

# Notice of Preparation

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## Notice of Preparation

To: \_\_\_\_\_ From: \_\_\_\_\_  
\_\_\_\_\_  
(Address) (Address)  
\_\_\_\_\_

**Subject: Notice of Preparation of a Draft Environmental Impact Report**

\_\_\_\_\_ will be the Lead Agency and will prepare an environmental impact report for the project identified below. We need to know the views of your agency as to the scope and content of the environmental information which is germane to your agency's statutory responsibilities in connection with the proposed project. Your agency will need to use the EIR prepared by our agency when considering your permit or other approval for the project.

The project description, location, and the potential environmental effects are contained in the attached materials. A copy of the Initial Study (  is  is not ) attached.

Due to the time limits mandated by State law, your response must be sent at the earliest possible date but not later than 30 days after receipt of this notice.

Please send your response to \_\_\_\_\_ at the address shown above. We will need the name for a contact person in your agency.

**Project Title:** \_\_\_\_\_

**Project Applicant, if any:** \_\_\_\_\_

Date \_\_\_\_\_ Signature Melissa Soto  
Title \_\_\_\_\_  
Telephone \_\_\_\_\_

**Reference:** California Code of Regulations, Title 14, (CEQA Guidelines) Sections 15082(a), 15103, 15375.