SAN FRANCISCO PLANNING DEPARTMENT

CONSULTANT CHECKLIST FOR DOCUMENT SUBMITTAL

File Number:

Project Title:

This checklist must be filled in by the consultant and a signed copy must accompany each administrative draft document submitted to Environmental Planning (EP). Exceptions to any checklist item must be approved in advance. Items that are not applicable should be marked “NA” (not applicable) with an explanation. If any of the items are not addressed, the document may be returned unread for revision and resubmittal.

 1. Document complies with EP’s *Environmental Review Guidelines*.

 2. Document has not been reviewed by sponsor, sponsor’s representatives, or other environmental team members in advance of submittal to EP.

 3. Transmittal sent to others instructs that comments are to be submitted to EP.

 4. Document is edited for grammatical and typographical errors, clarity, and format.

 5. Document is neutral in tone and does not advocate the project.

 7. Document cover/first page identifies the number of the draft (e.g., 1, 2, 3), project number and title, date of submittal, and State Clearinghouse Number, if applicable.

 8. Each page contains header or footer stating “Administrative Draft – Subject to Change” (except for the final print check).

 9. All document sections, tables, figures, appendices, etc. are submitted.

 10. Footnotes are on same page as the reference (no endnotes).

 11. Tables and figures are checked for accuracy, figures include a north arrow, each table and figure includes a source.

 12. Text references to tables, figures, and to other text refer to the correct pages, tables, figures, or text.

 13. Data in tables and figures are cross-checked with text.

 14. Consultant firm logos do not appear in the document.

 15. Project-specific and cumulative impacts are analyzed for each environmental topic (unless previously screened out in an Initial Study).

 16. Operational and construction-period impacts are analyzed for each environmental topic (unless previously screened out in an Initial Study).

 17. Analysis of each environmental topic and subtopic explicitly states whether or not the impact is significant.

 18. Mitigation measures are identified in the environmental analysis for significant impacts only (not insignificant impacts) together with a statement of whether the measure would reduce the impact to a less-than-significant level.

 19. Mitigation measures are listed separately from improvement measures.

 20. Changes made in response to comments on previous administrative draft are clearly marked in new text with strikethrough and underline.

 21. Changes *not* made in response to comments on previous administrative drafts are explained in writing on annotated comments or accompanying memo.

 22. Raw data and assumptions (background material) for all calculations are submitted in a file folder with the administrative draft document, unless previously submitted.

 23. All document background reports are finalized and included with the submittal packet.

**Notes:**

Consultant Signature:

Date: