CEQA Submit Pre-Submission Checklist

To avoid processing delays, make sure all applicable project information is added to CEQA Submit. Use this checklist to verify that your submission is accurate, comprehensive, and compliant for publication by the State Clearinghouse (SCH).

1. Document Details Tab

[ ] **Project Title**: Thorough and detailed, expanded upon for clarity, and aligned with the: Environmental Document(s), Notice of Completion (NOC), Notice of Exemption (NOE) and Notice of Determination (NOD) forms.

[ ] **Project Description (also referred to as Document Description)**: Thorough and detailed, expanded upon for clarity, and aligned with the Environmental Document(s), NOD and NOE forms.

[ ] **Present Land Use (also includes Zoning and General Plan Designation)**: Thorough and detailed, expanded upon for clarity, and aligned with the Environmental Document(s) and NOC form.

[ ] **Location Details**: Thorough and detailed, expanded upon for clarity, and aligned with the Environmental Document(s), NOE, NOD and NOC forms.

> [ ] Region(s) entered for the specific project location.
>
> [ ] County/counties entered under the “Counties” tab for the specific project location.
>
> [ ] City or community designation(s) entered under the “Cities” tab for specific project location.
>
> [ ] Latitude/longitude coordinates are entered into the “Coordinates” subfield for specific project location.

***Note**: Do your environmental document or notices have an attachment? If the attachment(s) including the “Environmental Documentation” contains project location information, the “Other Location Info” subfield can be used for all information that does not fit in the provided subfields.*

2. Required Documents

[ ] All required files based on submission type are included:

- **Notice of Exemption**: NOE Form.
  - *The SCH also encourages including any supporting findings (if applicable).*

- **Negative Declaration (ND)/Mitigated Negative Declaration (MND)**: Notice of Completion (NOC) Form, Summary Form, Draft ND/MND Document(s), Initial Study, and Notice of Intent/Availability.
    - *The SCH encourages also including all relevant appendices including but not limited to technical studies.*
- **Environmental Impact Report (EIR)**: NOC Form, Summary Form (if Executive Summary is absent), Draft Environmental Impact Report (EIR), Initial Study, and Notice of Availability.
    - *The SCH also encourages including all relevant appendices including but not limited to technical studies.*
- **Notice of Determination**: NOD Form.
    - *State Lead agencies submit California Fish and Wildlife (CDFW) fee to SCH.*
    - *Local lead agencies encouraged to include copies of CDFW receipt(s).*
    - *Mitigation Monitoring and Reporting Plan (if applicable), and Statement of Overriding Considerations (if applicable).*

  ***Note**: The Final Environmental documents and any addendums are to be filed with the SCH in a separate submittal.*

[ ] Files are properly categorized in CEQA Submit; for example, Notice of Completion categorized as “Notice of Completion.”

- ***Except for the NOD and NOE forms, which have their own respective categories:***
    - [ ] Are the documents a final that is certified and approved? If so, they need to be categorized as “Final Environmental Document.”
    - [ ] Are the documents a final or draft that is NOT certified/approved? If so, they need to be categorized as “Draft Environmental Document.”

[ ] Descriptive and accurate file names (e.g., “ProjectName_DraftEIR”).

3. Text Searchability (accessibility/ADA compliance)

[ ] Documents are fully text-searchable (Optical Character Recognition [OCR]-enabled).

[ ] Files are flattened (non-editable, static format, fillable forms removed).

[ ] No fillable fields in uploaded documents (attachments).

[ ] Documents are properly tagged for screen reader compatibility such as headings, images, and tables.

4. Contacts Tab

[ ] Contacts match those reflected within the Environmental Document(s) and applicable forms, including:

- Lead/Public Agency.
  - Authority = Full name of agency, district or organization.
- Consulting firm (if applicable).
  - Authority = Full name of the consulting firm.
- Project Applicant (if applicable).
  - Authority = Full name of any associated company, firm, organization of the applicant or affiliation with the project if not associated with a company, firm or organization; for example, the property owner.

[ ] Contacts match those reflected on the NOE, NOD forms and applicable Environmental Document(s), including:

- Lead/Public Agency contact.
  - Authority = Full name of agency, district or organization.
- Party/Parties Undertaking Project (if applicable and different than the lead agency).
  - Authority = Full name of agency, district, organization or consulting firm.
- Responsible Agency (if applicable).
  - Authority = Full name of agency, district or organization.
- Applicant (if applicable and different than the lead agency).
  - Authority = Full name of any associated company, firm or organization of the applicant or affiliation with the project if not associated with a company, firm or organization; for example, the property owner.

[ ] The “Authority” subfield reflects the official agency, organization, company name or project affiliation (not generic terms like “Environmental Planning” or “City” or “Consulting Firm” or “Applicant”).

[ ] The “Contact Types” list should reflect all roles that apply to that contact. For example, if the lead/public agency is also the applicant, both the “Lead/Public Agency” as well as “Project Applicant” contact types should be selected.

NOC Types:

Contact Types: (Select all that apply) *

- Lead/Public Agency
- Project Applicant
- Consulting Firm

NOE/NOD Types:

Contact Types: (Select all that apply) *

- Lead/Public Agency
- Project Applicant
- Parties Undertaking Project
- Responsible Agency

*Screenshots of lists for NOC, NOE, and NOD types.

5. Consistency Across Tabs

[ ] Local Action Types, Development Types, and Project Issues tabs in CEQA Submit align with the Environmental Documents including but not limited to the NOC form.

- *Use the provided Project Issues List to ensure data quality.*

6. State Review Period

[ ] Confirm whether **State Agency review** is required:

- Projects involving State Responsible/Trustee agencies.
- Projects with statewide, regional, or areawide significance.

[ ] Make sure the desired State Review Period start and end dates are inputted into CEQA Submit.

- *Note: State Review Periods cannot be back dated.*

[ ] Designate appropriate review period:

- Minimum 30 days for ND/MND.
- Minimum 45 days for EIR.

7. Public Review Period

[ ] Confirm all desired Public Review Period start and end dates are inputted into CEQA Submit:

- Note: The State and Public Review Periods are not required to start on the same dates but must run the same amount of time.

[ ] Designate appropriate review period:

- Minimum 20 days for ND/MND.
- Minimum 30 days for EIR.

[ ] Correct option selected for bypassing or including state review, with justification provided to the SCH via email, if bypassed.

8. Final Review

[ ] All fields in CEQA Submit are filled in and verified for accuracy.

[ ] Required documents are uploaded, correctly categorized, and fully text searchable.

[ ] Details in CEQA Submit reflect those on the Environmental Document(s) and the applicable NOC, NOD, NOE forms.

9. Resources for Assistance

For additional assistance resources you can refer to:

a. CEQA Database User Guide
b. SCH Submission Instructions
c. CEQA Accessibility Standards

Contact the SCH at **state.clearinghouse@lci.ca.gov** for further guidance if needed.