

City of Woodland

Community Development
Department

Instructions for Filing Initial Study



520 Court Street ❖ Woodland California ❖ 95695

INSTRUCTIONS FOR FILING INITIAL STUDY

INTRODUCTION

The attached environmental information form is required to be completed and submitted with all project applications in the City of Woodland. The purpose of the information form is to assist Community Development staff and interested person in reviewing the environmental impacts caused by a project and in making the appropriate California Environmental Quality Act (CEQA) determination. The form should be filled out as completely and accurately as possible. Full disclosure of environmental and land use data helps avoid uncertainty in respect to having a project comply with CEQA.

PRE-APPLICATION MEETING

Before submitting an application for development approval (i.e., variance, tentative map, and conditional use permit), the applicant needs to meet with Planning staff to determine what City regulations affect the project. Community Development staff will help the applicant determine whether the project is exempt from review or if formal environmental review will be required.

Upon request, Community Development staff can issue a formal determination on the process to use for a specific project to comply with CEQA. Such requests should be made in writing. The process assists both the applicant and staff in determining the significance of any environmental effects caused by the project.

EXEMPT PROJECTS

After the project description is well defined, a determination may be made that the project is exempt from CEQA. Projects which are typically exempt from CEQA include new homes (four units or less), additions to existing structures, lot lines adjustments and variances. If such a finding is made, then no further environmental action is required prior to the City taking an action on the project application. A Notice of Exemption may be filed with the County Clerk after approval of the project. This may be done by either the City or applicant, but is not required. Filing the Notice of Exemption starts a 35-day statute of limitations period on legal challenges to the decision that the project is exempt from CEQA.

FORMAL ENVIRONMENTAL REVIEW

Once the determination is made that the project is subject to formal CEQA review, the applicant will be requested to complete an environmental information form. After the environmental information form is received, a staff person prepares an initial study to determine environmental affects of the project. Based on the initial study, one of three findings will be made: (1) the project has no significant impacts and a negative declaration is appropriate, (2) the new project is covered by a program EIR; it can be reaffirmed by the previous documentation as long as no new

impacts are identified and the project is within the scope of the previous project, or (3) the project will or may have significant impacts and an environmental impact report is required. Are described as follows: A negative declaration or EIR, in addition to the initial study, assist the decision-making body in understanding the environmental impact which may result from a project. The terms are:

- a. Negative Declaration – If a project is not exempt from further review (i.e. commercial construction, large-scale home construction or annexations to the City), an initial study is prepared by Community Development staff to determine if a “negative declaration” is appropriate to evaluate the affects the project has on the environment. A negative declaration and/or mitigated negative declaration is appropriate when the decision-making body can make a finding that the project would not have significant affects on the environment.

A negative declaration is subject to a 30-day review period prior to the City taking an action on the project. After approval of the project, the City files a Notice of Determination with the County Clerk’s office. Filing the Notice of Determination within five days of approval starts a 30-day statute of limitations period on court challenges to the approval under CEQA. Otherwise, the statute of limitations is 180 days.

- b. Reaffirmation of previous Environmental Impact Report – If a project is within the scope of a previously approved project where an environmental impact report (EIR) was prepared, it may be possible to use that EIR for the new project as well. As with all projects, an initial study is prepared for the new project. If it can be determined that no new environmental effects could occur or new mitigation be required, and that the new project is within the scope of the project covered by the program EIR, then the program EIR may be used and no further environmental documentation is needed

- c. Environmental Impact Report (EIR) – An EIR is applicable when findings are made that a project will produce significant impacts on the environment. Such impacts may include a significant increase in noise, a significant demand on public services (i.e., water and sewer) an the significant deterioration of air quality. An EIR will address how to mitigate significant impacts; however, it may not be possible to mitigate all impacts. In such cases, the City may adopt a Statement of Overriding Considerations that finds the benefits of the project outweigh the impacts.

A draft EIR typically has a minimum 45-day review period prior to the City taking an action on the project. After responses are prepared to comments received on the draft EIR, a final EIR is prepared and certified by the City. After certification by the City, the EIR is adopted as addressing the environmental impacts of the project. After approval of the project, the City files a Notice of Determination with the County Clerk’s office. Filing the Notice of Determination within 5 days starts a 30-day statute of limitations period on court challenges to the approval under CEQA. Otherwise, the statute of limitation is 180 days.

EIR's are prepared by independent, private consulting firms that are hired by the City. The firms work for the City but are paid by the applicant through a written agreement. The cost is dependent on the scope of work and level of analysis required.

MITIGATION

The negative declaration or EIR may include mitigations to reduce the significance of an impact in the conditions of approval. Example – build a sound wall to reduce the noise generated by a project to less-than significant levels. If the City adopts mitigations as part of the project approval, it will also adopt a mitigation monitoring plan to ensure the mitigations achieve the intention of allowing no significant environmental affects. This program may require the applicant to pay additional fees for the management of the mitigation monitoring plan and the required inspections.

TIME FRAME FOR PROCESSING

Review of environmental impacts is normally done while the project application is being reviewed. The time needed to process both applications will vary depending on the complexity of the project and its potential environmental impact. Environmental review must be completed before final action may be taken on the project application. Generally, action is taken on the environmental review and the project at the same public hearing. State law requires action on a development project within six (6) months from the date the applications are deemed complete if a negative declaration or exemption is issued for the project and within one (1) year if an EIR is required.

PROCESSING FEES

Application fees help pay for the preparation, processing, advertising and recording of a CEQA determination. Fees are non-refundable. See Community Development Fee Schedule.

Any project that affects wildlife or wildlife habitat will be charged to process a negative declaration application and there is a fee for processing an EIR application. Please check with Yolo County for current fees. Staff will discuss the application of this fee when effects are identified. This fee is charged by the State Department of Fish and Game to review the respective documents. These fees are due and payable prior to the scheduling of a public hearing for a project. Check should be made out to the County of Yolo and paid at the County Recorder's office.

All billing is due and payable prior to an application being processed. Environmental application fees are as follows:

1. Initial Study Assessment\$715.00
2. Negative Declaration\$440.00
3. Categorical Exemption\$150.00
4. Mitigated Negative Declaration\$695.00
5. Environmental Impact Reports\$1000.00
(plus \$43.00 per hour after first 16 hours)
6. Addendum to EIR\$1000.00
(plus \$43.00 per hour after first 10 hours)
7. Mitigation Plan\$595.00
(plus \$43.00 per hour after first 10 hours)

For further information on the material presented, request a copy of Chapter 8B, Environmental Protection, of the City of Woodland Municipal code, or speak with a member of the Planning staff. For a complete listing of all fees refer to the Community Development Department Fee Schedule.

Figure 1

INITIAL DETERMINATION

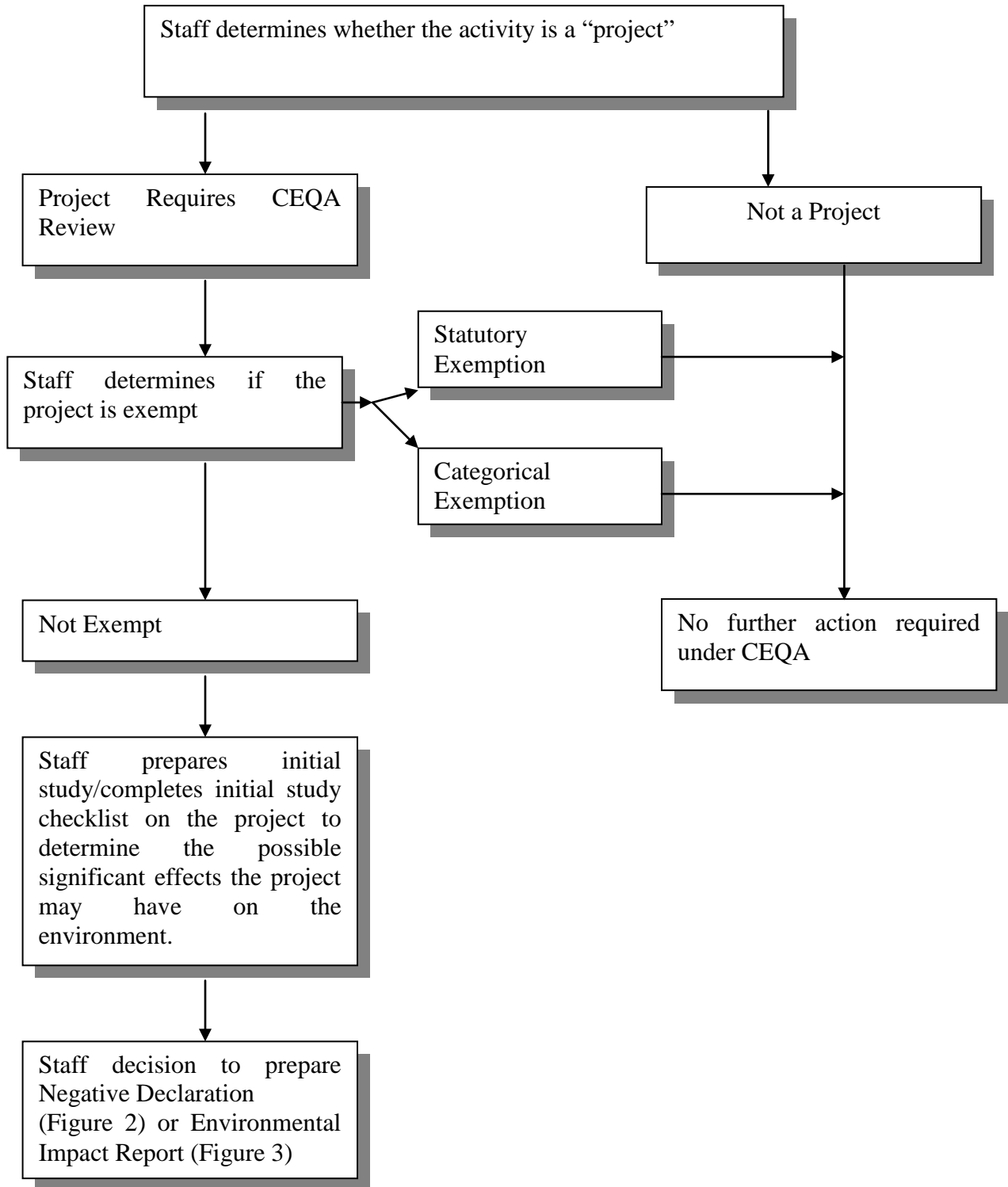


Figure 2

**NEGATIVE DECLARATION/MITIGATED
NEGATIVE DECLARATION**

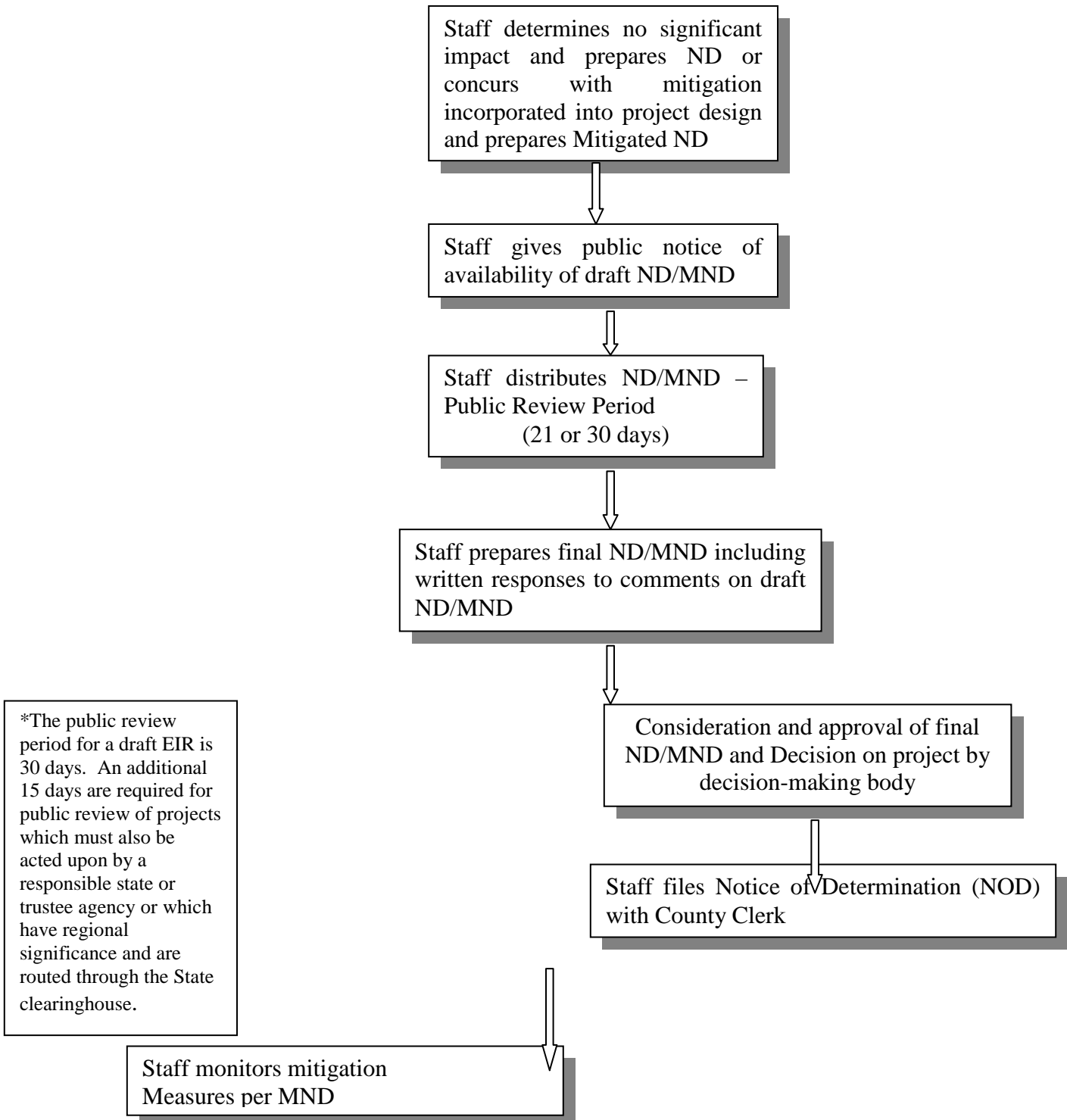
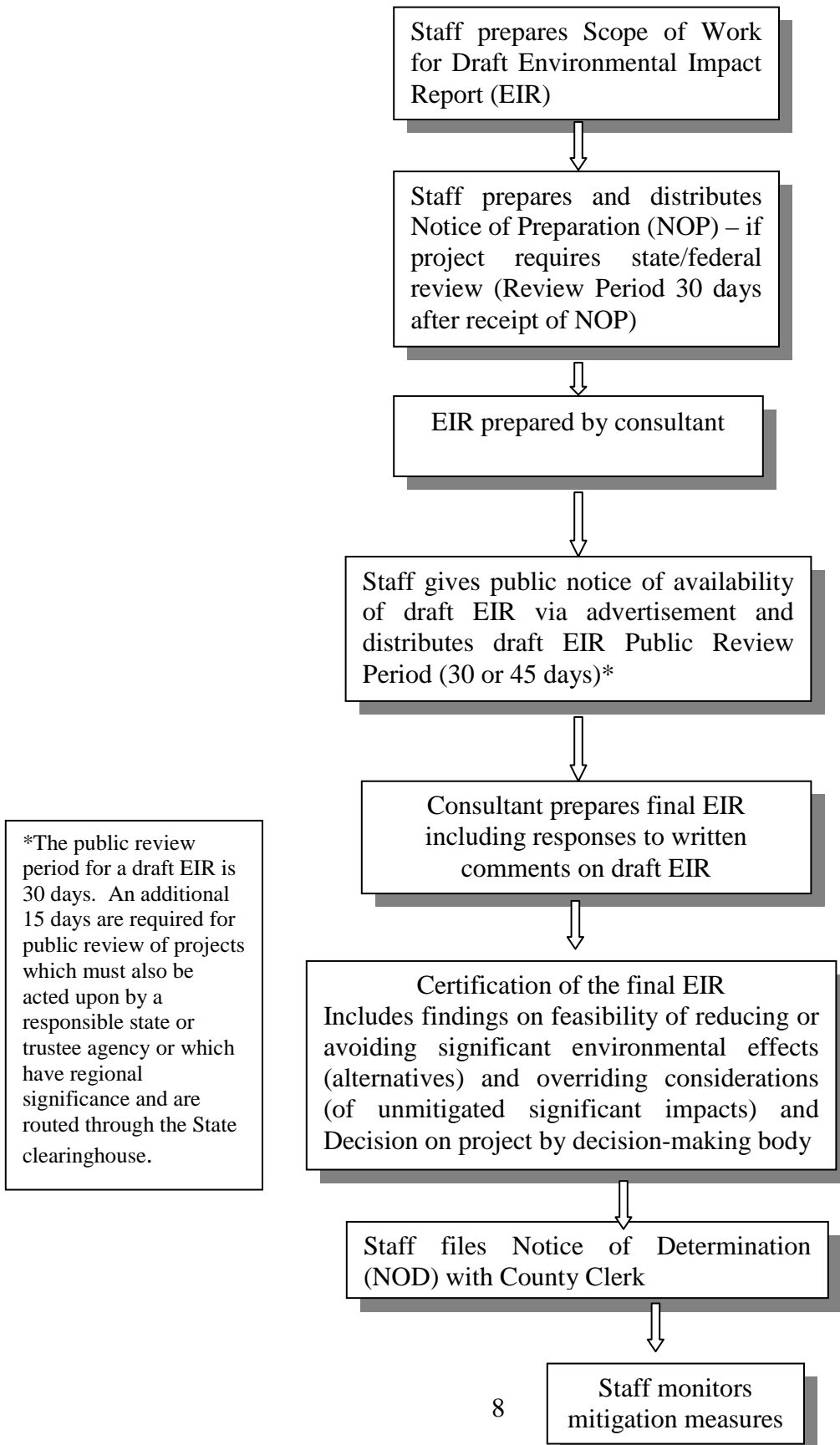
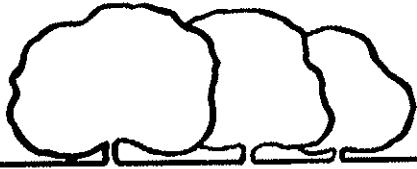


Figure 3

ENVIRONMENTAL IMPACT REPORT





City of Woodland

Community Development Department

300 First St, Woodland CA 95695 (530) 661-5820 FAX (530) 406-0832

INITIAL STUDY FILING FORM

(To be reviewed and completed by the Applicant)

The Initial Study is a requirement of the California Environmental Quality Act (CEQA) Guidelines and is used to determine whether further review of environmental factors of the project will be necessary, and, if so, whether a Negative Declaration (ND) or Environmental Impact Report (EIR) will be the most appropriate document. Completion of an Initial Study is a prerequisite to filing an application for Planning Commission action. Accuracy and completeness in the preparation of this study is essential. Incomplete materials will only result in a delay for the applicant as the study will be rejected until properly developed.

INSTRUCTIONS: Please complete the following statement by filling in the designated blank spaces. Responses should be printed or typed so as to be legible. All appropriate spaces must be filled in and the required maps, photos, and plans submitted with this form. Additional information may be attached. The applicant should provide as much information as possible in this submittal to allow reviewers to have a thorough understanding of the project. Please submit thirteen (13) copies of this form and all support documents with the appropriate filing fee to the Community Development Department to begin the environmental review process. All maps/site plans shall be folded to 8½" by 11."

NOTE:

If you do not submit an application within four (4) months from the date of the City of Woodland notifying you of their comments on your Initial Study, your file will be closed. Once the file is closed, you will need to submit a new Initial Study which requires a new fee.

**CITY OF WOODLAND
INITIAL STUDY
ENVIRONMENTAL INFORMATION FORM**

Information Required as Part 1 of Initial Study of Environmental Impacts.

----- For Office use -----

Application Number and Title: _____

Date Submitted: _____

The following information is required for all projects, which are subject to review pursuant to the California Environmental Quality Act (CEQA). Complete disclosure of environmental data is required. **NOTE: THIS INFORMATION MUST RELATE TO THE DEVELOPMENT AS DESCRIBED IN SECTIONS 11 & 12.** Reference materials needed to complete this application are available at the Community Development Department at City Hall, 300 First Street, Woodland. Answers may be continued on additional sheets. Please print or type.

I. General Information

1. **Name, address, and telephone number of person to be contacted concerning this project:** _____

2. **Name, address of legal property owner as shown on tax statement:** _____

3. **Address of project and/or description of location:** _____

4. Assessor's Parcel Number(s) of project site: _____

5. Indicate the project application which accompanies this form: _____

6. Have any preliminary documents been prepared for this projects (i.e. level 1, 2 or 3 soil assessment, soil study or traffic impact analysis)? If yes, please identify name and date prepared: _____

7. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state or federal agencies (i.e., Corps of Engineers, Caltrans, Air Pollution Control District or Yolo County): _____

8. Existing zoning district(s) of project site: _____
9. Existing General Plan Designation(s) _____
10. Existing Specific Plan Designation(s) _____
11. Fully describe the nature and purpose of the proposed project including the ultimate use of the property: _____

12. Community benefits to be derived from the project: _____

II. Project Description

1. Project Description

- a. Site size in acres or square footage: _____
- b. Highest and lowest elevations on site: _____
- c. Number of floors of proposed construction: _____
- d. Number of proposed off-street parking spaces provided: _____
- e. Anticipated project schedule (timeline): _____
Estimated completion date: _____
- f. Is this project dependent on an existing or future project? If yes, please explain: _____
- g. Anticipated future phases: _____
Associated Project (if any): _____
- h. If **RESIDENTIAL**, include the number of units, unit sizes, bedrooms, range of sale prices or rents, recreation, facilities and gross density (units)acre:

Describe anticipated age distribution of project residents: _____
Projected number of cars owned by future residents: _____
- i. If **COMMERCIAL** and/or **OFFICE**, indicate the types, square footage of each type (i.e., office, sales area, restaurant), whether neighborhood, city or regionally oriented, and total square footage of building area.

- j. If **INDUSTRIAL**, indicate type, estimated employment per shift, loading facilities, square footage of office area and total square footage of building area: _____

- k. If **INSTITUTIONAL**, indicate the major function, estimated employment per shift, estimated occupancy, and total square footage of building: _____

- l. If the project involves a variance, conditional use permit or rezoning application, state this and explain clearly why it is required: _____

- m. Describe any power lines, water, sewer or storm drain mains, pipelines or other transmission lines which are located on or adjacent to the property: _____

- n. Name of creeks and natural or man-made drainage channels through or adjacent to the property: _____

- o. Is there evidence of water traveling over or standing on the site? _____

- p. Primary vehicle access to property comes from which street(s): _____

- q. Are any easements known to traverse the site? If yes, explain the type and purpose: _____

2. Site Grading

- a. Approximate number of cubic yards of earth to be moved for the completion of the project.
- b. State the location from which fill will be obtained if needed.
- c. State the location to which excess earth will be moved if necessary.
- d. What percent of the area of the lot will be modified by grading?
- e. State the range and depth of cuts and fills.
- f. Explain the means that are being taken to control erosion.

3. Water, Air, Noise

- a. Is copy portion of the site within the 100-year floodplain? Is any portion of the site within the 500-year floodplain?
- b. What percent of the property will be covered by impervious surfaces?
- c. Describe means to dispose of storm drainage.
- d. Is the project in the vicinity of or will it affect a water shed or water supply such as an open reservoir, artesian well or spring? If so, describe.
- e. Could the project have a detrimental affect on water quality? If yes, explain.
- f. Will there be the possibility of the discharge of any metal or chemical, including oil or grease, into a sanitary sewer, storm drain, parking lot, street or waterway?
- g. State the length of time noisy machinery will be in use during the construction phase.
- h. What measures are proposed to decrease the impact of construction noise on the surrounding area?
- i. Estimate exterior noise levels in decibels that would be experienced after completion of the project. Describe noise sources.
- j. Estimate interior noise levels in decibels generated by exterior sources (e.g. traffic) that would be experienced after completion of the project.
- k. Could the project have an affect on air quality? If yes, explain.

4. Transportation (a detailed traffic study may be required.)

- a. State the projected number of vehicle trips per day and peak hour generated by the project according to vehicle type (car, truck, bus); (a vehicle moving to and from the site is defined as two trips.)

	CAR	TRUCK/BUS
Per Day		
Peak Hour		

- b. What are the morning and afternoon peak hours of traffic generation?

5. Plants and Animals

a. Describe the existing vegetation.

1) State the number and species of trees more than 6 inches in diameter that are planned to be removed to complete the project. Please show these trees on the site plan.

b. Are there any heritage trees on the site?

c. Are there any trees over 12 inches in diameter on the site? What species?

d. Explain the manner in which the project is integrated with existing trees, vegetation, creeks, terrain and other natural features of the property.

e. Explain the manner in which such features will/could be damaged.

f. Describe any wildlife on the site.

g. Describe how wildlife could be affected by the project.

6. Facilities

a. Sewer use: List the number of plumbing fixtures by type.

Toilets	Sinks	Shower/Tubs	Other (specify)

b. Could the projected sewage effluent overload sewer capacity? Is project within water and sewer service areas?

c. Could the completion of this project require additional social service facilities, such as schools, childcare centers, parks, or senior citizens homes?

d. What is the distance and response time from the servicing fire station to the site?

7. Aesthetics

a. What design characteristics have been incorporated into the project to help it harmonize with the existing neighborhood?

b. Would the completion of the project impair any existing views both from the site and off the site?

- c. Would the project have signs, outdoor storage areas, or similar features visible from within 600 feet of a freeway, arterial street, or right of way? Describe. How will features other than signs be screened?

8. Other

- a. Describe means being used to avoid inefficient and unnecessary consumption of energy.
- b. Are there any existing structures on the property, which were constructed before 1940? If yes, describe.
- c. Does the site contain anything of known historical or archaeological significance?
- d. Would the proposed project necessitate the displacement of any residents? If yes, how many? _____
- e. What specific measures are proposed to safeguard against vandalism and other criminal activity?
- f. Is site within existing city limits? _____
- g. Are there 25% or greater slopes on the property? _____
- h. Is the site susceptible to landslides? (refer to Chapter 8 in the General Plan Background Report _____

- i. Is the site within an Airport Land Use plan? If yes, what airport plan(s) is it within and do restrictions affect the proposal? _____
- j. Is this site listed on California EPA's Hazardous site list. _____
- k. What is the farmland designation of the proposed site? (refer to Figure I-5 in the General Plan Background Report _____
- l. Is the site under agricultural contract? If yes, what is contract # and expiration date?

III. Non-Residential Projects Only

1. Human Health

- a. Could the project expose people to health hazards?
- b. Will any dust, gases or noxious materials be developed on the site? If so, describe.
- c. Will the project involve the application, use, or disposal of hazardous materials? If yes, explain.

2. Noise

- a. Estimate peak noise level in DBA from the completed project and give time of day expected.
- b. List significant on-site noise sources.
- c. Is any equipment to be operated during evening hours? If so, what kind?
- d. List measures to be incorporated into the project to mitigate noise from the completed project.

3. Waste Materials

- a. Will the project generate significant solid or liquid wastes? If so, state type and quantity.
- b. Will any attempt be made to recycle waste materials?

IV. Environmental Analysis

1. Are the following items applicable to the project or its effects? Discuss at end all items checked yes or maybe (attach additional sheets as necessary).

	Yes	Maybe	No		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		A.	Change in existing features of any lakes, reservoirs or hills, or substantial alteration of ground contours.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		B.	Change in scenic views or vistas from existing residential areas or public lands or roads.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		C.	Change in character of general area of project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		D.	Produce or involve large amounts of solid waste or litter.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		E.	Disrupt or adversely affect a historic or archaeological site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F.	Change in dust, ash, smoke, fumes or odors in vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		G.	Change in lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		H.	Substantial change in existing noise or vibration levels in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		I.	Site on filled land or on slope of 10 percent or more.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		J.	Use or disposal of potentially hazardous material such as toxic substances, flammable or explosives.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		K.	Substantial change in demand for public services (police, fire, water, sewage, schools, etc).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		L.	Substantially increase fuel or energy consumption (electricity, oil, natural gas, etc).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		M.	Relationship to a larger project or series of projects.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N.	Substantially diminish habitat for fish, wildlife or plants.

2. Attach photographs that provide thorough coverage of the site. Include photographs of the surrounding properties to illustrate type(s) of land use and intensity of development. Snapshots or Polaroid® photos will be accepted.
3. Provide site plan showing buildings, parking, landscaped areas, easements, adjacent streets, driveways, paved areas, public and private utilities and other distinguishing characteristics of the site. The site plan must be accurately drawn to an appropriate scale to adequately depict the required information. All features or structures shown should be accurately labeled. Failure to properly reflect existing and proposed conditions may result in rejection of the initial statement and delay in the processing of the application.
4. 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 the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

For

Revised by Community Development Staff

DATE: _____

(Name – print)

(Signature)

Materials that will assist you answer questions include: The City General Plan, Flood Zone Maps, Assessor Parcel Books, and Zoning Map.