

**CEQA**  
**Transmittal Memorandum for 2025**

Attach **one** transmittal memorandum to the front of the original CEQA document. Clip copies in the back.

- 1) If notice requires F&W receipt, you must provide a minimum of 3 copies of the notice.
- 2) If notice does not require F&W receipt, you must provide a minimum of 2 copies of the notice.

**TYPE OR PRINT CLEARLY**

LEAD AGENCY \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

PROJECT APPLICANT \_\_\_\_\_

PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

PROJECT APPLICANT ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

WORK ORDER # \_\_\_\_\_  30-Day Posting  35-Day Posting  45-Day Posting  Other \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

**CHECK DOCUMENT BEING FILED:**

Notice of Availability.....No Fee

Notice of Intent.....No Fee

Notice of Preparation.....No Fee

Notice of Public Hearing.....No Fee

Other \_\_\_\_\_ No Fee

Environmental Impact Report (EIR).....\$4123.50

Previously paid F&W (**must attach F&W receipt**) F&W Receipt Number# \_\_\_\_\_

DFG No Effect Determination (**F&W letter must be attached**).....No Fee

County Administrative Fee.....\$50.00

Mitigated Negative Declaration or Negative Declaration.....\$2968.75

Previously paid F&W (**must attach F&W receipt**) F&W Receipt Number# \_\_\_\_\_

DFG No Effect Determination (**F&W letter must be attached**).....No Fee

County Administrative Fee.....\$50.00

Notice of Exemption.....No Fee

County Administrative Fee.....\$50.00

TOTAL \$ \_\_\_\_\_

\*Additional copies to be returned to: \_\_\_\_\_

\*Method of return:  Hold for pick-up/Call # \_\_\_\_\_  Interoffice Mail

**PAYMENT METHOD: ALL APPLICABLE FEES MUST BE PAID AT THE TIME OF FILING**

JV - Trans Code \_\_\_\_\_ Dept \_\_\_\_\_ Fund \_\_\_\_\_ Expense Key \_\_\_\_\_

Money Order

Check