



THE TOWN OF  
CORTE MADERA  
MARIN COUNTY CALIFORNIA

# Environmental Assessment Checklist

**Planning & Building Department**  
**300 Tamalpais Drive**  
**Corte Madera, CA 94925-1418**

For Staff Use
Date: _____
Rec. by: _____
Fee: _____
App. #: _____

Owner of Property:: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Applicant  
(other than Owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Architect, Designer  
Or Engineer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Indicate with an asterisk (\*) person(s) to whom all correspondence should be sent.

I, the undersigned owner (or authorized agent with a letter of approval from the property owner stating that said agent may act on owner's behalf) of the property herein described, hereby make application for Environmental Assessment of the project described herein, and I hereby certify that the information given is true and correct to the best of my knowledge and belief

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Application for Environmental Assessment**

12. If commercial or industrial: net rentable floor area \_\_\_\_\_  
number of occupants \_\_\_\_\_  
estimated employment per shift \_\_\_\_\_

13. If applicable, describe provisions for:

water service \_\_\_\_\_  
fire protection \_\_\_\_\_  
storm drainage \_\_\_\_\_  
sewage disposal \_\_\_\_\_  
other utilities \_\_\_\_\_

14. Indicate Town approvals needed:

_____ General Plan Amendment	_____ Street vacation
_____ Rezoning	_____ Preliminary Development Plan
_____ Use Permit	_____ Precise Development Plan
_____ Subdivision	_____ Other (specify) _____

15. Indicate any other public agencies which must approve or grant a permit for your project:

_____ Army Corps of Engineers	_____ Marin County
_____ Bay Area Pollution Control District	_____ Marin Municipal Water District
_____ Bay Conserv. And Devel. Commission	_____ Sanitary District No. Two
_____ California Dept. of Transportation	_____ Local Agency Formation Commission
_____ California Dept. of Fish and Game	_____ Other (specify) _____

## Application for Environmental Assessment

1. General Procedure. An environmental assessment is required to decide whether your project may have a significant environmental impact (in which case an Environmental Impact Report must be written) or will not have a significant effect (in which case a Negative Declaration will be written).
2. Application Requirements. All of the following are needed for a complete Environmental Assessment Application:
  - A. Completed application (pages 1-3 of this form).
  - B. Filing fee.
  - C. Four (4) additional copies of all plans submitted for other entitlements requested.
  - D. Additional information or reports as needed to evaluate the environmental impacts of the project.
  - E. Any other information the applicant considers relevant to this application.
3. Evaluation. The Planning Director will review your application to see if it is complete. More information about the effects of a project may be needed before a decision can be made.
4. Decision. The Planning Director will write a Negative Declaration or issue a notice that an Environmental Impact Report is needed. The decision of the Planning Director may be appealed to the Planning Commission by filing the available form with the Planning Department within ten (10) days of the date that the decision is made.

**NOTE: ALL PLANS MUST BE FOLDED TO APPROXIMATELY 9" X 12" IN PACKETS CONTAINING ONE COPY OF EACH SHEET.**

**Application for Environmental Assessment**

Approval Deadline. The Town must inform applicants within 30 days as to whether their applications are complete. In addition, the Town must act on an application within certain deadlines as follows:

- For applicants which require an environmental impact report, the Town must act on the application within one year from the date the application was accepted as complete.
- For applications which require a negative declaration or which are categorically exempt, the Town must act on the application within six months from the date the application was accepted as complete.

At the applicant's request, the Town may grant one 90-day extension to these deadlines.

Notification of Changes In Town Regulations: Pursuant to Sections 65945 and 65945.3 of the California Government Code, you may make a written request to receive notice from the Town regarding changes in Town regulations which are reasonably related to your project.

If you wish to receive this notice, please return the form below to the Planning Department, Town of Corte Madera, 300 Tamalpais Drive, Corte Madera, CA 94925-1418.

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I wish to receive notice of proposals to adopt or amend any of the following which are reasonably related to my project.

- \_\_\_\_\_ General Plan
- \_\_\_\_\_ Zoning Ordinance
- \_\_\_\_\_ Specific Plan
- \_\_\_\_\_ Any ordinance affecting building, grading, or occupancy permits
- \_\_\_\_\_ Rule or regulations affecting the issuance of development permits

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Project: \_\_\_\_\_

Address of Project: \_\_\_\_\_