



# Planning Department

## Consultant & Sponsor Resources

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## Sponsor Resources

Environmental Planning has compiled this list of useful documents and websites to **aid you in your preparation of environmental review analysis documents** for our department. These links include information on the Environmental Planning consultant pool, CEQA and technical analysis guidelines, document templates and forms, and general CEQA information. We will update these items periodically, so **please check for updates** on this web page to ensure that you are working with the most recent version.

### NEW

**Disclosure Report for Developers of Major City Projects.** The San Francisco Ethics Commission S.F. Camp. & Govt. Conduct Code § 3.520 et seq. requires developers to provide the public with information about donations that developers make to nonprofit organizations that may communicate with the City and County regarding major development projects. Within 30 days of an EIR certification or CPE issuance, this report must be completed by the developer and filed with the Ethics Commission.

*Document*

*Date*

Disclosure Report for Developers of Major City Projects (San Francisco Ethics Commission Form 3500)

8/12/2014

## Consultant Pools

The Planning Department has established pools of qualified consultants with expertise in the preparation of environmental impact, transportation, historical resources, and archeological resources documents. The

following documents are lists of consultants included in the pools, procedures for administering the pools, and consultants selected from the pools for individual projects.

We welcome your **feedback** on this web page. Please email your comments to: Erik Jaszewski  
Environmental Planning Webmaster.

<i>Document</i>	<i>Date</i>
Administration of Environmental Planning Consultant Pools	9/01/10
Administration of Historic Resource Consultant Pools	4/11/11
Archeological Review Consultant Pool	2/13/15
Environmental Consultant Pool	1/20/15
Transportation Consultant Pool and Historic Resources Consultant Pool	1/20/15
Selected Consultants	9/15/14

## CEQA Document Preparation Guidelines

<i>Document</i>	<i>Date</i>
Environmental Review Guidelines	10/5/2012
Environmental Review Guidelines Notice of Availability	10/5/2012
Environmental Review Guidelines Training Workshop Presentation	11/05/2012

## Technical Analysis Guidelines

<i>Document</i>	<i>Date</i>
HPC Preservation Alternatives Resolution	March 2015
Shadow Analysis Procedures and Scope Requirements	July 2014
Transportation Impact Analysis Guidelines for Environmental Review	October 2002
San Francisco Preservation Bulletin No. 16: CEQA Review Procedures for Historic Resources	3/31/08
Transportation Significance Criteria	9/27/13

## Document Templates and Checklists

<i>Document</i>	<i>Date</i>
<b>Initial Studies</b>	
Initial Study Checklist (Environmental Review Guidelines Appendix B)	8/1/13
Initial Study Table of Contents (Environmental Review Guidelines Appendix C)	10/5/12
<b>Mitigated Negative Declarations</b>	
Notification of Project Receiving Environmental Review (Environmental Review Guidelines Appendix F)	6/18/13
PMND Cover Page (Environmental Review Guidelines Appendix H)	10/5/12
Notice of Availability of and Intent to Adopt a MND (Environmental Review Guidelines Appendix I)	3/19/15
Site Posting Instructions for DEIRs and PMNDs	5/5/14
Notice of Completion	January 2008
Agreement to Implement Mitigation Measures (Environmental Review Guidelines Appendix K)	10/5/12
Affidavit of Mailing	10/5/12
FMND Cover Page (Environmental Review Guidelines Appendix M)	2/28/14

Mitigation Monitoring and Reporting Program	(Environmental Review Guidelines Appendix L)	10/5/12
PMND Appeal Packet Transmittal Memorandum		09/10/08
PMND Appeal Executive Summary		09/10/08
PMND Appeal Motion		09/10/08
PMND Appeal Exhibit A		09/10/08
Notice of Determination (NOD)	(Environmental Review Guidelines Appendix N)	7/3/14

### ***Environmental Impact Reports***

Notice of Preparation of an EIR	(Environmental Review Guidelines Appendix O)	8/1/13
Notice of Availability of the NOP	(Environmental Review Guidelines Appendix P)	2/28/14
Notice of Availability of a Draft EIR	(Environmental Review Guidelines Appendix R)	3/19/15
Site Posting Instructions for DEIRs and PMNDs		5/5/14
Notice of Completion		January 2008
DEIR Cover	(Environmental Review Guidelines Appendix T)	8/1/13
DEIR Distribution Notice	(Environmental Review Guidelines Appendix U)	8/1/13
DEIR Table of Contents	(Environmental Review Guidelines Appendix V)	10/5/12
Summary of Impacts of Proposed Project	(Environmental Review Guidelines Appendix W)	10/5/12
Comparison of Significant Impacts of the Proposed Project and Alternatives	(Environmental Review Guidelines Appendix X)	10/5/12
Agreement to Implement Mitigation Measures	(Environmental Review Guidelines Appendix K)	10/5/12
Mitigation Monitoring and Reporting Program	(Environmental Review Guidelines Appendix L)	10/5/12
DEIR Declaration of Posting	(Environmental Review Guidelines Appendix S)	10/5/12
Scoping Meeting Materials	(Environmental Review Guidelines Appendix Q)	7/16/13
FEIR Request Postcard	(Environmental Review Guidelines Appendix Y)	10/5/12
Responses to Comments Cover	(Environmental Review Guidelines Appendix Z)	10/5/12
Responses to Comments Distribution Notice	(Environmental Review Guidelines Appendix AA)	4/28/14
Responses to Comments Table of Contents	(Environmental Review Guidelines Appendix BB)	10/5/12
FEIR Cover	(Environmental Review Guidelines Appendix CC)	10/5/12
FEIR Table of Contents	(Environmental Review Guidelines Appendix DD)	8/1/13
Notice of Determination (NOD)	(Environmental Review Guidelines Appendix N)	7/3/14

### ***Forms***

Kick-off Meeting Agenda	(Environmental Review Guidelines Appendix E)	10/5/12
Progress Meeting Agenda	(Environmental Review Guidelines Appendix FF)	10/5/12
Quality Assurance/Quality Control Plan	(Environmental Review Guidelines Appendix D)	10/5/12
Affidavit of Mailing	(Environmental Review Guidelines Appendix G)	10/5/12
EP Guidelines Exception Agreement	(Environmental Review Guidelines Appendix A)	10/5/12
Consultant's Checklist for Document Submittal	(Environmental Review Guidelines Appendix J)	10/5/12
Disclosure Report for Developers of Major City Projects	(San Francisco Ethics Commission Form 3500)	8/12/14

### ***Applications***

Environmental Evaluation Application		1/9/15
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Environmental Evaluation Supplemental - Public Works Projects Attachment: Construction Equipment List	7/21/14
Project Review Meeting Application	8/31/11
School Drop-Off & Pick-Up Management Plan Application Packet	05/21/15
Shadow Analysis Application	10/21/11
Tree Planting and Protection Checklist	5/7/12
Transportation Demand Management Checklist	9/19/14
Greenhouse Gas Compliance Checklist Cover Sheet	4/20/12
Greenhouse Gas Compliance Checklist for Private Development Projects	12/16/14
Greenhouse Gas Compliance Checklist for Municipal Projects	12/16/14
Historic Resources - Supplemental Information Form	5/1/12
Affidavit of Mailing	10/5/12

## General CEQA Information

<i>Document</i>	<i>Date</i>
CEQA Update: Senate Bill 743 Summary - Aesthetics, Parking and Traffic	11/26/13
Map of San Francisco Transit Priority Areas	1/16/14
Environmental Planning's Environmental Review Process Summary	3/17/11
Chapter 31 of the San Francisco Administrative Code	
Updates to Chapter 31 of the San Francisco Administrative Code	7/17/13
CEQA Statutes and Guidelines	
CEQA Process Flow Chart	
California State Clearinghouse Document Submission Requirements	

