



**CITY OF EL CAJON ● PLANNING DIVISION ● (619) 441-1741**  
**ENVIRONMENTAL IMPACT REPORT NO. \_\_\_\_\_**

DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**INDIVIDUAL/CONSULTANT FIRM RESPONSIBLE FOR PREPARATION OF DRAFT EIR:**

FIRM NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

**ADDITIONAL REQUIREMENTS AND INFORMATION**

1. Filing fee: \$10,000 deposit.
2. A document handling fee of \$50, in the form of a separate check, made payable to "County Clerk".
3. Five copies of a Screen Draft Environmental Impact Report which has been prepared in accordance with the City's Environmental Review Policy. [Twenty-two (22) additional copies of the Draft EIR or revised draft shall be submitted after staff review of the screen draft.]

**PROCEDURE**

Upon submission of the Screen Draft EIR, application, and filing fee by the applicant, the Planning Division staff shall review the document. A determination shall be made as to whether sufficient and accurate information has been presented. If the applicant's Screen Draft EIR is acceptable, the applicant shall submit 22 additional copies of the draft for public review purposes.

If the applicant's Draft EIR is incomplete or requires corrections, the applicant shall be responsible for incorporating the necessary changes as required by staff. A revised draft shall be submitted for staff approval prior to submitting the additional 22 copies.

Should sufficient information not be available or should the City staff lack the expertise to adequately and independently review the applicant's Draft EIR, the City shall contract with a private consultant to provide additional information and/or review. The fee for such service shall be paid by the applicant prior to the City signing the contractual agreement with the consulting firm.

After the time period for public review and comment has elapsed, the City shall prepare a Final EIR. The appropriate number of copies shall be provided by the applicant. The final EIR shall be reviewed and considered at a public hearing at the same time the Planning Commission is to make a decision or recommendation on the proposed project.

Once the Planning Commission has reviewed a Final EIR, it shall be presented to the City Council for consideration at a public hearing. The City Council shall review and consider the Final EIR prior to making their decision on the project. The City Council shall certify that the Final EIR has been completed in compliance with the CEQA and the State Guidelines and that the decision-making body or administrative official having final approval authority over the project has reviewed and considered the information in the EIR prior to making a determination on the project.

**E I R**

Section 711.4 of the Fish and Game Code, which became operative on January 1, 1991, authorizes the County Clerk to collect a filing fee of up to \$1,275 for the review of environmental documents by the State Department of Fish and Game. Should the State Department of Fish and Game decide to review the environmental documents associated with this project, the project applicant will become liable for paying this fee.

The applicant certifies by his/her signature below that he/she has been informed of this information and is aware that a fee may be required by the County Clerk with the filing of the environmental documents associated with his/her project.

Failure to pay the required fee in a timely manner may result in the delay in the start of the project.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature