# Notice of Preparation of an Environmental Impact Report

*Date:* [publication date]

*Case No.:* **20XX.XXXXE**

*Project Title:* **[Project Address/Title]**

*BPA Nos.:* [building permit application numbers, if applicable]

*Zoning:* xxx [district name] Use District

xxx Height and Bulk District

*Block/Lot:* [block/lot]

*Lot Size:* xxxx square feet

*Project Sponsor* [project sponsor name, affiliation]

[telephone number]

*Lead Agency:* San Francisco Planning Department

*Staff Contact:* [name] – (415) xxx-xxxx

[email address]

## project description

[Brief description of proposed project]

## FInding

**This project may have a significant effect on the environment and an Environmental Impact Report is required.** This determination is based upon the criteria of the State CEQA Guidelines, Sections 15063 (Initial Study), 15064 (Determining Significant Effect), and 15065 (Mandatory Findings of Significance), and for the reasons documented in the Environmental Evaluation (Initial Study) for the project, which is attached.

## Public Scoping PROCESS

[**Use this paragraph if scoping is required**]. Pursuant to the State of California Public Resources Code Section 21083.9 and California Environmental Quality Act Guidelines Section 15206, a public scoping meeting will be held to receive oral comments concerning the scope of the EIR. The meeting will be held on **[date and time]** at **[location].** To request a language interpreter or to accommodate persons with disabilities at the scoping meeting, please contact the staff contact listed above at least 72 hours in advance of the meeting. Written comments will also be accepted at this meeting and until 5:00 p.m. on [**month day, year**]. Written comments should be sent to **Planner Name**, San Francisco Planning Department, 1650 Mission Street, Suite 400, San Francisco, CA 94103 or emailed to **Planner Email**.

[**Use this paragraph if no scoping is required**]. Written comments will be accepted until 5:00 p.m. on [**month day, year**]. Written comments should be sent to **Planner Name**, San Francisco Planning Department, 1650 Mission Street, Suite 400, San Francisco, CA 94103, **Planner Email**.

If you work for a responsible State agency, we need to know the views of your agency regarding the scope and content of the environmental information that is germane to your agency’s statutory responsibilities in connection with the proposed project. Your agency may need to use the EIR when considering a permit or other approval for this project. Please include the name of a contact person in your agency.

Members of the public are not required to provide personal identifying information when they communicate with the Commission or the Department. All written or oral communications, including submitted personal contact information, may be made available to the public for inspection and copying upon request and may appear on the Department’s website or in other public documents.

|  |  |  |
| --- | --- | --- |
| Date |  | Lisa GibsonEnvironmental Review Officer |