 if you have any questions regarding the Environmental Assessment Form.

PROCESSING PROCEDURE:

When the Planning Department receives this form, it will use the information to conduct an Initial Study of your project. Following interdepartmental review of the project by staff, the Initial Study will be completed. The Environmental Assessment Committee will then determine whether a Negative Declaration should be recommended or an EIR required. If an EIR is required, the Environmental Assessment Committee will determine the scope of the EIR. The Planning Department will transmit a letter to you describing the procedure to be followed and the specific areas of concern to be addressed in the EIR.

PUBLIC HEARING:

If a Negative Declaration is required, the documentation must be prepared and advertised for public review for at least 21 days prior to any action being taken on the accompanying entitlement.

If an EIR is required, the report must be prepared, advertised and circulated for public review, and any comments received must be responded to before the project can be scheduled for public hearing. Additional public input on the EIR may be provided during the public hearing on the project. Processing time required for most EIR's is approximately 4 to 9 months.

**CITY OF HUNTINGTON BEACH
 PLANNING & BUILDING DEPARTMENT
 ENVIRONMENTAL ASSESSMENT FORM
Filing Fee - \$10,679.00**

- I. Any other entitlement application required by the Planning Department shall be filed concurrently with this form. The following information shall also accompany this Environmental Assessment Form:
- A. Dimensioned site plan, floor plan and elevations (as applicable), including at minimum:
 - 1. North arrow and scale of drawing.
 - 2. Location of structures, both existing and proposed, and adjacent streets. Show footprint of structures on adjacent property.
 - 3. Location, type and size of existing trees and vegetation, and note whether trees and vegetation will remain or be removed.
 - 4. Parking layout and means of access from adjacent streets.
 - 5. Proposed landscaping and existing or proposed walls and fences.
 - B. Photographs of the area in sufficient detail to depict existing physical conditions in the project area.
 - C. Please attach copies of any special studies that have been prepared with regard to this project or the project site. Examples would include: archaeological survey, biological survey, noise study, geotechnical report, soils report, traffic analysis, etc. If not provided, these studies may be required to complete the initial study.
 - D. Attach project plans including preliminary grading plans, preliminary drainage plans, conceptual Water Quality Management Plans (WQMP's), including construction site Best Management Practices (BMP's) Plans for projects.

FOR CITY USE ONLY

Date Received: _____

Check if applicable:

EA Number: _____

- _____ Flood Zone
- _____ Redevelopment Area
- _____ Alquist-Priolo Zone
- _____ Methane Overlay
- _____ Coastal Zone
- _____ Oil Overlay Zone
- _____ Historical District

Concurrent Entitlements:

Previous Entitlements:

DM: _____

Zone: _____

Assessor's Parcel No: _____

Gen. Plan: _____

COMMENTS: _____

**CITY OF HUNTINGTON BEACH
PLANNING & BUILDING DEPARTMENT
ENVIRONMENTAL ASSESSMENT FORM**

GENERAL INFORMATION:

1. Name of Property Owner: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____

2. Name of Authorized Agent: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____

3. List any other related permits or approvals required from Agencies other than City of Huntington Beach, i.e., Caltrans, Coastal Commission:

TYPE OF PERMIT	AGENCY	IF APPROVED, GIVE DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Is the proposal part of a larger project or series of projects? _____ If so, describe the proposal's relationship to the project or series of projects: _____

LOCATION OF PROJECT:

5. Address: _____

6. Project site is located on the north, south, east, west (circle one) side of _____ between _____ and _____ streets.

PROJECT DESCRIPTION:

7. Site Size: _____ gross acres/square feet.
_____ net acres/square feet.

8. What is the surrounding land use to the
North: _____
South: _____
East: _____
West: _____

FOR RESIDENTIAL PROJECTS: (IF PROJECT IS COMMERCIAL, INDUSTRIAL OR INSTITUTIONAL, SKIP TO ITEM 15)

- 9. Number of lots and/or dwelling units: _____
- 10. Maximum building height and number of stories: _____
- 11. Amount and type of off-street parking proposed: _____
- 12. Describe any recreational facilities to be provided: _____
- 13. Describe the proposed scheduling or phasing of the project: _____

- 14. What percentage of the project site will be covered by:
Existing: Paving: _____ % Building: _____ % Landscaping: _____ %
Proposed: Paving: _____ % Building: _____ % Landscaping: _____ %

FOR COMMERCIAL, INDUSTRIAL OR INSTITUTIONAL PROJECTS (IF PROJECT IS RESIDENTIAL, SKIP TO ITEM 28)

- 16. Describe the types of uses and/or activities proposed: _____

- 17. Size of each proposed building: (In gross square feet): _____
- 18. Number of buildings proposed: _____
- 19. Maximum building height and number of stories: _____
- 20. Amount and type of off-street parking proposed: _____
- 21. Projected number of employees: _____ Total: _____ per shift
- 22. Maximum occupancy of building(s): _____
- 23. What will be the days and hours of operation: _____

- 24. Describe the proposed scheduling or phasing of the project: _____

- 25. For restaurants, amount of seats there will there be: _____ If outdoor seating is proposed, amount of outdoor square footage: _____
- 26. What percentage of the project site will be covered by:
Existing: Paving: _____ % Building: _____ % Landscaping: _____ %

Proposed: Paving: _____ % Building: _____ % Landscaping: _____ %

28. What is the distance of the project from the nearest:
School: _____
Hospital: _____
Convalescent Hospital: _____
Park or Recreation Facility: _____
29. Does the project involve the handling, manufacture, storage, transport or disposal of any toxic, flammable or hazardous substance? _____ If so, please describe and indicate what safety measures have been incorporated into the project: _____

ENVIRONMENTAL IMPACTS:

30. If improvements are to be demolished by the project, please outline them on the site plan and describe them briefly: _____

31. Will the project potentially affect a historic structure or object in any way? _____ If so, please describe: _____
32. List any potential noise sources which could affect the site (i.e., roadways, freeways, equipment, machinery, etc.): _____
33. Describe any noise that will be produced by the project during construction and after project is completed: _____

34. Will the project incorporate outdoor lighting? _____ If so, indicate location and source on the site plan.
35. Estimate the average number of daily vehicle trips (ADT) generated by the project site currently: _____ After development: _____
36. List type and quantity of any air pollutants that the project will emit: _____

37. Describe the type and source of any odors that may emanate from the project or site: _____

38. If the drainage from the project will not be discharged into an existing public storm water drainage system, please describe how it will be accommodated: _____

39. Has the project site been previously graded? _____ If so, percent: _____%
40. What percentage of the site will be graded as part of this project? _____%

41. Volume of cutting: _____ cubic yards; maximum cut slope ratio will be _____ ; maximum fill slope height will be _____ feet.
42. Volume of fill: _____ cubic yards; maximum fill slope ratio will be _____ ; maximum fill slope height will be _____ feet.
43. Does the cut and fill volume balance? _____ If not, how will import/export be handled?

 How long will grading activities occur? _____ days/months.
44. Identify species of plants and animals that are found on the site, and describe any areas of vegetation to be removed (to be shown on accompanying site plan) _____

45. How will drainage for the project be accommodated? _____

46. What is the distance to the nearest beach, channel waterway, wetland, degraded wetland, or inland water area? _____ Describe how the project may affect any body of water:

47. What is the Flood Insurance Rate Map designation on the site? _____ If the site is in a floodplain, describe the method of floodproofing, and impacts of such floodproofing on adjacent property: (A hydrology study may be required) _____

48. Will the project require installation or replacement of water lines? _____
 Approximately how many gallons of water per day the project will use? _____ gallons
49. Will the project require installation or replacement of sewer lines? _____
 Approximately how many gallons of sewage? _____ gallons
50. Describe the type and amount (pounds per day) of solid waste generated by the project:

51. Will any residential occupants be displaced by the project? _____

MITIGATION AND CONSERVATION MEASURES:

52. What measures have been incorporated into the project, beyond what is required by existing codes and standards, to:
- (a) Minimize erosion and siltation during construction of the project? _____

After completion?: _____

 - (b) Minimize dust during construction of the project? _____

 - (c) Minimize noise during construction of the project? _____

After completion? _____

 - (d) Minimize air pollution emissions? _____

 - (e) Protect, enhance or conserve energy, non-renewable resources, water, vegetation, wildlife, aesthetic quality, views, etc.? _____

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to be the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge or belief.

Date

Print Name of Preparer

Signature of Preparer

Print Name of Property Owner
or Authorized Agent

Signature of Property Owner
or Authorized Agent