

City of Glendale and Glendale Housing Authority

Procedures for the Implementation of the California Environmental Quality Act (CEQA) of 1970, as amended and the State CEQA Guidelines, as amended

Amended: August 19, 2003
City Council Resolution No. H-319
Housing Agency Resolution No. 03-179

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Attachments:

Environmental Review Process Flow Chart

Environmental Information Form and Instructions

PART I INTRODUCTION

Section 1. Incorporation of State CEQA Guidelines

The City hereby adopts as its own City CEQA Guidelines all of the State CEQA Guidelines, contained in Title 14, California Code of Regulations, Sections 15000 et seq., and incorporates all future amendments and additions to those guidelines as may from time to time be adopted by the State. These guidelines replace in its entirety the City of Glendale and Glendale Housing Authority guidelines adopted by the City Council on April 17, 1973, as amended on March 2, 1993.

Section 2. Purpose

The purpose of these procedures is to provide officials of the City and private individuals with the environmental review requirements as set forth in Sections 21000 et seq. of the Public Resources Code, as amended, and consistent with the State CEQA Guidelines, Title 14, Sections 15000 et seq. of the California Code of Regulations. The purpose of updating the City's Environmental Guidelines and Procedures is to streamline the environmental review process consistent with State law.

Section 3. Public Participation and Consultation

Public involvement is an essential feature of CEQA. The environmental review process provides the opportunity for interested citizens to participate in project planning and government decision-making through scoping, public notice and public review of CEQA documents, public hearings, and by requiring agencies to respond to public comments. These procedures are a means to further facilitate the public participation process within the City as it relates to environmental review and CEQA compliance.

Section 4. Applicability

These procedures shall apply to all projects, both public and private, where the City of Glendale or the Glendale Housing Authority has the authority to regulate, approve or disapprove, except as otherwise provided herein. For guidance not specifically addressed by these procedures, the CEQA Statutes and State CEQA Guidelines shall govern.

CEQA processing is the responsibility of the City of Glendale Planning Division for all projects where the lead agency is the City of Glendale or Glendale Housing Authority.

PART II ROLES AND RESPONSIBILITIES

Section 1. Determining if CEQA is Applicable

For both private and public projects, the Planning Division shall determine whether or not the activity is a “project” subject to CEQA as defined in Section 15378 of the State CEQA Guidelines contained in Title 14 of the California Code of Regulations.

Section 2. Determining Project Exemption

If the activity is a project under CEQA, the Planning Division shall determine if the project is exempt from environmental review. Other City Divisions may assist Planning staff in making the exemption determinations. Exemptions shall be determined pursuant to Article 18 and 19 of the State CEQA Guidelines. After project approval of the requested entitlement(s), the Planning Division shall prepare and file a Notice of Exemption at the request of a public or private applicant. The applicant shall be responsible for all filing fees.

Section 3. Role of the Decision-Making Body

One or more decision-making body may be responsible for project approval. All decision-making bodies shall certify the environmental documentation for public and private projects.

Section 4. Role of the Advisory Body

When an advisory body, such as the Planning Commission, is required to make a recommendation on a project to the decision-making body, the advisory body shall also review and consider the environmental documentation in draft or final form before a recommendation is made.

Section 5. Role of the Appellate Body

When project approval is subject to a decision of an appellate body, the appellate body shall review and consider the final environmental documentation before making a decision on the project.

PART III INITIAL ENVIRONMENTAL EVALUATION OF PROJECTS

Section 1. Environmental Information Form

If a public or private project is not exempt from environmental review under CEQA, the applicant shall prepare and file with the Planning Division an Environmental Information Form supplied by the City’s Planning Permit Services. The applicant shall pay a filing fee to the Planning Permit Services upon submittal of the Environmental Information Form.

Section 2. Application Completeness

The Planning Division has thirty (30) days from the receipt of an environmental application to determine its completeness. If no written determination of the application's completeness is made within the 30-day period, the application is deemed complete. If additional information is needed as determined by the Planning Division, a written request for information shall be sent to the applicant within the 30-day period.

Accepting an application as complete does not limit the authority of the Planning Division to require the applicant to submit additional information needed for the environmental evaluation of the project.

The Environmental Information Form and associated documents shall be maintained by the Planning Division and made available for public review upon request.

Section 3. Initial Consultation

The City and the applicant may choose to review a proposed project before an Environmental Information Form is submitted to discuss ways project modifications may reduce potentially significant impacts. The applicant may formally request pre-application consultations coordinated by the City's Planning Permit Services.

The Planning Division shall consult with other City Divisions, Responsible Agencies, and other entities to assess the significance level of potential environmental effects.

Section 4. Initial Study

Once an application is deemed complete, the Planning Division shall conduct an initial study based on available information and any special analysis or study necessary to fully evaluate impacts. All phases of project planning, implementation, and operation must be considered in the initial study of the project. The initial study will determine if the project may have a significant effect on the environment.

If the initial study shows that there is no substantial evidence that the project may have a significant environmental effect, a Negative Declaration shall be prepared. If the project would cause significant environmental effects, but mitigation measures are available to reduce impacts to a less than significant level, a Mitigated Negative Declaration shall be prepared. If the initial study shows that the project would cause significant environmental effects that cannot be reduced to a less than significant level with mitigation, an Environmental Impact Report ("EIR") shall be prepared.

PART IV ROLE OF THE ENVIRONMENTAL PLANNING BOARD

Section 1. Authority Granted by Municipal Code

Section 2.40 of the City of Glendale Municipal Code grants the authority and duties of the Environmental Planning Board (“Board”). The Board is responsible for approving a Draft EIR and authorizing the document to be circulated for public review and comment. The Board is also responsible for determining the adequacy of the Final EIR and recommending its certification by the appropriate approving body. The assistance of the Board may also be sought on complex projects not requiring an EIR as requested by the Director of Planning. The Board shall be responsible for adopting City standards used to evaluate the significance of environmental effects.

Section 2. Reconsideration Request

Under the City of Glendale Municipal Code Section 2.40.030, the Environmental Planning Board may reconsider any of its previous decisions upon the written request of any interested person or entity or any Board member.

Written notice of the request to reconsider shall be given by mail to any person as may have appeared and addressed the Board at the prior meeting or that has requested such notice in writing. Such notice shall be mailed by the Board at least seven (7) days prior to the meeting set for such reconsideration. A request for reconsideration shall be filed within seven (7) days of the determination of the Board.

The Board may revise, affirm, or modify its decision and may make such further decision or determination as deemed just and reasonable.

Section 3. Appealing the Board’s Decisions

Any interested person, entity, or city official aggrieved by the reconsideration decision of the Environmental Planning Board may appeal to the City Council pursuant to the Uniform Appeal Procedure of the City of Glendale Municipal Code Chapter 2.88. Such appeal shall be submitted to the Planning Division within fifteen (15) days of the reconsideration determination of the Environmental Planning Board. An appeal may not be filed unless a reconsideration decision is made.

PART V ROLE OF THE DIRECTOR OF PLANNING

Section 1. Authority

The Director of Planning acts on behalf of the lead agency’s decision-making bodies in determining the significance level of environmental impacts and determines what environmental document is required under CEQA. The Director of Planning may request the assistance of the Board on complex projects not requiring an EIR.

Section 2. Director Time Limit on Project Determinations

The Director of Planning shall decide, within thirty (30) days after accepting an application as complete, whether impacts are considered significant and what CEQA documentation is required. The 30-day period may be extended fifteen (15) days upon the initial consent of the Director of Planning and the project applicant.

Section 3. Determining Significant Effect

The Director of Planning shall determine, based on substantial evidence, if a project may have a significant effect on the environment. The determination may be based on City regulations, practices, standards, and policies in place.

Any standard used to evaluate the significance of environmental effects must be adopted by unanimous vote of the Environmental Planning Board, after a noticed public hearing. Adopted standards must be based on substantial evidence.

Section 4. Determining Environmental Documentation

If the Director of Planning determines that, based on substantial evidence, a project will not have a significant effect on the environment, the Planning Division shall prepare a Proposed Negative Declaration. If the Director of Planning determines that there would be a significant effect and that the significant effect can be reduced to a less than significant level with mitigation, the Planning Division shall prepare a Mitigated Negative Declaration. If the Director of Planning determines that there would be a significant effect and there are no mitigation measures available to reduce the effects to a less than significant level then an EIR shall be prepared. The Planning Division shall enter into a contract with a private firm to prepare an EIR at the expense of the private or public applicant as directed by the Environmental Planning Board or City staff may prepare an EIR for public projects.

The Director of Planning may also determine whether the use of a previously prepared Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report is appropriate.

If the Director of Planning determines that a Negative Declaration or Mitigated Negative Declaration is required under CEQA, the Director is responsible for authorizing a Proposed Negative Declaration or Proposed Mitigated Negative Declaration to be made available for public review and comment. If the Director of Planning determines that an EIR is required, the Environmental Planning Board is responsible for approving a Draft EIR and authorizing the document to be circulated for public review and comment.

PART VI NEGATIVE DECLARATIONS

Section 1. Preparation of a Proposed Negative Declaration

The Planning Division is responsible for preparing a Proposed Negative Declaration for all public and private projects subject to CEQA as required.

Section 2. Authorization of Proposed Negative Declarations by the Director of Planning

The Director of Planning has the responsibility for the lead agency to authorize a Proposed Negative Declaration before public review and comment. Director authorization of a Proposed Negative Declaration allows the document to be available for public review and comment pursuant to Section 15072, Title 14, of the State CEQA Guidelines.

Section 3. Public Notice and Public Review

After the Director of Planning authorizes a Proposed Negative Declaration, the Planning Division shall prepare the Notice of Intent to Adopt a Negative Declaration stating the public review and comment period and a brief description of the proposed project and location. The notice shall be published in a local newspaper of general circulation at least once and shall be posted on the official City bulletin board outside City Hall. The Notice of Intent to Adopt a Negative Declaration may be combined with entitlement notices such as for Design Review Board, Planning Commission, or Zoning Administrator cases.

Comments in response to a Proposed Negative Declaration shall be submitted in writing to the Planning Division within the time period established by notice.

Section 4. Responses to Comments

The Planning Division shall prepare recommended responses to comments following the review period of the Proposed Negative Declaration.

Section 5. Preparation of a Final Negative Declaration

After the end of the public review period, the Planning Division shall prepare for each decision-making body, a Final Negative Declaration incorporating the Proposed Negative Declaration, the initial study, comments received during the public review period, the Planning Division's recommended responses to comments, and the Mitigation Monitoring Program if made a part of the Negative Declaration.

Section 6. Adoption of Final Negative Declaration by Decision-Making Body and Appellate Body

Each decision-making body shall review and consider the Final Negative Declaration prior to project approval. The decision-making body shall adopt the Negative Declaration only after it finds, based on the whole record before it that there is no substantial evidence the project will

have a significant effect on the environment and that the Negative Declaration reflects the independent judgment of the lead agency. When adopting a Negative Declaration, the decision-making body shall also adopt the Mitigation Monitoring Program if made a part of the Negative Declaration. An applicant's agreement to mitigation measures shall be enforceable regardless of property ownership. Failure of an applicant to agree to the mitigation measures may result in denial of project.

If a decision-making body's approval is subject to appeal to another body, the appellate body shall also adopt the Negative Declaration before making a decision on the project.

Section 7. Amendments to Mitigation Measures

If a decision-making body, before it adopts a Negative Declaration, finds that mitigation measures must be revised as a result of new information or analysis, the Planning Division shall prepare amendments to mitigation measures as directed by the decision-making body.

Amendments to mitigation measures after the decision-making body has adopted the Negative Declaration will require an Amendment to the Negative Declaration.

Section 8. Amendments to Negative Declarations

If a public or private project is revised after the Director of Planning authorizes a Proposed Negative Declaration, the Planning Division shall make a determination whether such changes require an amendment to a Proposed Negative Declaration. If the changes require an amendment to the Negative Declaration, the Planning Division shall prepare the amendment to the Proposed Negative Declaration for Director approval.

Section 9. Recirculation of a Negative Declaration

If a public or private project is revised after the decision-making body adopts the Negative Declaration prepared for the project, the Planning Division shall determine if an amendment to an adopted Negative Declaration is required or if a previously adopted Negative Declaration shall be recirculated for public review and comment pursuant to Section 15073.5, Title 14, of the State CEQA Guidelines.

Section 10. Relying on a Prior Negative Declaration

If a public or private project is revised after the decision-making body adopts a Negative Declaration, the Planning Division shall determine whether a previously adopted Negative Declaration is adequate environmental review.

Section 11. Notice of Determination

The Planning Division shall prepare and file a Notice of Determination after the appeal period has ended following the final decision-making body's project approval and adoption of the

Negative Declaration. The applicant shall pay for all filing fees associated with the Notice of Determination.

PART VII ENVIRONMENTAL IMPACT REPORTS (EIRs)

Section 1. Preparation of Draft EIR for Public Projects

If the Director of Planning decides that a non-exempt public project may have a significant effect on the environment that could not be mitigated to a less than significant level, the Planning Division, or other City Division, shall prepare, or cause the City to contract with private experts or other Responsible Agencies to prepare, an EIR.

Section 2. Preparation of Draft EIR for Private Projects

If the Director of Planning finds that an EIR is required for a private project, the Planning Division shall cause the EIR to be prepared by private experts under contract with the City. The Planning Division shall prepare and maintain a current list of private experts qualified and willing to prepare EIRs under contract with the City. The finding by the Director of Planning that an EIR is required may be reconsidered by the Board within the time and in the manner provided in Chapter 2.40 of the Glendale Municipal Code.

If an applicant for a private project wishes to proceed with the environmental review after the Director of Planning finds that an EIR is required, the applicant shall pay the EIR filing fee to the Planning Division within fifteen (15) days of the Director's determination requiring an EIR. Failure to pay the EIR filing fee shall cause the project to be deemed withdrawn.

Immediate upon receipt of the applicant's EIR filing fee, the Planning Division shall prepare and send to each responsible agency a notice of preparation stating that an environmental impact report will be prepared. The notice of preparation shall be prepared pursuant to Section 15083, Title 14, of the State CEQA Guidelines.

Upon receipt of the applicant's EIR filing fee, the Planning Division shall prepare a request for proposals for EIR preparation and shall submit the request to three (3) consultants from its current list of consultants with expertise in preparing EIRs based of their qualification applicable to the particular project. This request shall include a project description, scope of work, deadline for proposal submission, and a copy of the Environmental Information Form.

Upon receipt of the three (3) proposals or expiration of the deadline for receipt of proposals, whichever is earlier, the Environmental Planning Board shall select the consultant it believes will produce the best EIR on the project. The Board's selection of the environmental consultant is final and may not be appealed. After consultant selection, the Planning Division shall enter into a contract with the applicant providing that the Planning Division shall hire a consultant to prepare the EIR, with consultant fees and City administrative fees to be pre-paid by the applicant. The City shall refund the applicant any amount of the pre-paid fees that were found to exceed the services of the consultant.

After the applicant pays the fees to the City, the Planning Division shall enter into a contract with the selected consultant. The consultant shall submit a detailed itemized bill to the Planning Division. The Planning Division shall be responsible, on behalf of the City of Glendale, for approving the consultant's itemized bill and submitting it to the appropriate City Division for payment.

Section 3. Board Authorizes Circulation of Draft EIR

After the consultant prepares the Draft EIR, the Environmental Planning Board shall consider the adequacy of the document and authorize that the Draft EIR be released for public review and comment. The Board shall also set the public review time period and direct the Planning Division to make the Draft EIR available for public review and comment.

Section 4. Availability of Draft EIR

The Planning Division shall publish and file the Notice of Completion and Availability of the Draft EIR and make copies of the Draft EIR available for public review. Individuals may request a copy of the Draft EIR provided at a reasonable fee not to exceed the actual reproduction costs. A copy of the Draft EIR shall be made available at the main branch of the Glendale Public Library, at the Planning Division's public counter and on the City's website.

Section 5. Public Review

During public review, the Planning Division shall consult with and obtain comments from each Responsible Agency and other public agencies having jurisdiction by law with respect to the project or resources affected by the project. The Planning Division shall also distribute copies to all applicable City Divisions, to other Responsible Agencies, and when review by any State Agency is required, to the State Clearinghouse.

The review period for Draft EIRs shall not be less than thirty (30) days and not longer than sixty (60) days as specified in the Notice of Completion and Availability. Under unusual situations, the Environmental Planning Board may extend the review period beyond sixty (60) days.

Section 6. Responsibility of Reviewers

Responses to the Draft EIR must be in writing and filed with the Secretary of the Environmental Planning Board within the time period established for review set by the Board and following publication of the Notice of Completion and Availability.

Reviewers should focus on the adequacy of the EIR in discussing possible impacts upon the environment, ways in which adverse effects might be avoided or mitigated, and alternatives to the project for the purpose of providing decision-making bodies with useful information.

Public agencies reviewing projects should explain the basis for their comments, and whenever possible, should submit data or references in support of such comments.

If any public agency or person who is consulted fails to comment within the time period as specified herein, it shall be assumed, absent a request for a specific extension of time, that such agency or person does not wish to comment.

Section 7. Public Hearing

The Environmental Planning Board may set a public hearing on any project it considers or as directed by any future amendments to the State CEQA Guidelines, contained in Title 14, California Code of Regulations, Sections 15000 et seq. The public hearing shall be set on any date and time the Board determines will provide wide public involvement consistent with its existing activities and procedures and which will generate public reaction based on the environmental issues. Alternatively, any person or entity having an interest in the project under consideration may file with the Secretary of the Environmental Planning Board a request that a public hearing be set by the Board. The request shall be filed within ten (10) days after the Notice of Completion and Availability has been filed with the Secretary for Resources.

Section 8. Preparing the Final EIR

Following public review and comment and prior to certification, the consultant shall prepare a Final EIR incorporating comments and responses to comments pursuant to Section 15088, Title 14, of the State CEQA Guidelines.

Section 9. EIR Certification

The lead agency shall review, consider, and certify that the EIR (including the Draft and Final) has been prepared in accordance with CEQA and the State CEQA Guidelines. An Advisory Body may make recommendations to the lead agency regarding certification after review and consideration. The Planning Division shall send a copy of the Final EIR or responses to public agency comments to the commenting agency at least ten (10) days before certification.

Prior to EIR certification, the Environmental Planning Board is responsible for determining if, based on public review, comment, and consultations, the EIR requires recirculation. If recirculation is required to meet the intent of CEQA analysis, the Board shall determine the process for recirculation.

If significant new information is added to an EIR after the Notice of Completion and Availability has been published or after the Planning Division consulted with required State, Federal, and local agencies, but prior to certification of the EIR, the Planning Division shall publish and file an addendum to the Notice of Completion and Availability with respect to additional information, stating the subsequent review and comment period.

If an EIR is certified by a non-elected decision-making body of the lead agency, the certification may be appealed to the City Council under the provision of the City of Glendale Municipal Code Chapter 2.88.

Section 10. EIR Findings and Project Approval

The decision-making body shall not approve a project as proposed unless the significant environmental effects that can be feasibly avoided or have been eliminated or substantially lessened as determined through findings and any remaining unavoidable significant environmental effects have been found acceptable under the Statement of Overriding Considerations.

Section 11. Notice of Determination

The Planning Division shall file a Notice of Determination after the project approval appeal period has expired.

Section 12. Filing the Final EIR

The Final EIR shall be filed in the Planning Division office. The applicant shall be responsible for providing each Responsible Agency with a copy of the certified EIR.

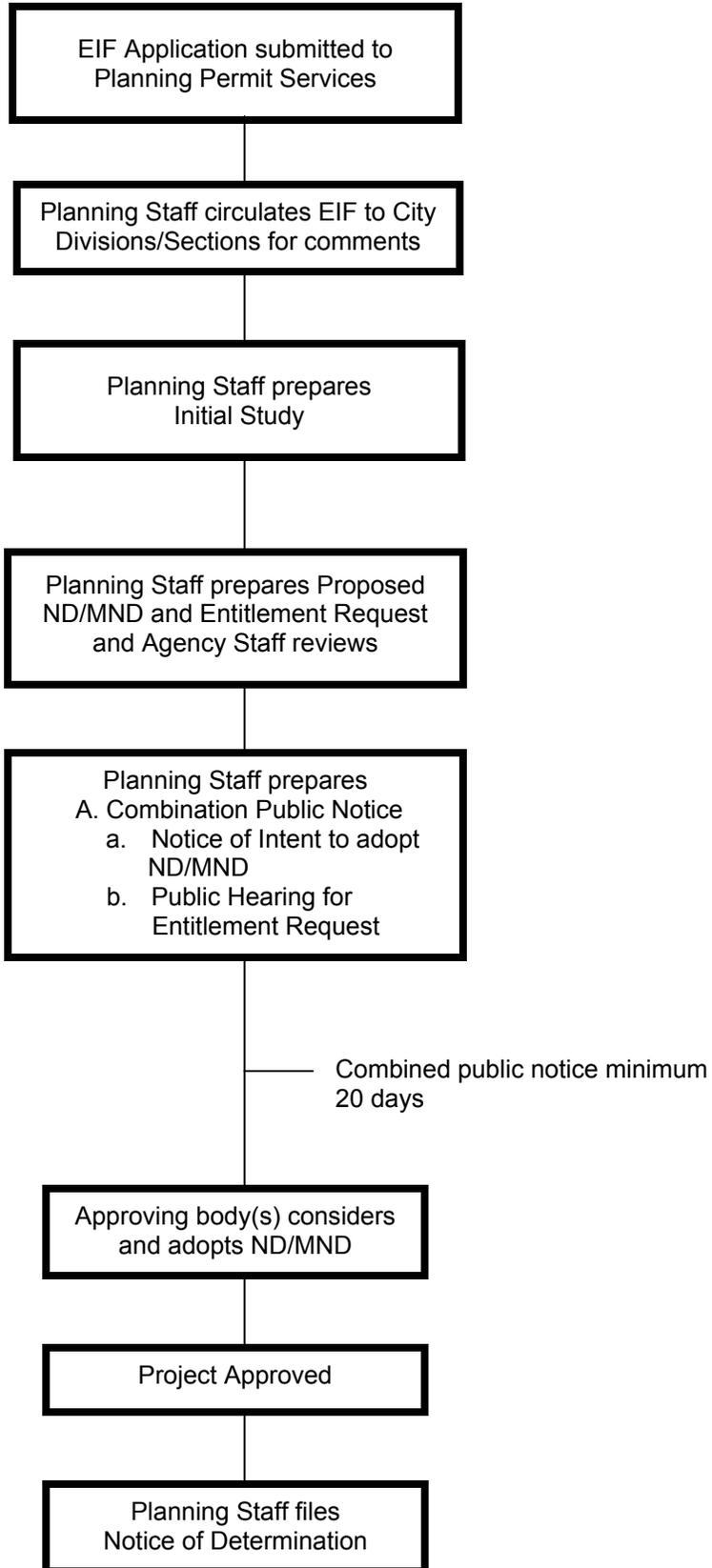
Section 13. Mitigation Monitoring and Reporting

Prior to project approval where a lead agency has adopted a Final Negative Declaration or certified an EIR, the decision-making body must adopt a program for reporting on monitoring mitigation measures (“Mitigation Monitoring Program”). The reporting or monitoring program must ensure compliance with mitigation measure prior to and/or during project implementation as specified. Each decision-making body shall adopt the Mitigation Monitoring Program.

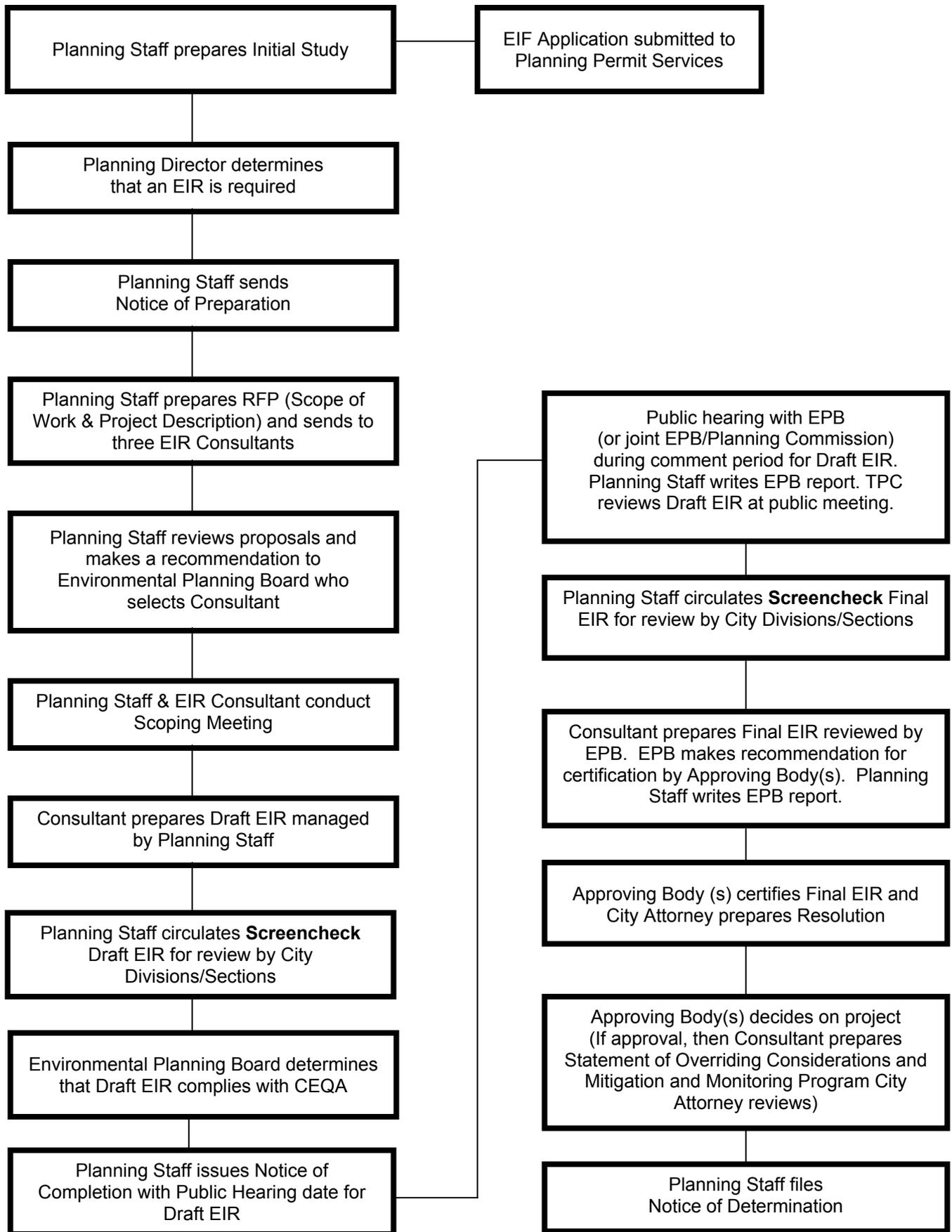
PART VIII PROCEDURE FOR AMENDING THE CITY CEQA GUIDELINES

The Procedures may be amended by the City Council at any time following review and approval by the Environmental Planning Board.

City of Glendale and Glendale Housing Authority ND/MND Process Flow Chart



City of Glendale and Glendale Housing Authority EIR Process Flow Chart



**APPLICATION INSTRUCTIONS
for ENVIRONMENTAL
INFORMATION FORM (EIF)**

City of Glendale
Permit Services Center

MSB Room 101, 633 E. Broadway at Glendale Avenue (818) 548-3200

Type of Project: _____ Planner: _____ Date: _____

Project Address: _____

FEES:

_____ \$ _____ EIF Filing Fee
_____ \$ _____ EIR Contract Preparation Fee

EXHIBITS:

Each exhibit must be clearly readable and labeled with the project title, exhibit title, address, and scale map with north arrow, in applicable. All exhibits become the sole property of the City of Glendale and are part of the permanent public record.

A. APPLICATIONS:

_____ **Environmental Information Form (EIF):** Ten (10) copies of this form, with complete answers to all applicable questions. Answers must be typewritten or printed neatly, and ORIGINAL SIGNITURES (not copies) for the owner's affidavit, applicant's affidavit, and conflict of interest statement must appear on at least one copy. Photocopies of the form are acceptable.

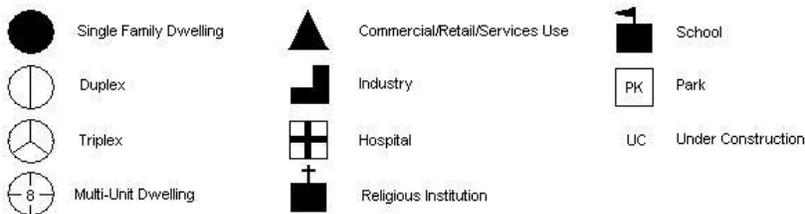
_____ One (1) copy of application for _____
Photocopies are acceptable.

B. EXHIBITS TO BE PREPARED ON CITY BASE MAPS:

Base maps 1" = 100' and 1" = 200' scale are available at the Engineering Section, 633 East Broadway, Room 204, (818) 548-3645

_____ **Location Map:** Ten (10) photocopies of an 8 ½ x 11 inch location map at a scale of 1" = 200'. Site location must be clearly identified and the map must show surrounding streets and properties within 300 feet of the subject property.

_____ **Land Use Map:** One (1) original or photocopy map at a scale of 1" = 100' identifying the specific, current use of all properties within 300 feet of the subject property. The following symbols shall be used on the map to identify land uses:



Other land uses for which symbols are not shown should be clearly identified.

_____ **Zoning Map:** One (1) original or photocopy map at a scale of 1" = 100' identifying the existing zoning within 500 feet of the exterior boundaries of the subject property. Zones shall be shown using the letter designations shown on the official City zoning maps, and all zone boundaries shall be clearly shown.

C. EXHIBITS TO BE PREPARED BY APPLICANT

_____ **Site Plan:** Ten (10) site plans showing the location of existing buildings, existing trees and major vegetation (identified by trunk diameter, botanical and common name), paved areas, topography (where applicable) and layout of proposed development. A Title Block in the lower right corner or along the right border should include: property owners name, site address, prepares name, address, and phone number, date of drawing, scale, and working title of project.

_____ **Cut and Fill Map:** Ten (10) topographic maps of the entire site, colored to indicate cut (brown), fill (yellow), natural (green), pads and streets (white) and retaining walls. The Map shall be drawn at the same scale as the site plan and shall indicate amounts of cut, fill, import, and export involved in the grading. Off-site grading shall also be shown.

_____ **Cross Section:** Ten (10) sheets at the same scale as the cut and file map (both vertically and horizontally), showing at least two (2) representative sections with existing and proposed sections clearly identified.

_____ **Landscape Plan:** Ten (10) fully dimensioned and detailed landscape plan drawn at the same scale as the plot plan, and including: full specifications chart calling out all plant types by Latin and common name, number, size, planting distances, existing trees to be retained or removed, specification, planting and staking details, irrigation specifications, curbing, hardscape treatment, location of all street trees, light standards, parkway treatments, fences, and walls.

_____ **Floor Plan:** Ten (10) sets of floor plans drawn to a readily legible scale.

_____ **Building Elevations:** Ten (10) fully dimensioned elevation view of all exposed sides, fully specifying roof and wall material, color, and texture, surface detailing, sign placement, etc.

_____ **Photographic Survey:** One (1) set of 35mm photographs, minimum size 3 x 5, mounted on heavy white paper, 8 1/2 x 11 and labeled to indicate each view. Photographs should show both the general character and condition of the property as well as specific features involved in the request.

_____ **Reductions:** One (1) reduced size (11" x 17") copy of all full size plan sheets submitted.

D. REPORTS AND OTHER MATERIALS

_____ **Soils and Geology Report:** One (1) copy of a soil, geologic and seismic investigation of the project site prepared by a professional geologist registered in the Sate of California and experienced in the practice of engineering geology.

_____ **Hydrology Study:** One (1) copy of a hydrologic investigation of the project site prepared by a civil engineer registered by the State of California and experienced in the science of hydrology and hydrologic investigation.

_____ **Traffic Study:** One (1) copy of a report analyzing the traffic impacts, prepared by a traffic engineer.

_____ **Administrative Fees:** Two (2) \$25 checks made payable to the County of Los Angeles, 320 W. Temple, Los Angeles, CA 90012. Fees are for the County administrative charges.

_____ **Other Materials:** _____

ENVIRONMENTAL
INFORMATION FORM (EIF)

City of Glendale
Permit Services Center

MSB Room 101, 633 E. Broadway at Glendale Avenue (818) 548-3200

FOR OFFICE USE ONLY

EIF # _____ Fee Receipt # _____ Accepted By _____ Date _____

Case # _____

Project Type: _____

Project Address: _____

Assessor Parcel No(s): _____

Legal Description (Attach if necessary): _____

Applicant's Name: _____ Phone: _____

Address: _____ City: _____ Zip Code: _____

Person to Contact Regarding Project: _____

Address: _____ City: _____ Zip Code: _____

Property Owners Name: _____ Phone: _____

Address: _____ City: _____ Zip Code: _____

This form will be circulated to appropriate City Division and/or other government agencies for review of potential environmental effect of the project described herein in order to make environmental determinations pursuant to the California Environmental Quality Act of 1970, as amended (Public Resource Code Sec. 21000 et.seq.).

Answer all questions completely, attach additional sheets if necessary

1. PROJECT DESCRIPTION

A. Describe the proposed project in detail: _____

B. List and describe all permits and other public approvals required for this project (Federal, State, County, SCAQMD, City, etc.): _____

C. List all public funding sources, if applicable: _____

2. EXISTING CONDITIONS

A. Project area (site size in square feet and/or acres): _____

B. Existing zoning: _____

C. General Plan of Land Use designation for project area (use all appropriate land use categories):

D. Is the project site within a redevelopment area? Yes _____ No _____

E. Existing or most recent land use (be specific and attach photographs or snapshots):

F. Year buildings on site were constructed: _____

Answer all questions completely, attach additional sheets if necessary

G. Number of people currently residing on the project site: _____

H. Slope characteristics of the site (use percentages if site falls into more than one category):

Flat/Sloping (0-8%) _____ Hilly (16-20%) _____

Rolling (9-15%) _____ Steep (over 20%) _____

I. Number, size and type of existing trees on site (all trees with height 10'-0" or more above ground must be listed): _____

J. Describe all wildlife inhabiting or utilizing the site (include seasonal usage): _____

K. Land use of surrounding properties. Indicate the type of use (residential, commercial, etc.), intensity of use (single family, apartments, shops, department stores, etc.) and number of stories of building.
Attach photographs of the vicinity.

North: _____

South: _____

East: _____

West: _____

3. RESIDENTIAL PROJECT (IF NOT RESIDENTIAL, DO NOT ANSWER, GO TO QUESTION 4)

A. Number of dwelling units in each category:

Single Family: _____ Condominium: _____

Apartment: _____ Other: _____

B. Number of:

Efficiency units: _____ Floor area per unit: _____ sq. ft.

One bedroom: _____ Floor area per unit: _____ sq. ft.

Two bedroom: _____ Floor area per unit: _____ sq. ft.

Three or more bedrooms: _____ Floor area per unit: _____ sq. ft.

TOTAL FLOOR AREA: _____ sq. ft.

C. Total number of parking spaces provided: _____ Required: _____

Answer all questions completely, attach additional sheets if necessary

D. Number of stories: _____ Height: _____ feet. Number of structures: _____

E. Amount of landscaped open space provided: _____

4. COMMERCIAL, INDUSTRIAL OR OTHER NON-RESIDENTIAL PROJECTS (IF RESIDENTIAL ONLY, DO NOT ANSWER, GO TO QUESTION 5)

A. Type of use (be specific): _____

B. Total floor area allocated to each (use list above): _____ sq. ft.

C. Number of stories: _____ Height: _____ feet.

D. Total number of parking spaces provided: _____ Required: _____
Number of loading space provided: _____

E. Hours of operation: _____ Days of operation: _____

F. Maximum occupancy (# of persons): _____
Employees (per shift): _____ Anticipated visitors (customers) per day: _____

G. Amount of landscaped open space: _____ sq. ft.

H. What exterior lighting is proposed: _____

5. PROJECT SCHEDULE

A. Indicate the proposed scheduling of project development: _____

B. If applicable, indicate previous or completed phases of the project: _____

C. If the project is a component of a larger plan or program, describe the project's future phases or extensions: _____

6. ENVIRONMENTAL EVALUATION

A. Number, type and age of structures to be removed as a result of the project (specify residential or commercial structures): _____

B. Are any structures to be removed or altered listed in the City's Historic Preservation Element?
YES _____ NO _____

Answer all questions completely, attach additional sheets if necessary

C. Will people currently residing on the site be removed or relocated by the project?

YES _____ NO _____

If yes, attach a sheet(s) specifying number in each household, current tenants, current income, and tenant agreements.

D. Will the project affect hilly or mountainous terrain or will there be a substantial alteration of ground contours? YES _____ NO _____ Also, indicate the gross cubic yards of grading proposed

_____ the acres of land to be graded _____, the amount of earth to be transported to the site _____, and haul routes to be used _____

E. Do soil or geologic conditions exist on the subject site which affect the use of the property?

YES _____ NO _____ If yes, submit detailed report.

F. Has the soil been investigated for toxic contamination or has the site ever had underground or above ground storage of hazardous materials?

YES _____ NO _____ If yes, submit detailed report.

G. Number, size and type of tree to be removed: _____

H. If the site is currently vacant, have any investigation been conducted to determine whether or not there are any paleontological or archaeological remains on the site?

YES _____ NO _____ If yes, attach report.

I. How will storm water runoff quality or quantity be affected by the proposed project? (Attach report if necessary) _____

J. What dust, fumes, smoke, odors, air pollutants, or toxic air contaminants will be created either temporarily or permanently by the project you propose (include effects of construction activity):

K. What changes in existing noise or vibration levels will occur on the project site and the immediate area as a result of the project? Submit study if necessary. _____

L. Will hazardous (toxic, corrosive, ignitable or explosive) materials be used on the site during construction and after the project is completed?

YES _____ NO _____ If yes, list materials and submit risk assessment. _____

M. Does the project require a Variance or Conditional Use Permit?

YES _____ NO _____ If yes, attach application(s).

OWNERS'S AFFIDAVIT

I hereby certify that I am the legally authorized owner of all property involved in this application or have been empowered to sign as the owner on behalf of a corporation, partnership, business, etc., as evidenced by separate instrument attached herewith. I hereby grant to the applicant of this form full power to sign all documents related to this application, including any conditions or litigation measures as may be deemed necessary.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on (Date) _____ at _____, California

Owner's Signature _____, Owner's Printed Name _____

APPLICANT'S AFFIDAVIT

I hereby certify that the statements furnished above and in the attached exhibits represent the data and information required for this initial evaluation and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Further, should the stated information be found false or insufficient, I agree to the return of this form for appropriate revisions, understanding the City of Glendale cannot process this form until all applicable information is corrected or provided by the applicant. I hereby certify that I have been legally authorized by the owner to present this application and to sign on behalf of all documents related to this application, including any conditions or litigation measures as may be deemed necessary. Note: When the applicant is a corporation, partnership, business, etc., a separate document verifying the authorization to sign for such applicant is required.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on (Date) _____ at _____, California

Applicant's Signature _____, Applicant's Printed Name _____

CONFLICT OF INTEREST STATEMENT

Section 84308 of the Government Code prohibits an elected or appointed office, or alternate, or candidate for office who serves on a quasi-judicial board or commission, from accepting, soliciting or directing a contribution of \$250.00 or more from any person, or his or her agent, who has an application or a license, permit or other entitlement for use pending before any body of which the office or alternate is a member of, or for three (3) months following the date a decision is rendered on an application, or from any person, or his agent, who actively supports or opposes the application. Further, said State law section requires applicants for permits to disclose whether or not they have made any such contributions to any board or commission members. Therefore, the following statement must accompany every application filed with the Planning Division for processing:

Have you or your agent made a contribution for election purposes of \$250.00 or more to any member of the Planning Commission, Board of Zoning Adjustments, Environmental Planning Board, or Zoning Administrator during the twelve (12) months preceding filing of this application?

YES _____ NO _____ If yes, to Whom. _____, When _____

I hereby certify under penalty of perjury that the above information is true and correct.

Applicant's Signature _____ Date _____