



County Clerk Coordination

November 9, 2016





Questions

Should counties reject an NOD if it includes a previously issued filing fee receipt lacking a State SCH number?

For filing fee purposes, it is not necessary for the NOD or cash receipt to include the SCH number. However, the project title and environmental document type should match.

It is preferable that the SCH number is included on these documents, and if so, they should match.



Questions

Which statute or regulation states that filing fees are not required for notice types other than NODs (e.g., NOIs, NOPs, NOAs)?

None, because the regulations in this case state only what is required.

The important thing is that the fee is collected for each separate project environmental document (note that addenda are not separate environmental documents). NOD filing is at the end of the CEQA document process when CDFW should have had a review opportunity.

California Code of Regulations, title 14, section 753.5 et seq. describes the notice types for which county clerks collect filing fees and/or issue filing fee cash receipts (NODs and NOEs).



Questions

The filing fee receipt project title field does not accommodate long titles. How should counties handle this?

It is important for the receipt to include the entire project title for tracking purposes.

The field currently accepts 349 characters, which accommodates the example provided. However, your PDF program may not have the same functionality.

Options include:

- 🔥 Use the “Typewriter” function under the “Comment” tab, which allows more text (2 lines)
- 🔥 Print the receipt and handwrite the project name



Questions

Should counties make a notation of CEQA notice posting dates?

It is not in CDFW's purview to make this call for counties. Please refer to your staff attorney, or SCH may be able to help.

General advice: follow the plain language of the CEQA statute and guidelines as closely as possible. If they don't address this question, it may be at the discretion of the county.



Questions

Is there a way to modify finalized filing fee receipts?

Once the Finalize&Email button on the filing fee receipt is selected, the receipt is not modifiable. This ensures the information is secure.

Options to modify include:

- ❖ Save an editable copy of the receipt prior to selecting the Finalize&Email button
- ❖ If receipt already emailed, complete and email a new receipt, and indicate that it replaces the previous submittal



Questions

Are “De Minimis” findings acceptable to waive the filing fee?

No, only a previously issued filing fee receipt copy or an NED are acceptable to waive the fee, including for subsequent NODs for the same project environmental document.



Questions

Who at CDFW should I contact for a filing fee question?

- 🍁 CEQA@wildlife.ca.gov (best option)
- 🍁 Melanie Day (916) 653-3864
- 🍁 Ryan Mathis (916) 651-8711

Thank you!



CEQA@wildlife.ca.gov