Notice of Completion (NOC)

2.3.8 Notice of Completion (NOC)

The Notice of Completion (NOC) alerts the Office of Planning and Research (OPR), Responsible and Trustee Agencies and the public that the Draft EIR is complete and available for review and establishes the start date of the public review period.

Steps for Preparing and Distributing the Notice of Completion

- Prepare an NOC that includes the following requirements set forth in CEQA Guidelines Section 15085(b) [http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art7.html] and 15087, [http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art7.html] and UC CEQA Handbook, Appendix M

1) a brief description of the project;
2) the proposed location of the project;
3) an address where copies of the Draft EIR and all referenced documents are available for public review;
4) the period during which comments will be received on the Draft EIR;
5) location where documents referenced in the Draft EIR are available for review;
6) date, time and place of public hearing,
7) a list of significant environmental effects anticipated as a result of the project, to the extent which such effects are known to the lead agency at the time of the notice, and
8) the presence of any hazardous sites on the project site as listed in Section 65962.5 of the Government Code (Cortese List [http://www.leginfo.ca.gov/calaw.html]).

Distribution of the NOC to public agencies:

- Send one (1) copy of the NOC and Environmental Document Transmittal Form and fifteen (15) copies of the Draft EIR to the State Clearinghouse at OPR. These fifteen copies will be distributed to relevant state agencies for review. Specify that one copy should be sent to the Department of Fish and Game if relevant (CEQA Guidelines Section 15086(6) ) [http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art7.html] and,

- Send one NOC and Draft EIR to each relevant Responsible Agency and Trustee Agency (CEQA Guidelines Section 15086(a) ) [http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art7.html] unless included in state clearinghouse distribution of 15 copies.
Send one copy of the NOC and Draft EIR to cities or counties in which environmental effects would potentially occur, to regional agencies with jurisdiction over the project area, and to federal agencies with jurisdiction over any resources affected by the project. Compile a list of public agencies, particularly local agencies which have jurisdiction by law and/or special expertise with respect to various projects and project locations. Such listings should be consulted with regard to a particular project (CEQA Guidelines Section 15087(h) http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art7.html).

Send one copy of the NOC and Draft EIR to any city or county which borders on a city or county within which the project is located (CEQA Guidelines Section 15086(a)(4) http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art7.html). Document if any bordering city or county is interested in receiving and reviewing environmental documents in an annual agreement. They may be interested in all projects, certain projects, or none (CEQA Statutes Section 21153 http://ceres.ca.gov/ceqa/stat/chap4.html).

Send one NOC and Draft EIR to transportation planning agencies and public agencies with transportation facilities affected by the project (CEQA Guidelines Section 15086(a)(5) http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art7.html).

Public agencies are encouraged to make copies of Notices of Completion available in electronic form (CEQA Guidelines Section 15085(e) http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art7.html).


Distribution of the NOC and Draft EIR to the public:

At the same time the NOC is filed, provide public notice of the availability of a Draft EIR. (Copies of the NOC may be used for this purpose). Notice shall be provided to all organizations and individuals who previously requested such notice. Notice shall also be given, as shown in Figure 6, by at least one of the following procedures: (CEQA Guidelines Section 15087) http://ceres.ca.gov/topic/env_law/ceqa/guidelines/art7.html.

(1) Publication, at least one time, in a newspaper of general circulation in the area affected by the proposed project.

(2) Posting of notice by the public agency on and off the site in the area where the project is to be located.

(3) Direct mailing to the owners and occupants of property contiguous to the parcel or parcels on which the project is located. Owners of such property shall be identified as shown on the latest equalized assessment roll.
To make copies of EIRs available to the public, Lead Agencies should furnish copies of Draft EIRs to public library systems serving the area involved. Copies should also be available in offices of the Lead Agency.

If the project may emit hazardous materials and is within ¼ mile of a school, the lead agency must consult with the school district having jurisdiction over the school affected by the project. The school district must be given written notification of the project no less than 30 days prior to the proposed approval of the EIR or Neg. Dec. (CEQA Statutes Section 21151
http://ceres.ca.gov/ceqa/stat/chap4.html and CEQA Guidelines Section 15186)