



## ENVIRONMENTAL ASSESSMENT FORM

### THIS BOX FOR CITY PLANNING STAFF USE ONLY

**Environmental Case No.:** \_\_\_\_\_

**Related Case Nos.:** \_\_\_\_\_

**Filed With:** \_\_\_\_\_ **Date Filed:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_ **Date Accepted:** \_\_\_\_\_

*All terms in this document are applicable to the singular as well as the plural forms of such terms.*

**Project Address<sup>1</sup>:** \_\_\_\_\_

**Assessor's Parcel Number:** \_\_\_\_\_

**Major Cross Streets:** \_\_\_\_\_

**Community Plan:** \_\_\_\_\_

### OVERVIEW

The California Environmental Quality Act, also known as CEQA, was enacted by the State of California in 1970 to establish statewide regulations for the environmental review of discretionary projects. The CEQA review process is intended to foster transparency and integrity in public decision-making while ensuring land use decisions take into account the full impacts of development on natural and human environments. Before a discretionary project may be approved by the City, the Department must determine the appropriate level of CEQA review and conduct the corresponding type of environmental analysis.

Under CEQA, a project's potential impacts on the environment will fall into one of the following categories: Statutory Exemption (including the Sustainable Communities Project Exemption [SCPE]), Categorical Exemption (CE), Negative Declaration (ND), Mitigated Negative Declaration (MND), Sustainable Communities Environmental Assessment (SCEA), Sustainable Communities Environmental Impact Report (SCEIR), or Environmental Impact Report (EIR).

The purpose of this form is to assist Planning staff in determining the appropriate environmental clearance for a project. Unless otherwise specified on the pages that follow, provide all applicable information in narrative form or in a separate attachment to the Environmental Assessment Form (EAF). Any missing, incomplete, or inconsistent information will cause delays in the processing of your application.

<sup>1</sup> Project address must include all addresses on the subject site (as identified in ZIMAS; <http://zimas.lacity.org>).

## PROJECT DESCRIPTION

Describe the entire project scope and any related entitlement requests. Attach a separate sheet if necessary. The description must include and/or describe:

- All phases and plans for future expansion
- Total square footage for:
  - Existing Development
  - Proposed Demolition
  - Proposed Construction
  - Summary of gross and net new square footage
- All uses, building heights (stories/feet), land use and zoning, floor area ratio (FAR), density, trees or protected tree removals, excavation/grading activities, construction staging areas, haul routes, street vacations or off-site improvements, sustainability features, hours of operation, etc.

Consider using tables to compare square footages or other aspects of the project.

### Project Description:

**Additional Information Attached**

YES  NO

## PROJECT & PROJECT SITE INFORMATION

### ZONING/LAND USE

	Existing	Proposed
<b>General Plan Land Use Designation</b>		
<b>Zoning</b>		
<b>Use (e.g., apartments, restaurant, retail)</b>		

## PROJECT SITE

	Square Feet	Acres
Gross Lot Area		
Net Lot Area		

## SLOPE<sup>2</sup>

Identify how much of the property is:

< 10% slope: \_\_\_\_\_ 10-15% slope: \_\_\_\_\_ > 15% slope: \_\_\_\_\_

*If slopes over 10% exist, a **Topographic Map** is required.*

## PROJECT SIZE

Total square footage of the existing development:	
Square footage to be demolished:	
Square footage to be built:	
Net new square footage:	
Total gross square footage:	

## PROPOSED USES

Residential square footage:	
Commercial square footage:	
Industrial square footage:	
Other square footage (indicate use):	

## DWELLING UNITS

Number of residential units and type:	
Number of hotel guestrooms:	
Net new units or hotel guestrooms:	

<sup>2</sup> Defined in LAMC Section 12.03 as "An inclined ground surface the inclination of which is expressed as a ratio of horizontal distance to vertical distance (e.g., 2:1 or 1:1) or as a percentage (e.g., 50% or 100%)."

## BUILDING HEIGHT

Total number of stories at or above ground: \_\_\_\_\_

Maximum height: \_\_\_\_\_

## LOT COVERAGE

Indicate the percent of the total lot area that is proposed for:

Building footprint:	_____ %
Paving/hardscape:	_____ %

Permeable hardscape:	_____ %
Landscaping:	_____ %

## EXISTING AND PROPOSED DEVELOPMENT

Does the project only involve a remodel or change of use of an existing interior space?  YES  NO

*If YES, indicate the total size of the interior space:* \_\_\_\_\_

Does the property contain any vacant structures?  YES  NO

*If YES, describe and state how long it has been vacant:*

Does the project propose the removal or demolition of any structures?  YES  NO

*If YES, provide the number, type, age, and total square footage of structures to be removed:*

Does the project propose to remove any residential dwellings?  YES  NO

*If YES, indicate the number of units:* \_\_\_\_\_

Does the project include a pool and/or hot tub?  YES  NO

*If YES, provide the total number of gallons of water:* \_\_\_\_\_

## SENSITIVE USES

Is the project site located within 500 feet of any of the following sensitive uses: residences (single-family, apartments, or condominiums), transient lodgings, and/or retirement homes, long-term health care facilities, rehabilitation centers, and convalescent centers; hospitals; schools and childcare centers; parks and playgrounds; churches; auditoriums, concert halls, amphitheatres, and/or recording studios?

YES  NO

*If YES, describe use and proximity:*

## HOURS OF OPERATION

The hours of operation of the proposed project:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

## SPECIAL EVENTS

Will there be special events not normally associated with day-to-day operations (e.g., fundraisers, parties, parent-teacher nights, athletic events, graduations)?

YES  NO

*If YES, describe the number of events, type, duration, and frequency proposed:*

## TREES

Are there any protected and/or non-protected trees and shrubs<sup>3</sup> on the project site and/or within the adjacent public right-of-way, that may be removed or impacted<sup>4</sup> as a result of the project?  YES  NO

Existing number of trees onsite: \_\_\_\_\_

Existing number of protected trees/shrubs onsite: \_\_\_\_\_

Existing number of street trees adjacent to the project site: \_\_\_\_\_

*If a protected tree or shrub (as defined in Los Angeles Municipal Code [LAMC] Section 17.02) occurs onsite, or any trees will be removed, replaced, relocated, or impacted, a **Tree Report** is required. Refer to the Tree Report Template ([CP-4068](#)) for additional instructions. If NO, a Tree Disclosure Statement ([CP-4067](#)) is required.*

Tree Report Attached  YES  NO  N/A

Tree Disclosure Statement Attached  YES  NO  N/A

## GRADING

Specify the total amount of soil being moved:

Grading for Cut:	cubic yards
Grading for Fill:	cubic yards
Total Grading:	cubic yards (including BHO-exempt grading)
Overexcavation/Recompaction:	cubic yards

If subject to the Baseline Hillside Ordinance (BHO) per LAMC Section 12.21 C.10, identify the following exemptions, where applicable:

Remedial Grading as defined in LAMC Section 12.03: \_\_\_\_\_ cubic yards  
(Must be recommended in Geotechnical Report and *approved by* the LADBS Grading Division)

Cut and/or Fill for driveway: \_\_\_\_\_ cubic yards  
(Maximum exemption is 500 cubic yards)

Cut and/or Fill for deepened foundation systems: \_\_\_\_\_ cubic yards

Fill resulting from Cut underneath the main building footprint: \_\_\_\_\_ cubic yards  
(Maximum exemption cannot exceed 50% of said Cut)

<sup>3</sup> For a list of protected trees and shrubs, refer to the Tree Disclosure Statement ([CP-4067](#)).

<sup>4</sup> Impacted means that grading or construction activity will be conducted within five feet of, or underneath, the tree's canopy.

## HAUL ROUTE<sup>5</sup>

Indicate the amount of soil to be exported and/or imported:

- Less than 1,000 cubic yards**  
 **1,000 cubic yards or more**

Provide the following details only if the project is exporting/importing soil amount of 1,000 cubic yards or greater:

Soil Export Amount: \_\_\_\_\_ cubic yards (including a 25% swell factor)

Location of Disposal Site: \_\_\_\_\_

Soil Import Amount: \_\_\_\_\_ cubic yards

Location of Borrow Site: \_\_\_\_\_

## RETAINING WALLS

Does the project include retaining walls?

- YES**    **NO**

*If YES, describe:*

## ENVIRONMENTAL CHECKLIST

Any technical study identified as required below shall be submitted at the time of case filing. Projects submitting an EIR may submit the technical studies at a later date.

### AIR QUALITY

Does the proposed project include:

80 or more residential units?  **YES**    **NO**

75,000 sq. ft. or more of non-residential use?  **YES**    **NO**

20,000 or more cubic yards of soil export?  **YES**    **NO**

*If ANY of the three boxes are marked as YES, provide an **Air Quality Study**.*

<sup>5</sup> Haul Route approval will be required if the project is located within a BOE Special Grading Area and is exporting / importing 1,000 cubic yards or greater. If the project includes a subdivision map, the Deputy Advisory Agency has the authority to act on the Haul Route; otherwise, a separate public hearing and approval will be required by the Board of Building and Safety Commissioners.

## BIOLOGICAL RESOURCES

Does the project propose any grading, new construction, or expansion of any building footprint?  YES  NO

*If NO, provide an **Owner's Declaration of Biological Resources (CP-3612)**.  
If YES, continue below.*

Will the project remove any vegetation?  YES  NO

Will the project remove any protected trees or shrubs?  YES  NO

Would the project alter or encroach upon any water resources?  YES  NO

*If all three boxes are marked as NO, provide an **Owner's Declaration of Biological Resources (CP-3612)**.*

*If any of the three boxes are marked as YES and the project is within a hillside area and/or coastal zone, provide a **Biologist's Statement of Biological Resources (CP-3613)**.*

*If any of the three boxes are marked as YES and the project is not within a hillside area and/or coastal zone, provide an **Owner's Declaration of Biological Resources (CP-3612)**.*

## HISTORICAL RESOURCES

### Identification of Historical Resources Listed or Eligible for Listing

Are there any resources on or adjacent to the project site that are listed or eligible for listing under federal, state, or local landmark or historic district programs? Properties may include buildings, structures, sites, objects, and components of districts.  YES  NO

*If YES, indicate which of the following apply, and skip to "Analysis of Project Impacts".*

National Register of Historic Places: \_\_\_\_\_

California Register of Historical Resources: \_\_\_\_\_

City of Los Angeles Historic-Cultural Monument (HCM): \_\_\_\_\_

Located within a City of Los Angeles Historic Preservation Overlay Zone (HPOZ): \_\_\_\_\_

### Evaluation of Potential Historical Resources

Are there any properties on or adjacent to the project site that have been identified in a federal, State or local register?  YES  NO

*If YES, indicate which:* \_\_\_\_\_



Are there any properties on or adjacent to the project site that have been previously identified in a historic resources survey?  YES  NO

If YES, indicate which of the following apply and identify the name and/or address of the identified property and the geographic plan area in which the property is located: \_\_\_\_\_

Identified in SurveyLA: \_\_\_\_\_

Identified in CRA/LA Survey: \_\_\_\_\_

Identified in Specific Plan: \_\_\_\_\_

Identified in Other Geographic Overlay(s): \_\_\_\_\_

Does the Project Site contain any buildings over 45 years old that are not visible from the public right-of-way?  YES  NO

If YES to any of the above, provide a **Historical Resource Assessment Report**.

### Analysis of Project Impacts

If there are any properties listed or evaluated eligible for listing in **Historical Resource Assessment Report** on or adjacent to the project site, provide the applicable document below:

- Historical Resource Technical Report (HRTR)** is required for projects involving the demolition, construction, rehabilitation, relocation, or alteration of an identified historical resource. An HRTR should be prepared in support of an EIR, SCEA, MND/ND, SCPE, and/or Class 32 CE.
- Secretary of the Interior's Standards Compliance Memorandum** is required for projects involving the rehabilitation, relocation, or alteration of an identified historical resource seeking a Class 31 CE.

### HAZARDS AND HAZARDOUS MATERIALS

Is the project site listed in any of the databases that compose the Cortese List of hazardous wastes and substances, maintained by the California Environmental Protection Agency (CalEPA)? These database resources can be located online at the following address: <https://calepa.ca.gov/SiteCleanup/CorteseList>.

**Check all that apply.**

- Department of Toxic Substances Control (DTSC): EnviroStor database
- State Water Board: GeoTracker database of leaking underground storage tank sites
- State Water Board: List of solid waste disposal sites with waste constituents above hazardous waste levels
- State Water Board: List of active Cease and Desist Orders and Cleanup and Abatement Orders
- DTSC: List of hazardous waste facilities subject to corrective action
- None of the Above

If the project site is listed in ANY of the above databases, the project is ineligible for a CE, a **Phase I Environmental Site Assessment (ESA)** is required, and the project may incur other restrictions or requirements.

Notwithstanding the checklist above, is the project proposed on land that is or was developed with a dry cleaning, automobile repair, gasoline station, or industrial / manufacturing use, or other similar type of use that may have resulted in site contamination?

YES  NO

If YES, describe:

If YES, provide a **Phase I Environmental Site Assessment (ESA)**.

## TRANSPORTATION

Is the project required, or voluntarily proposing, to make modifications to the public right-of-way (i.e., dedications and/or improvements, reconfigurations of the curb line)?

YES  NO

If YES, complete Sections A, B, and C of **Attachment D: Plan Consistency Worksheet** of the [Transportation Assessment Guidelines](#). Review by the Department of Transportation (LADOT) will be required to determine if the project's proposed changes to the public right of way conflicts with any plans, programs, ordinances, or policies.

Is the project proposing new driveways, or introducing new vehicle access to the property from the public right-of-way on a street designated as a Boulevard or Avenue, or on a collector or local street within 75 feet from the intersecting street?

YES  NO

If YES, contact [LADOT](#) to initiate a **Transportation Engineering Design Review** by LADOT.

A development project must also be screened to determine if a **Transportation Assessment** review by LADOT is required to analyze a potential increase in Vehicle Miles Traveled (VMT). Complete the **Transportation Study Assessment (CP13-2151.1)** to determine if the project needs to complete a VMT analysis.

If a Transportation Study Assessment ([CP13-2151.1](#)) has been completed, did the results indicate that a VMT analysis would be needed?

YES  NO  
 NOT COMPLETED

## MISCELLANEOUS

Does the property contain any easements, rights-of-ways, Covenant & Agreements, parking agreements, or other contracts which restrict full use of the property?

YES  NO

If YES, describe:

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Will the project require certification, authorization, clearance or issuance of a permit by any federal, State, county, or environmental control agency, such as the Coastal Commission, California Department of Fish and Wildlife, State Water Resources Board, South Coast Air Quality Management District, etc.?

YES  NO

If YES, specify:

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## REQUESTED ENVIRONMENTAL CLEARANCE

### CATEGORICAL EXEMPTION (CE)

Check all that apply below:

**Check this box if you are requesting a CE and:**

You do not meet any of the exceptions listed in Section 15300.2 of the State CEQA Guidelines.

**Check this box if you are requesting a Class 1–30 or 33 CE.**

Identify the Class of the CE which you are requesting: \_\_\_\_\_

**Check this box if you are requesting a Class 31 CE and:**

A Secretary of the Interior's Standards Compliance Memorandum is attached.

**Check this box if you are requesting a Class 32 CE and:**

- The Special Requirements for the Class 32 CE ([CP-7828](#)) have been reviewed;
- Written justifications identified in the Special Requirements ([CP-7828](#)) and any supporting documents and/or technical studies to support your position that the proposed project is eligible for the Class 32 CE and does not fall under any of the Exceptions pursuant to CEQA Section 15300.2 have been included; and
- This project would not result in any significant traffic, noise, air quality, or water quality impacts.

## STATUTORY EXEMPTION

Check this box if you are requesting a Statutory Exemption.

Identify the Code and Section under which a Statutory Exemption is being requested: \_\_\_\_\_

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## NEGATIVE DECLARATION (ND) OR MITIGATED NEGATIVE DECLARATION (MND)

Check this box if you are requesting an ND or MND.

Is a consultant-prepared Initial Study attached?  YES  NO

## PROJECT WITHIN THE SCOPE OF THE HOUSING ELEMENT PROGRAM EIR

Check this box if you have reviewed the CEQA Streamlining Checklist and believe that your project is within the scope of the Housing Element Program EIR

Is a completed CEQA Streamlining Checklist attached?  YES  NO

## ENVIRONMENTAL IMPACT REPORT (EIR)

Check this box if you are requesting an EIR. Note that a consultation with the Major Projects Unit is required prior to filing.

A consultation has been completed.  YES  NO

Date consultation completed: \_\_\_\_\_

## SENATE BILL (SB) 375 CEQA STREAMLINING REQUEST

SB 375 introduced a series of streamlined CEQA environmental clearances for qualifying Transit Priority Projects (TPPs) pursuant to Public Resources Code (PRC) 21155, intended to encourage higher density infill development located near transit. The SB 375 clearances include Sustainable Communities Project Exemptions (SCPEs), Sustainable Communities Environmental Assessments (SCEAs), and Sustainable Communities Environmental Impact Reports (SCEIRs). Projects are eligible to seek one of these clearances if they meet the statutory requirements for TPPs **and** the qualifying requirements for the applicable environmental clearance.

- Check this box if you are requesting a SB 375 environmental clearance, and indicate below which type you are requesting (choose only one):**
- SCPE.** The Project is required to meet all criteria listed for a Transit Priority Project pursuant to PRC Section 21155 and for a SCPE pursuant to PRC Section 21155.1.
  - SCEA.** The Project is required to meet all criteria listed for a Transit Priority Project pursuant to PRC Section 21155 and for a SCEA pursuant to PRC Section 21155.2(a) and 21155.2(b).
  - SCEIR.** The Project is required to meet all criteria listed for a Transit Priority Project pursuant to PRC Section 21155 and for a SCEIR pursuant to PRC Sections 21155.2(a) and 21155.2(c).

Written justifications and any supporting documents and/or technical studies are required to support the position that the proposed Project is eligible for one of these three SB 375 CEQA streamlining clearances.

*Note that requesting a SCPE, SCEA, or SCEIR, or other environmental clearance does not guarantee that the request will be accepted. The City may require additional studies and information, if necessary. The City reserves all rights to determine the appropriate CEQA clearance, including using multiple clearances and requiring an EIR if necessary.*

## PROPERTY OWNER

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Space Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## APPLICANT (if not Property Owner)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Space Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## APPLICANT'S REPRESENTATIVE

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Space Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## ENVIRONMENTAL CONSULTANT (if applicable)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Space Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## APPLICANT/CONSULTANT'S AFFIDAVIT

**Affidavit must be signed and notarized by the Property Owner and Consultant (if applicable).  
Notarized signatures shall also be required each time a revised EAF is submitted.**

### PROPERTY OWNER

I,

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Signature

### CONSULTANT/AGENT

I,

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Signature

being duly sworn, state that the statements and information, including plans and other attachments, contained in this Environmental Assessment Form are in all respects true and correct to the best of my knowledge and belief. I hereby certify that I have fully informed the City of the nature of the Project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger Project in violation of CEQA. I understand that should the City determine that the Project is part of a larger project for purposes of CEQA; the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.

## SPACE BELOW FOR NOTARY'S USE

### CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

CIVIL CODE 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
(Insert Name of Notary Public and Title)

personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

(Seal)



## REQUIRED SUBMITTAL MATERIALS

The following materials are required when submitting an EAF. All materials should reflect the entire Project, not just the area in need of the entitlement request. The required submittal materials are in addition to those required for any case/application with which the EAF is being filed. Materials shall be consistent with, or duplicates of, what is being submitted for the related application.

*The City of Los Angeles may determine at a later point in time, consistent with CEQA Section 15060, that additional technical studies or reports may be required, including but not limited to shade/shadow studies, air quality studies, biological and species-specific resource reports, cultural resources assessments, energy assessments, geology and soils reports, greenhouse gas studies, phase I and phase II environmental site assessments, soils management plans, noise studies, transportation reports, etc.*

- Duplicate Copy of Application Materials:** Provide one duplicate hard copy of the following materials required as part of the main application. Refer to the DCP Application Filing Instructions ([CP13-7810](#)), Parcel Map Filings Instructions ([CP13-1801](#)), or Tract Map Filing Instructions ([CP-6110](#)), as applicable.
  - Application Form (e.g., DCP Application Form [[CP13-7771.1](#)] and/or Subdivider’s Statement [[CP-6111](#)], as applicable)
  - One set of 11” x 17” reduced size Project Plans (e.g., Plot/Site Plan, Elevations, Landscape Plan) and/or Subdivision Map, as applicable
  - Vicinity Map
  - Index Map and Color Photographs
  - Referral Forms, as applicable
- Topographic Map:** Provide one copy of a Topographic Map if slopes over 10% exist on the project site. If the site is over 50 acres, 1” = 200’ scale is acceptable.
- Geology & Soils Report:** Provide one copy of the full report, including all appendices, grading plans (including the location and amounts of cut and/or fill, and export/import amounts), site plan and elevations illustrating any proposed retaining walls; and receipt from LADBS showing payment for report review. If available, the Geology and Soils Report Approval Letter from the LADBS - Grading Division shall be required at the time of filing.
- Electronic Copy of EAF Materials:** Provide an electronic copy of all EAF materials on a USB flash drive. Save each item as individual PDFs and label accordingly (e.g., “EAF.pdf”, “Haul Route Application.pdf”, “Tree Report.pdf”, “Project Plans.pdf”, “Photos.pdf”). No individual file should exceed 70 MB in size.