# Agenda

# [Project Address / Title] Environmental Impact Report

# Public Scoping Meeting

# [Location]

# [Date and Time]

**I. Introduction**

* Introductions to EIR Preparers and Project Sponsor
	+ Name – SF Planning Department (EIR Coordinator)
	+ Name – [Organization/Company] (Project Sponsor)
	+ Name – [Consulting Firm] (EIR Consultant)
* Purpose of meeting
* Meeting format

**II. Brief Overview of Proposed Project**

**III. Summary of California Environmental Quality Act (CEQA) Process**

* Notice of Preparation/IS (30-day public review period)
* Scoping Meeting
* Draft EIR (45-day public review period, Planning Commission hearing)
* Comments and Responses Document (approx. 14-day review)
* Final EIR Certification (Planning Commission hearing)

**IV. Public Comment**

* Comments on environmental review issues from speakers who fill out a speaker card
* Three minutes per speaker

**V. Final Reminders**

* Submit written comments to **Environmental Review Officer, San Francisco Planning Department, 1650 Mission Street, Suite 400, San Francisco, CA 94103**, by 5:00 p.m., **[date and time]**.
* If you have questions or comments regarding the proposed project and the environmental process, please contact **[EIR Coordinator]** at **(415) xxx-xxxx**.

# San Francisco Planning Department

# EIR Public Scoping Meeting Written Comment Form

# [Project Address/ Title]

# Case # \_\_\_\_\_\_

If you wish to submit written comments on the above project, you may do so on this sheet (although use of this form is not required). Please submit written comments in person to [Planner Name] at today’s public scoping meeting, or by mail to Sarah B. Jones, San Francisco Planning Department, 1650 Mission Street, Suite 400, San Francisco, CA 94103. **All comments must be submitted no later than 5 P.M., [END OF COMMENT PERIOD].**

*Write your comments regarding the environmental review for the project here. Use the back of the sheet or additional pages if necessary.*

Name:

Organization (if any):

Address:

# EIR Public Scoping Meeting Sign-In Sheet

# [Project Address / Title]

# [Meeting Date]

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| **PRINT NAME** | **ADDRESS** | **TELEPHONE** |
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# San Francisco Planning Department

# Speaker Card

To aid in the preparation of minutes or a transcript, you are requested, but not required, to provide this information:

Please **PRINT** then give to meeting moderator

Name:

Organization (if any):

Address: