2.3.6 Administrative Review (Campus, Office of the President and General Counsel)

Figure 5 shows the Administrative Review process for an EIR. Consultation with the Offices of the President and the General Counsel is intended to be an ongoing process. Generally, even the most preliminary outlines and drafts of major EIRs should be forwarded for review. In addition, many campuses have established internal campus committees that review planning and environmental documents.

Relevant administrative staff at the campuses and in the Offices of the President and General Counsel should review appropriate sections of EIRs based on their areas of expertise (e.g., housing, parking and utilities, etc.) for all major projects. The project schedule should allow adequate time for internal review.

The Administrative Draft EIR should not be released to the public or to other agencies. Internal planning and review committees and faculty must treat the Administrative Draft EIR as a confidential document; the Administrative Draft EIR is not part of the Administrative Record for the project.

Steps for Conducting Administrative Review

- Distribute the Administrative Draft EIR to relevant campus staff, campus planning review committees, and to the Offices of the President and the General Counsel.

- Request that written comments be provided in a timely manner with advance notice. (One week is generally adequate for policy and legal review for most types of CEOA documents.)

- Highlight mitigation measures that will/may be costly and verify with those responsible for their implementation that funding is or will be available.