# PUBLIC NOTICE

# Availability of Notice of Preparation of

# Environmental Impact Report

*Date:* [publication date]

*Case No.:* **201X.XXXXE**

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

*Zoning:* xxx [district name] Use District

xxx Height and Bulk District

*Block/Lot:* [block]/[lot]

*Project Sponsor:* [name, organization, phone]

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

[email address]

A notice of preparation (NOP) of an environmental impact report (EIR) has been prepared by the San Francisco Planning Department in connection with this project. The report is available for public review and comment on the Planning Department’s [Negative Declarations and EIRs web page (<http://www.sf-planning.org/sfceqadocs>)] [SFPUC Negative Declarations and EIRs web page (<http://www.sf-planning.org/puccases>)]. CDs and paper copies are also available at the Planning Information Center (PIC) counter on the first floor of 1660 Mission Street, San Francisco. Referenced materials are available for review by appointment at the Planning Department's office on the fourth floor of 1650 Mission Street. (Call (415) 575-XXXX)

**Project Description:** [add text]

The Planning Department has determined that an EIR must be prepared for the proposed project prior to any final decision regarding whether to approve the project. The purpose of the EIR is to provide information about potential significant physical environmental effects of the proposed project, to identify possible ways to minimize the significant effects, and to describe and analyze possible alternatives to the proposed project. Preparation of an NOP or EIR does not indicate a decision by the City to approve or to disapprove the project. However, prior to making any such decision, the decision makers must review and consider the information contained in the EIR.

The Planning Department will hold a **PUBLIC SCOPING MEETING** on [**day, date, time]** at [location, address]. The purpose of this meeting is to receive oral comments to assist the Planning Department in reviewing the scope and content of the environmental impact analysis and information to be contained in the EIR for the project. 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 until 5:00 p.m. on **[date].** 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**. Referenced materials are available for review by appointment at the Planning Department's office on the fourth floor of 1650 Mission Street. (Call (415) 575-XXXX).

If you work for an agency that is a Responsible or a Trustee Agency, we need to know the views of your agency as to the scope and content of the environmental information that is relevant 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. We will also need the name of the contact person for your agency. If you have questions concerning environmental review of the proposed project, please contact **[Planner Name]** at **(415) 575‐xxxx**.

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.