2.3.2 Notice of Preparation (NOP)

The Notice of Preparation (NOP) advises Responsible, Trustee or involved state and federal agencies that the campus plans to prepare an EIR for a project (UC Handbook, Appendix L). An NOP is usually the first public step in the CEQA process and often serves as the announcement of a proposed project. Responsible Agencies include all public agencies that have discretionary approval power over the project. Trustee Agencies are responsible for natural resources affected by the project. The four Trustee agencies are: Department of Fish and Game, State Lands Commission, Department of Parks and Recreation and UC (NRS). The NOP solicits guidance from those agencies on the scope and content of the environmental information that should be included in the EIR. CEQA Guidelines Section 15083.5 http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art7.html requires cities and counties to consult with the public water agency providing water to a proposed project if it exceeds a certain size. Although this requirement does not apply to UC, the campus should consider undertaking a comparable consultation during the LRDP EIR process. A copy of the NOP for an LRDP EIR should be sent to the water agency providing water to the campus to ascertain adequate supplies of water for future campus development.

Prior to completing the Draft EIR, the Lead Agency may also consult directly with any person or organization it believes will be concerned with the environmental effects of the project. This early consultation, or scoping, is described in more detail in UC CEQA Handbook Section 2.3.3.

Steps for Preparing and Distributing the Notice of Preparation (NOP)


- Send the draft NOP to the Offices of the President and the General Counsel for review.

- Send copies of the NOP to Responsible and Trustee Agencies and to the State Clearinghouse by certified mail or any other means that records its arrival. Attaching the Initial Study to the NOP is optional. Responsible agencies have 30 days to comment on the NOP.

- Send copy of the NOP for the LRDP EIR to the local water agency as appropriate.

- The state encourages lead agencies to make CEQA notices available electronically.

- Use the identification number issued by the State Clearinghouse for all subsequent environmental correspondence, notices and documents related to the project.

- Send copies of the NOP to any person who has filed a written request for notices with the campus, within 5 days of filing.