



TOWN OF TIBURON

ENVIRONMENTAL REVIEW GUIDELINES

(Pursuant to Section 15022 of the State CEQA Guidelines)

EFFECTIVE NOVEMBER 6, 2002

Town Council Resolution No. 62-2002

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1. A fee to recover costs of preparation of the Initial Study (and Negative Declaration where one is issued).
2. A fee to recover Town staff time spent administering environmental document contracts with consultants.
3. A fee to recover costs of processing appeals.
4. A fee to recover costs of implementing Mitigation Monitoring Programs.
5. In addition, the Town may charge and collect a fee from members of the public for the actual cost of reproducing a copy of an environmental document requested by the member of the public after the initial supply of copies required by the EIR contract has been exhausted.
6. A fee to cover state-mandated Fish & Game Department review fees.

II. DEFINITIONS

The following definitions are adopted to supplement definitions found in Article 20 of the State CEQA Guidelines:

Environmental Checklist: An inclusive list of environmental effects used as a format for findings of significance (or insignificance) that is included in the Initial Study for use by the Environmental Coordinator to determine whether or not an EIR is required. Copies of this form are available at Tiburon Town Hall.

Environmental Coordinator: The person appointed by the Director of Community Development as the primary supervisor over the environmental review process for a project. The duties of the Environmental Coordinator include, without limitation, evaluating the Initial Study so as to determine whether or not a project will have a significant effect on the environment; determining whether or not an EIR must be prepared; consulting with other public agencies and the public regarding the environmental impacts of projects; interpreting and clarifying these guidelines as necessary; and advising the appropriate Town body (pursuant to § 6(b) of these guidelines) whether recirculation of a Draft EIR is required. In the absence of the Environmental Coordinator, or when the Environmental Coordinator will act on the project in another capacity, or for other good cause, the Director of Community Development may appoint an alternate Environmental Coordinator.

Environmental Data Submission: Information submitted by the project applicant that describes the nature of the project and the changes it could produce in the environment. This information is used to assist with the preparation of the Environmental Checklist. (A typical format for an Environmental Data Submission is provided in **Appendix C.**)

Lead Town Department: A department of the Town of Tiburon that has the responsibility for carrying out a public project or recommending approval or denial of a private project. The Lead Town Department is usually, but not always, the Community Development Department.

III. ENVIRONMENTAL DOCUMENTS AND PROCEDURES

A. Review for Exemption

The following provisions are added as procedural clarifications of Section 15061 of the State CEQA Guidelines with respect to determinations of CEQA exemption.

1. In addition to the exemptions referenced in Section 15061 of the State CEQA Guidelines, the Lead Town Department should consult the list of locally-identified ministerially exempt projects, as set forth in **Appendix A**, during the initial review for exemption.
2. The Lead Town Department shall then make a preliminary determination as to whether a project is exempt from CEQA. The decision-making body shall finalize this preliminary determination prior to approving a project. The Lead Town Department's preliminary determination is not appealable, but may be raised as an issue during review of the project by an advisory body or the decision-making body.
3. If an advisory body, or a decision-making body other than the Town Council, determines that a project preliminarily determined by the Lead Town Department to be exempt from CEQA is, in fact, not exempt from CEQA and that an Initial Study must be prepared, that decision may be appealed to the Town Council in writing, along with the required filing fee, within five (5) days of the decision.
4. Appeal of the determination of non-exemption shall suspend any further consideration of the project until a decision on the appeal is made by the Town Council. If an appeal is filed, public notice of the Town Council hearing shall be provided in the same manner as was provided for the hearing before the decision-making body.

B. Notice of Draft Negative Declaration

To amplify the minimal notification requirements of Section 15072 of the State CEQA Guidelines, the Town shall perform the following noticing for all Draft Negative Declarations, including Draft Mitigated Negative Declarations:

1. For projects of Town-wide application, the Lead Town Department shall publish a notice at least one time in a newspaper of general circulation; a notice shall be mailed to all homeowner associations, as shown on the homeowner association list maintained by the Environmental Coordinator; and a notice shall be posted on a public bulletin board outside the entrance to Town Hall.

2. For localized projects without Town-wide application, the Lead Town Department shall mail a notice to owners of property within 300 feet of the project boundaries as such owners are shown on the latest equalized assessment rolls; the Lead Town Department shall mail a notice shall be mailed to affected homeowner associations, as determined by the Environmental Coordinator; and the Lead Town Department shall post a notice on a public bulletin board outside the entrance to Town Hall.
3. The Town should make reasonable (but not exhaustive) efforts to notify other affected parties not listed above, such as renters and leaseholders.
4. Notice shall be provided to all organizations or individuals who have previously requested such notice in writing.

C. Adoption of a Negative Declaration or Mitigated Negative Declaration

The following provisions are added as procedural clarifications of State CEQA Guidelines Section 15074 with respect to adoption of Negative Declarations or Mitigated Negative Declarations.

1. Any advisory body of the Town making a recommendation to the decision-making body shall consider the proposed Negative Declaration or Mitigated Negative Declaration before making its recommendation.
2. The decision-making body for the project (which may be a Staff member or an appointed or elected body) must adopt a Negative Declaration or a Mitigated Negative Declaration before approving the project. If the decision-making body disapproves the project, no CEQA findings or determinations need be made.
3. If a decision-making body other than the Town Council adopts a Negative Declaration or a Mitigated Negative Declaration, that decision may be appealed to the Town Council in writing, along with the required filing fee, within ten (10) days of the decision.
4. Appeal of the adoption shall suspend any further consideration of the project until a decision on the appeal is made by the Town Council.
5. If an appeal is filed, public notice of the Town Council hearing shall be provided in the same manner as was provided for the Notice of Draft Negative Declaration.

D. Environmental Impact Report Process

1. Decision to Prepare an EIR

The following provision assigns responsibility for the decision to prepare an EIR in clarification of Section 15081 of the State CEQA Guidelines. It also establishes an appeal process for such decisions:

If the Environmental Coordinator has determined that a project may have a significant impact on the environment, a Draft EIR shall be prepared. This decision may be appealed to the Planning Commission in writing, along with the required filing fee, within ten (10) days of the decision. The decision of the Planning Commission shall be final. Notice of the appeal shall be provided in the manner required for a Notice of Preparation as set forth below. All time elapsed during the course of the appeal shall be considered a suspension of the time periods pursuant to Section 15109 of the State CEQA Guidelines.

2. Public Scoping Session

The following provision requires the holding of a public scoping session and assigns the Town body responsible for holding such sessions, in clarification of Section 15083 of the State CEQA Guidelines:

The Planning Commission shall host a public scoping session once the decision to prepare a Draft EIR is finalized. This scoping session should be held during the 30-day response period for the Notice of Preparation. Failure to achieve a quorum of the Planning Commission shall not prevent the public scoping session from proceeding.

3. Notice of Preparation

In addition to notification required by Section 15082 of the State CEQA Guidelines, the Town shall also perform the following notification of the Notice of Preparation for an EIR.

- a. Notification shall be published at least one time in a newspaper of general circulation.
- b. Notification shall be mailed to all property owners within 300 feet, as shown on the latest equalized assessment roll.

- c. Notification shall be mailed to all affected homeowner associations, as determined by the Environmental Coordinator.
- d. Notification shall be mailed to all interested groups and agencies as shown on the NOP Distribution List maintained by the Environmental Coordinator, or as otherwise determined appropriate by the Environmental Coordinator.
- e. Notification shall be posted on the bulletin board outside the main entrance to Town Hall.
- f. The Town should make reasonable (but not exhaustive) efforts to notify other affected parties not listed above, such as renters and leaseholders.
- g. Notice shall be provided to all organizations or individuals who have previously requested such notice in writing.

4. Preparation of EIR

The following section clarifies for the Town of Tiburon's purposes provisions of Section 15084 of the State CEQA Guidelines regarding who may prepare an EIR:

In the case of a public project, the EIR may be prepared by Town staff or an independent consultant selected by the Town. In the case of a private project, the EIR shall be prepared by an independent consultant selected by the Town. The applicant shall be informed of the Town's Guideline of Procedures for EIR Preparation as set forth in **Appendix B**. The contract with the EIR consultant shall contain specific deadlines for each step in the EIR process, so as to facilitate completion of the EIR within the timeframes provided by CEQA.

5. Notice of Draft EIR Availability

To amplify the minimal notification requirements of Section 15087 of the State CEQA Guidelines, the Town shall perform the following noticing of the availability of a Draft EIR, at roughly the same time as the Notice of Completion is sent to the State Clearinghouse, by the following methods:

- a. Notification shall be published at least one time in a newspaper of general circulation.
- b. Notification shall be mailed to all property owners within 300 feet, as shown on the latest equalized assessment roll.

- c. Notification shall be mailed to all affected homeowner associations, as determined by the Environmental Coordinator.
- d. Notification shall be mailed to all interested groups and agencies as shown on the NOP Distribution List maintained by the Environmental Coordinator, or as otherwise determined appropriate by the Environmental Coordinator.
- e. Notification shall be posted on the bulletin board outside the main entrance to Town Hall.
- f. The Town should make reasonable (but not exhaustive) efforts to notify other affected parties not listed above, such as renters and leaseholders.
- g. Notice shall be provided to all organizations or individuals who have previously requested such notice in writing.
- h. Notice shall specify the date set for the public meeting to consider the adequacy of the Draft EIR.

6. Evaluation and Response to Comments; Preparation of Final EIR

The following procedures are adopted to augment and clarify for the Town of Tiburon's purposes provisions of Sections 15088, 15088.5 and 15089 of the State CEQA Guidelines:

- a. After the public review period is completed, the EIR consultant shall immediately begin preparing response to comments.
- b. The advisory body (or if there is none, the decision-making body) shall hold a public meeting, at which it shall hear and consider the recommendation of the Environmental Coordinator as to whether "significant new information" that would require recirculation has been received during the public comment period. If not, then the Final EIR shall be completed and released. For purposes of this section, "significant new information" shall mean information that requires recirculation under the applicable CEQA Guidelines.
- c. If recirculation is required pursuant to § 6(b), the recirculation process shall commence in accordance with the CEQA Guidelines.
- d. The applicant shall be notified of the decision to require recirculation of the Draft EIR immediately. Any necessary information required of the applicant to complete the Draft EIR in

conformance with CEQA shall be provided as expeditiously as possible.

- e. Any decision by an advisory body regarding recirculation of the Draft EIR is appealable to the Town Council within five (5) days of the decision. Said appeal shall be heard at the next feasible Town Council meeting, notwithstanding any adopted Town policies or regulations concerning appeals to the contrary.
- f. Neither an advisory nor a decision making body should hold a hearing on the project's merits before the Final EIR is released, except in (a) unusual circumstances as determined by the Environmental Coordinator (b) where an advisory body determines, based on the evidence in the record, that it should recommend disapproval of a project; or (c) where a decision-making body determines, based on evidence in the record, that it should disapprove a project.

7. Contents of a Final EIR

In addition to the contents of a Final EIR as specified in Section 15132 of the State CEQA Guidelines, any Final EIR prepared by or for the Town of Tiburon shall contain a draft Mitigation Monitoring Program.

8. Certification of a Final EIR

The following provisions are added as procedural clarifications of State CEQA Guidelines Section 15090 with respect to certification of a Final EIR:

- a. If the Planning Commission or the Design Review Board is the decision-making body on a project, the Commission or Board must review, consider, and certify the Final EIR at a public hearing before approving the project. If the Commission or Board disapproves the project, no CEQA findings or determinations need be made.
- b. If the action of the Planning Commission or Design Review Board on a project is advisory to the Town Council, the Commission or Board shall consider the Final EIR in making its recommendation on the project to the Town Council.
- c. If the Town Council is the decision-making body, it shall review, consider, and certify the Final EIR at a public hearing before approving the project. If the Town Council disapproves the project, no CEQA findings or determinations need be made.

- d. Any person may appeal the decision of the Planning Commission or Design Review Board or other decision-making body to certify a Final EIR to the Town Council. Appeals must be in writing specifying the issues of EIR adequacy being appealed, and shall be filed, along with the required filing fee, within ten (10) days of the decision. Appeal of the Final EIR certification shall suspend any further consideration of the project until a decision on the appeal is made by the Town Council.

E. Mitigation Monitoring Programs

The following section augments Section 15097 of the State CEQA Guidelines with respect to mitigation monitoring:

1. Implementation

- a. A Draft Mitigation Monitoring Program shall be part of any Final EIR prepared by or for the Town of Tiburon.
- b. A Final Mitigation Monitoring Program shall be adopted with all project approvals for which an EIR has been certified by the Town of Tiburon.
- c. Adopted Mitigation Monitoring Programs shall be distributed to all agencies or parties with monitoring or review responsibility defined in the Program.

2. Responsibility

- a. Requirements of the Mitigation Monitoring Program shall be made conditions of project approval and shall be treated in a like manner to all other conditions of approval. As such, failure to comply with those conditions would have a direct bearing on the provisional rights of the discretionary permit granted in the same manner as other conditions of approval.
- b. Overall compliance shall be coordinated by the case planner unless otherwise indicated in the Mitigation Monitoring Program.
- c. The Town's efforts shall focus on monitoring, not reporting. A memorandum shall be prepared by the case planner, upon completion of the implementation of all mitigation measures, for inclusion in the project file to document satisfactory completion of the Mitigation Monitoring Program.

APPENDIX A

MINISTERIALLY EXEMPT PROJECTS

Pursuant to Sections 15022 and 15268 of the State CEQA Guidelines, the following actions are considered by the Town of Tiburon to be ministerially exempt from the provisions of the California Environmental Quality Act:

1. Issuance of building permits, including electrical, mechanical, plumbing, swimming pool and re-roof permits; but not including grading permits if said grading has not received any required zoning permit approval.
2. Issuance of business licenses.
3. Approval of parcel maps and final subdivision maps, and approval and execution of subdivision improvement agreements.
4. Approval of individual utility service connections and disconnections.
5. Demolition permits not involving properties or structures of historic or cultural significance.
6. Annual or other periodic review or renewal of permits or licenses for existing and continuing uses and activities not involving new construction.
7. Issuance of Certificates of Compliance and Conditional Certificates of Compliance.
8. Issuance of Certificates of Occupancy.
9. Lot line adjustments between four or fewer existing adjoining parcels where a greater number of parcels than originally existed are not created.
10. Execution of street improvement agreements.
11. Acceptance of offers of dedication, deeds and/or grants of easement.
12. Variances involving yards (setbacks), lot coverage, or height when associated with construction, remodeling, reconstruction, or addition to a single family dwelling or two-family dwelling in an established neighborhood, and when located in an area where there are no sensitive environmental resources.
13. Any other actions which the Environmental Coordinator finds to be comparably ministerial to the foregoing list.

APPENDIX B

GUIDELINE OF PROCEDURES FOR EIR PREPARATION

When the Town has determined that a project will or may have a significant effect on the environment, the Town shall prepare or cause to have prepared an Environmental Impact Report. The following procedural guidelines are set forth to assist applicants, staff, and consultants.

- A. **POLICY:** The Town of Tiburon's policy is that for public projects, either Town staff or a Town-selected consultant shall prepare an EIR. For private projects, a Town-selected consultant shall prepare the EIR.

- B. **SELECTION:** The Town will select and retain an EIR consultant in accordance with the contracting procedures set forth in the Town's Municipal Code for contracts for services. The Town will select a consultant primarily based on their professional expertise (as indicated by, without limitation, past work for the Town, references, and any proposal that may be submitted); ability to perform the work in a timely fashion; and at reasonable cost. The Environmental Coordinator shall maintain a list of environmental consulting firms and may select any firm from the list.

- C. **REQUEST FOR PROPOSAL:** Where possible, the Lead Town Department shall prepare a Request for Proposal (RFP) to prepare an EIR. The RFP shall be mailed to at least three firms on the Environmental Coordinator's list of EIR consultants. Consultants shall have at least ten (10) working days from the date the RFP is postmarked to respond with a written proposal. Any submitted proposal should show that the EIR will provide the Town decision-makers with an accurate and complete report that meets the requirements of State law and these guidelines and provides sufficient information to reach a decision on the project, all in accordance with the timeframes established by CEQA. Any RFP request will include a copy of the Town's standard Services Agreement. The Environmental Coordinator determines that the use of an RFP process will jeopardize compliance with legal time deadlines, or otherwise conflicts with the Town's interest, the Coordinator may use an expedited selection process as allowed by the Tiburon Municipal Code.

- D. **REQUIREMENTS FOR PROPOSAL:** Any proposal submitted in response to an RFP must include the following minimum requirements:
 - 1. The names and qualifications of all persons who will be working on this project including all subcontractors. The proposal must identify a contact person in charge of the preparation of the EIR.

 - 2. A detailed estimate of the number of hours each of the above-named persons will contribute to the total report, the areas on which they will be working, and their hourly rate.

3. The costs of the consultant attending a maximum of three to four public hearings (and possibly a scoping session).
4. An estimate of all clerical costs including typing, reproduction and binding in preparation of the Administrative Draft, Draft, and the Final EIR's.
5. Based on the above, a total fixed bid price for preparation of the EIR.
6. The date on which work can commence and the number of weeks required to finish the Draft and Final EIR, including time for staff review of the administrative draft and preparation of responses to comments on the Draft EIR.
7. A listing of previous EIR's prepared pursuant to the California Environmental Quality Act pertinent to the project in question.
8. Compliance with any additional requirements set forth in the RFP.
9. A statement attesting that there is no current or foreseeable conflict of interest on the part of the EIR preparer relative to the project being analyzed, its owners, applicants, or representatives.

E. EVALUATION OF PROPOSAL

1. Upon receipt, the Lead Town Department shall evaluate each proposal based upon Town policies and these guidelines.
2. The Lead Town Department shall provide the applicant with copies of all proposals. After discussion with the applicant, the Lead Town Department shall select the consultant who will perform the work. The decision to accept any proposal shall be made not later than thirty (30) calendar days after the deadline for proposals to be submitted. Consultants whose proposals have not been accepted shall be so notified.
3. When the consultant has been chosen, the applicant must, within ten (10) calendar days of said choice, deposit with the Town the full amount of the consultant's total bid figure for services, along with any administration fees required by the Town's adopted fee schedule. The Town of Tiburon will then execute a contract between the consultant and the Town on contract forms provided by the Town.

F. FORMAT FOR EIR

1. The information contained in an EIR, including technical data, maps, plot plans and diagrams shall be presented in such a manner as to permit full assessment of significant environment impacts by reviewing agencies and the public. Use of clear and descriptive graphics is especially encouraged. Placement of highly

technical or specialized data should be provided in appendices.

2. EIR's shall be produced on 8½x11 inch paper and reproduced on both sides. They shall be bound so as to allow revisions and additions to be incorporated.
3. The EIR shall be prepared using a systematic, well-documented approach. The EIR shall reference all documents used in its preparation including a citation to the page and section number of documents used as the basis for any statements in the EIR. All EIR sections written by someone other than an employee of the consultation firm shall be credited to the appropriate author(s).
4. The EIR should discuss environmental effects in proportion to their severity and probability of occurrence. Effects dismissed in an Initial Study as clearly insignificant need not be discussed further unless the Town subsequently receives information inconsistent with the finding in the Initial Study.
5. The EIR shall include standards for determining the significance of each type of impact and a justification of those standards. Where possible, the standards of significance shall be derived from the Town's current General Plan.
6. If, after thorough investigation, the Town or consultant finds that a particular impact is too speculative for evaluation, the report should note this conclusion and terminate discussion of the impact.
7. An EIR may incorporate by reference all or portions of other documents that contain information relevant to the EIR. The incorporated document shall be available to the public at Tiburon Town Hall. Where an EIR uses incorporation by reference, the incorporated part of the document shall be briefly summarized in the EIR.
8. The discussion of mitigation measures shall distinguish between the measures that are proposed to be included in the project and other measures that are not included but could also reduce adverse impacts. This discussion shall identify levels to which impacts will be reduced by mitigation and the basis upon which such levels were predicted. Where several measures are available to mitigate an impact, each should be discussed and the basis for selecting a particular measure should be identified.
9. All mitigation measures which are proposed to be included in the project shall include a detailed description of the steps to be taken to ensure implementation. The discussion shall include an item by item identification of the specific mitigation, the monitoring action, criteria and standards used, process for signing off completion of task and noncompliance issues.
10. In general, an EIR analysis section should not exceed 150 pages.

APPENDIX C

ENVIRONMENTAL DATA SUBMISSIONS

Any applicant seeking approval from a decision-making body in the Town for a project that is not ministerially or categorically exempt or of an emergency nature must submit sufficient information to enable staff to complete an Initial Study to be used by the Environmental Coordinator to determine whether an EIR must be prepared or whether a negative declaration may be issued. Project applicants shall provide the following information in the format indicated in an accompanying text entitled "Environmental Data Submission" to be submitted at the time an application is filed. The Environmental Data Submission and project application materials have separate purposes and separate requirements. One document may not simply refer to material contained in the other; the Environmental Data Submission must give an adequate description of the project for environmental review purposes. Any ultimate anticipated development on the project site. If there are phases to the project, the submission may discuss them by phase so long as a cumulative impact discussion is also provided.

This outline is intended to serve as a guide to preparers of Environmental Data Submissions. The Department of Community Development may require additional information. Department of Community Development staff will use this outline to determine the completeness of an Environmental Data Submission. Some projects may require additional information in order to evaluate possible environmental impacts. Some types of projects may not require the level of information regarding environmental setting indicated. Questions should be directed to the Department of Community Development staff.

The Environmental Data Submission is divided into four distinct sections:

- 1) project information;
- 2) environmental setting;
- 3) impacts;
- 4) mitigation measures and alternatives.

These sections must be presented separately. Information sources should be cited wherever possible.

ENVIRONMENTAL DATA SUBMISSION

A. Project Information

1. Applicants' Name (owner or legally authorized party in interest):
Address:
Telephone:
Fax:
E-Mail:
2. Person preparing this submission:
Address:
Telephone:
Fax:
E-Mail:
3. Project Number(s):
4. Assessor's Parcel No(s):
5. Type of approval(s) sought:
6. Location of project (attach vicinity map):
7. Size of subject property:
8. Present and previous use of site or structures:
9. Existing General Plan and Zoning designations; any applicable Master and/or Precise Plans applicable to the site:

10. General description of project:
 - a. Intent of project (be as specific as possible; include goals for applicant and community, proposed uses, number and size of lots, etc.).
 - b. Map showing use(s) to which land will be put (may be a duplicate of a map exhibit submitted with project application).
 - c. Major activities contemplated and their sequence (construction-related and permanent).
 - d. Indicate: amount of area covered by structures, permeable surfaces, landscaping and natural open space; number of floors, floor area, employees and shifts for commercial projects; and types and numbers of units for residential units.
11. Other agencies or Town departments from which permits or approvals will be required, specifying type and granting body.
12. A map showing the location of the project with relation to adjacent streets shall be included for site specific projects.

B. Environmental Setting

1. Topography: Average slopes, significant topographic features.
2. Geology:
 - a. Geologic type.
 - b. Slope stability (landslides and debris flows, size and extent; is repair of landslide proposed?)
 - c. Seismic hazards (tsunami, liquefaction, ground shaking, subsidence, etc.)
3. Air Quality: Exposure to or generation of air pollutants or odors.
4. Hydrology: Existing hydrologic features - streams, marsh, bay, lake, etc; drainage patterns; flood zones (see Flood Insurance Rate maps available in Tiburon Planning Division) and any alterations proposed.
5. Water Quality; percolation rate if known, depth of groundwater if known, any wells in the area, quality of any surface water and any sources of contamination (such as parking lot runoff) existing in the vicinity of or resulting from project.
6. Biology: Major plant types, known habitats of special status flora or fauna, and identification of all trees by species and trunk circumference two feet above the ground.

7. Noise: Any significant noise generators in the area. How do noise levels for the proposed use compare with Tiburon General Plan Noise Element Guidelines for the proposed use?
8. Visual/Scenic Resources: Is the site a scenic resource, either by itself or as a part of a larger area resource? Describe visual characteristics including impacts to ridgelines, view corridors, and adjacent property views. Will the project create substantial sun shadow, light intrusion, or glare problems?
9. Grading: If the project requires grading, how many cubic yards? Will it be balanced on-site and, if not, where will it be deposited or obtained? If there is grading, provide a cut/fill map and, if it is unbalanced, a map delineating the borrow and/or deposit site and haul route.
10. Archaeological/Cultural Resources: Is this an area of archaeological sensitivity? If so, or if there is a known archaeological site within 300 yards, an archaeological reconnaissance should be included in the Environmental Data Submission. Are there cultural/historic or prehistoric resources on or adjacent to the site?
11. Population and Housing Characteristics: Is the site adjacent to a populated area? What are the housing characteristics of the adjacent area?
12. Circulation: Circulation patterns, latest traffic counts available, alterations in existing or proposed street improvements of the Town, availability of public transportation, pedestrian and bicycle trails.
13. Public Service and Utilities: Availability of public services and infrastructure to serve site. Distance and/or response time to sewer, water, gas, electricity, police fire, parks; method of sewage disposal proposed.
14. Health and Safety:
 - a. Identify any flammable, reactive or explosive materials to be located on site (including pressurized tanks).
 - b. Indicate distance to nearest high fire hazard (i.e., brush, stored flammable, etc).
 - c. Identify any proposed use storage or production of hazardous materials and procedure for disposal.
 - d. Identify disposal procedures for all waste products.

- e. Indicate distance to nearest sensitive receptors (i.e., schools, hospitals, residences) if there is a potential hazardous emissions source proposed or vice versa for proposed sensitive receptor.

C. Impacts

Provide a preliminary estimate of impacts from the proposal on any of the topic areas listed above, considered over the life of the project. The discussion must document specific environmental topic areas impacted, the nature of the impact and the relative measure of the severity of the impact.

D. Mitigation Measures and Alternatives

- 1. Identify mitigation measures that have been incorporated into the project design to lessen or eliminate (specify which) potential adverse environmental effects. These measures should be distinguished from mitigation measures which could be part of the proposed project, but are not. The description should include a discussion of the implementation and monitoring procedures anticipated.
- 2. Provide a discussion of alternatives to the project location or design. Also provide a brief discussion of significant impacts of alternatives, if different than project impacts.

E. Certification

- 1. Attach the following statement as part of the submission:

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: _____