



**DEVELOPMENT SERVICES DEPARTMENT**  
11600 Air Expressway, Adelanto, CA 92301  
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**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)  
PROCESS POLICY MEMORANDUM  
2019-01**

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DATE: **Effective November 15, 2019**

TO: MEMBERS OF THE DEVELOPMENT COMMUNITY AND PUBLIC

FROM: Dave Martinez, Development Services Director

SUBJECT: CEQA Process for Planning Division Applications

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- 1. Planning Applications** - All discretionary Planning Division applications must comply with the California Environmental Quality Act (CEQA). The CEQA process must be completed before staff will deem an application complete and eligible for final staff review and approval by the appropriate decision-making body (i.e., Development Services Director, Planning Commission and/or City Council).
- 2. CEQA Process** - When a new planning application is submitted to the Planning Division, assigned Staff must complete a number of steps with regard to CEQA, to determine the nature and extent of the CEQA review required for the application. In some instances, a previous environmental document may have been completed, which covers the proposed development application. If so, further CEQA compliance may not be required. If not, a decision must be made, based on evidence, whether the project qualifies for a categorical exemption, or whether an Initial Study must be performed to determine the appropriate environmental determination (i.e., Negative Declaration (ND), Mitigated Negative Declaration (MND) or the preparation of an Environmental Impact Report (EIR). Because there substantial difference in the amount of time and expense required preparing a Categorical Exemption as opposed to an EIR, a qualified environmental professional must make this determination.
- 3. Beginning November 15, 2019** - The Planning Division will require all applicants applying for a discretionary planning approval to select and hire their own qualified environmental consultant to perform the appropriate analysis and resultant environmental determination for their project in compliance with CEQA.

4. **Qualified Environmental Consulting Firms** - To assist the project applicant in selecting a qualified environmental consulting firm to perform the required CEQA analysis, the City has generated a “Short List,” of professional environmental consulting firms, which is attached as Exhibit 1.
5. **Options for Selecting Qualified Environmental Consulting Firms** - The project applicant also has the option of contracting a multi-disciplinary, environmental firm of their choosing to perform the work. However, the Planning Division will only accept work performed by qualified environmental consultants.
6. **Applicant Contract Directly with Chosen Firm** - The project applicant is responsible for selecting and contracting directly with the qualified environmental consulting firm of their choosing. All costs associated with the preparation of the required environmental document are the applicant’s responsibility. The applicant will make payment directly to their selected environmental firm.
7. **Planning Division Can Require Peer Review** - The Planning Division reserves the right to have another qualified environmental consulting firm conduct a peer review of the work performed pursuant to CEQA **at the applicant’s expense** for complex project’s requiring a Mitigated Negative Declaration (MND) or an Environmental Impact Report (EIR). In those instances when a peer review is needed, the Staff Planner will inform the applicant that a Peer Review is required and will then obtain a proposal from a qualified consultant for the peer review work to be performed. The cost of which will be borne by the project applicant. Payment for peer review services must be submitted before the peer review work will be performed.
8. **CEQA Document Completion** - The applicants’ environmental consultant must prepare the required CEQA environmental document and work with assigned Planning Staff to ensure that all aspects of CEQA are fulfilled, including required Tribal Consultations (i.e., AB 52 and/or SB 18) public reviews, notices, and County Clerk filings.
9. **Filing of Notice of Exemption or Determination** - CEQA requires the filing of either a Notice of Exemption (NOE) or Notice of Determination (NOD) with the San Bernardino County Clerk, following approval of the City decision-making body. This filing must occur within five (5) days of formal approval to shorten the statute of limitations for challenging project approvals.
10. **The applicant is responsible for filing the NOE or NOD, with the County of San Bernardino County Clerk within five (5) days of approval in order to complete the CEQA process and shorten the statutory appeal period for the project.** Upon submission of the NOE or NOD to the County Clerk, the document will be date stamped and marked as filed, providing proof that the document has been filed.
11. **NOE/NOD Preparation & City Signature** - The NOE or NOD, must be prepared by the applicant’s environmental consultant **and signed by the Project Planner** before it can be filed at the County.
12. **Filed Copy Required for City Records.** The applicant must submit a copy of the filed NOE or NOD to the Project Planner as evidence that the CEQA process has been completed.

**EXHIBIT 1**  
**Qualified Environmental Consulting Firms**  
**Short List**

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1. Blodgett Baylosis Environmental Planning  
Hacienda Heights, California  
Contact: Marc Blodgett, Phone: 626-336-0033  
Email: [blodgett.marc@gmail.com](mailto:blodgett.marc@gmail.com)
  
2. RCA  
Hesperia, California  
Contact: Randall Arnold, Phone: 760.596.0017  
Email: [rarnold@rcaassociatesllc.com](mailto:rarnold@rcaassociatesllc.com)
  
3. Chambers Group  
Redlands, California  
Contact: Corrine Lytle-Bonine, Phone: 909 335-7068  
Email: [clytle-bonine@chambersgroupinc.com](mailto:clytle-bonine@chambersgroupinc.com)
  
4. SWCA  
Pasadena, California  
Contact: John Dietler, Phone: 626- 240-0587  
Email: [jdietler@swca.com](mailto:jdietler@swca.com)
  
5. E Corp  
Redlands, California  
Contact: Anne Surdzial, Phone: 909- 307-0046  
Email: [ASurdzial@ecorpconsulting.com](mailto:ASurdzial@ecorpconsulting.com)
  
6. Michael Baker International  
Long Beach, California  
Contact: Trayci Nelson, Phone: 562-200-7180  
Email: [Tnelson@mbakerintl.com](mailto:Tnelson@mbakerintl.com)
  
7. T&B Planning Consultants

Tustin, CA

Contact: Tracy Zinn, Phone: (714) 505-6360

Email: [Tzinn@tbplanning.com](mailto:Tzinn@tbplanning.com)