# **Environmental Document Review Checklist**

**Project Information**

**Project Name:**        **Local Assistance**  **SHS**

**Fed. Aid Number:**       **EA:**       **EFIS ID:**

**DIST-CO-RTE:**       **PM/PM:**

**Document Type:**  Draft  Final

Routine EA  Complex EA  EIS  IS  EIR

**Contact Information**

**CEQA Lead Agency:**

**NEPA Lead Agency:** Caltrans

**Name of Document Preparer or Oversight Coordinator:**

**Consultant Prepared:**

**Consultant:**       **Name:**

**Checklist**

Instructions: In the table below, check if content is included or not applicable. Items not mandated for Draft ED but required for approval of Final ED (as applicable) are described and shown with blue text. Items that are CEQA requirements are described and shown with green text.

| **Included** | **Not applicable** | **Major Required Content Per Annotated Outline** |
| --- | --- | --- |
|  |  | **Cover Sheet** |
|  |  | Follows annotated outline format |
|  |  | Includes 23 U.S.C. 327 assignment language |
|  |  | **General Information About This Document** (not required for Final ED except information regarding alternative formats) |
|  |  | **Title Sheet** |
|  |  | Title including cooperating agencies (NEPA) and responsible agencies (CEQA) |
|  |  | Legal citations, including 49 USC 303 and/or 23 USC 138 for Section 4(f), if applicable |
|  |  | Signature blocks and contacts |
|  |  | Abstract (only required for EIS) |
|  |  | Due date for comments |
|  |  | **FONSI** (for Final ED as applicable) |
|  |  | [**Proposed** (insert for Draft ED)] **Mitigated Negative Declaration or Negative Declaration** (as applicable) |
|  |  | **Signed Mitigated Negative Declaration** or **Negative Declaration** (For final ED as applicable) |
|  |  | Summary **(optional for IS and EA, but required for EIR and EIS)** |
|  |  | Identify lead agency under CEQA and NEPA |
|  |  | Summary table |
|  |  | Discussion of unresolved issues with other agencies and any areas of controversy. |
|  |  | Include 23 U.S.C. 327 assignment language |
|  |  | **Table of Contents** |
|  |  | List of tables and figures |
|  |  | **Proposed Project** |
|  |  | **Introduction** |
|  |  | Identify lead agency under CEQA and NEPA |
|  |  | Brief introduction including appropriate figures |
|  |  | **Purpose and Need** |
|  |  | Purpose statements (recommend bulleted list) |
|  |  | Need statements using categories provided in annotated outline |
|  |  | Project has independent utility and logical termini? |
|  |  | **Project Description** |
|  |  | Brief restatement of the description of the existing facility and of purpose and need |
|  |  | **Alternatives** |
|  |  | Discussion of build alternatives including project features intended to reduce environmental effects such as design elements and standardized measures (placement depends on whether these features are common to all alternatives or vary by alternative). (**Note**: For IS/ EA, one or more are required. For EIR/EIS, a reasonable range is required.) |
|  |  | Common design features of build alternatives |
|  |  | Unique features of build alternatives |
|  |  | TSM and TDM alternatives |
|  |  | Reversible Lanes (CEQA) |
|  |  | Access to Navigable Waters (CEQA) |
|  |  | Estimated cost information |
|  |  | No-build alternative |
|  |  | Alternatives comparison matrix (recommended but not required) |
|  |  | Identification of preferred alternative (required for Final ED), required if identified at Draft |
|  |  | Locally preferred alternative, if one has been identified |
|  |  | Summary of final decision-making process |
|  |  | Alternatives Considered but Eliminated From Further Discussion. For Final ED, Alternatives Considered but Eliminated from Further Discussion Prior to Draft Environmental Document |
|  |  | **Permits and Approvals Needed** |
|  |  | **Affected Environment, Environmental Consequences, and Avoidance, Minimization and/or Mitigation Measures** |
|  |  | **Topics Considered but Determined Not to be Relevant** |
|  |  | **Human Environment** |
|  |  | **Existing and Future Land Use** |
|  |  | Describe existing and planned land uses (**Note**: cross check with the cumulative impacts section) |
|  |  | Development trends in project vicinity |
|  |  | Map of existing and planned land uses |
|  |  | **Consistency with State, Regional, and Local Plans and Programs** |
|  |  | Transportation plans and programs |
|  |  | Regional growth plans |
|  |  | Habitat conservation plans/Natural Community Conservation plans |
|  |  | General and community plans |
|  |  | Specific development proposals |
|  |  | Describe avoidance, minimization, and/or mitigation measures |
|  |  | **Coastal Zone** |
|  |  | Regulatory setting |
|  |  | Location of project within coastal zone |
|  |  | Coastal Act Policy Consistency Table |
|  |  | Impacts within coastal zone and measures to avoid, minimize, and/or mitigate |
|  |  | **Wild and Scenic Rivers** |
|  |  | Regulatory setting |
|  |  | Describe river, designation, and impacts to river |
|  |  | Coordination efforts to date |
|  |  | Describe avoidance, minimization, and/or mitigation measures |
|  |  | **Parks and Recreational Facilities** |
|  |  | Describe parks/recreational facilities in project vicinity; include maps |
|  |  | Identify any lands protected by the Park Preservation Act and include Regulatory Setting if applicable (CEQA) |
|  |  | Describe impacts related to parks and recreational facilities |
|  |  | Describe avoidance, minimization, and/or mitigation measures |
|  |  | If there is a Section 4(f) use, including de minimis, document in Appendix A |
|  |  | If there are Section 4(f) resource types within the project vicinity but no use of these resources, explicitly state that here and document in Appendix A under “Resources Evaluated Relative to the Requirements of Section 4(f).” |
|  |  | If there are no Section 4(f) resource types within the project vicinity, explicitly state that here. |
|  |  | **Farmlands/Timberlands** |
|  |  | Regulatory setting |
|  |  | Describe farmlands (NEPA)/describe timberlands in area; include Williamson Act properties (CEQA) |
|  |  | Map of farmlands and timberlands |
|  |  | Describe impacts of each alternative on farmland (NEPA)/timberland (CEQA); include the farmland conversion impact rating from NRCS-CPA-106 or AD-1006; include form in appendix |
|  |  | Description of and impacts related to Williamson Act contract lands and/or Timber Production Zones under the California Timberland Productivity Act (CEQA) |
|  |  | Describe avoidance, minimization and/or mitigation measures |
|  |  | **Growth** |
|  |  | Regulatory setting |
|  |  | Document steps and results of “first cut screening” |
|  |  | If further analysis needed, document “right-sizing” and growth-related effects of each alternative, including the no-build, on resources of concern |
|  |  | Describe avoidance, minimization and/or mitigation measures |
|  |  | **Community Character and Cohesion** |
|  |  | Regulatory setting |
|  |  | Describe the community profile: setting, demographics, neighborhoods, activity centers, economy |
|  |  | Discuss indicators related to community cohesion |
|  |  | Describe impacts to community character and cohesiveness |
|  |  | Describe avoidance, minimization and/or mitigation measures |
|  |  | **Relocations and Real Property Acquisition** |
|  |  | Regulatory setting |
|  |  | Describe study area with a particular focus on areas with right-of-way acquisitions |
|  |  | List proposed partial and full residential and business acquisitions; include table |
|  |  | Discuss availability of safe and sanitary replacement housing and/or comparable lease or land for impacted businesses |
|  |  | **Environmental Justice** |
|  |  | Regulatory setting |
|  |  | Identify minority or low-income populations (if any) and means used to identify them |
|  |  | If none, insert boilerplate conclusion at beginning of Chapter 2: project not subject to E.O. 12898 |
|  |  | If yes, describe impacts to EJ populations with focus on disproportionately high and adverse impacts |
|  |  | If no disproportionately high and adverse impacts, insert boilerplate conclusion per outline |
|  |  | If there are disproportionately high and adverse impacts, discuss all measures to avoid, minimize and/or mitigate |
|  |  | **Utilities/Emergency Services** |
|  |  | Describe utility systems (water, gas, sewer, electric power and telecommunication) that could be affected by project |
|  |  | Describe law enforcement, fire and other emergency services that could be affected |
|  |  | Describe both short-term and long-term impacts to utilities and emergency services |
|  |  | If utility relocations are proposed, describe impacts related to those relocations either in this section or other applicable sections |
|  |  | Discuss measures to avoid, minimize and/or mitigate impacts |
|  |  | **Traffic and Transportation/Pedestrian and Bicycle Facilities** |
|  |  | Regulatory setting |
|  |  | Describe existing traffic circulation |
|  |  | Describe design-year (at least 20 years out) traffic circulation for each alternative, including the no-build |
|  |  | Discuss measures to avoid, minimize and/or mitigate traffic impacts |
|  |  | Describe pedestrian and bicycle facilities in project area |
|  |  | Discuss project compliance with ADA |
|  |  | Discuss construction-related impacts to traffic and pedestrian/bicycle facilities, including the Traffic Management Plan |
|  |  | Discuss measures to avoid, minimize and/or mitigate impacts to pedestrian and bike facilities |
|  |  | **Visual/Aesthetics** |
|  |  | Regulatory setting |
|  |  | Describe sensitive visual resources in project area and whether project has the potential to affect an officially designated scenic highway |
|  |  | Discuss viewer groups and sensitivity |
|  |  | Include before and after visual simulations |
|  |  | Discuss impacts to visual resources and viewer response for each alternative |
|  |  | Discuss proposed context-sensitive solutions |
|  |  | Discuss measures to avoid, minimize and/or mitigate impacts to visual resources (**Note**: cross check with water quality and biology-invasive species, plants, natural communities, etc., section) |
|  |  | **Cultural Resources** |
|  |  | Regulatory setting |
|  |  | Describe studies conducted and methodologies |
|  |  | Describe the area of potential effects (APE) |
|  |  | Discuss cultural resources found within the APE, but do not disclose locations |
|  |  | Discuss significance (NRHP eligibility) of each evaluated cultural resource and coordination with SHPO, as applicable |
|  |  | Discuss Tribal Cultural Resources and resources that are significant for the purposes of CEQA |
|  |  | Discuss the anticipated effect finding for each resource and for the project as a whole |
|  |  | Include boilerplate on discovery of cultural materials/human remains during construction |
|  |  | For Final ED, discuss and include MOA if project would result in finding of adverse effect |
|  |  | If there is a Section 4(f) use, including de minimis, document in Appendix A. |
|  |  | If there are Section 4(f) resource types within the project vicinity but no use of these resources, explicitly state that here and document in Appendix A under “Resources Evaluated Relative to the Requirements of Section 4(f).” |
|  |  | If there are no Section 4(f) resource types within the project vicinity, explicitly state that here. |
|  |  | Discuss avoidance, minimization, and/or mitigation measures and coordination with SHPO, as applicable |
|  |  | **Physical Environment** |
|  |  | **Hydrology and Floodplain** |
|  |  | Regulatory setting |
|  |  | Describe floodplains in project area, including natural and beneficial values |
|  |  | Map of base 100-year floodplain, if available |
|  |  | Describe how each alternative would impact floodplain, including whether the alternative would have a significant encroachment or not |
|  |  | If there is a significant encroachment, discuss coordination with/concurrence from FHWA |
|  |  | Discuss coordination with water resources and floodplain management agencies |
|  |  | Discuss measures to avoid, minimize and/or mitigate hydrology/floodplain impacts |
|  |  | For Final ED, include the only practicable alternative finding, if required |
|  |  | **Water Quality and Storm Water Runoff** |
|  |  | Regulatory setting |
|  |  | Describe watersheds and receiving waters potentially affected |
|  |  | Describe impacts related to water quality |
|  |  | Discuss measures to avoid, minimize and/or mitigate water quality/storm water impacts (**Note**: cross check with water quality and biology-invasive species, plants, natural communities, etc., section) |
|  |  | **Geology/Soils/Seismic/Topography** |
|  |  | Regulatory setting |
|  |  | Describe site geology and subsurface conditions |
|  |  | Describe impacts to geologic landforms as well as effects of geology and seismic hazards on the project design/structures |
|  |  | Discuss avoidance, minimization and/or mitigation measures for geology |
|  |  | **Paleontology** |
|  |  | Regulatory setting |
|  |  | Discuss potential for occurrence of paleontological resources (do not disclose exact location) |
|  |  | Discuss impacts related to potential for unearthing or disturbing paleontological resources |
|  |  | Discuss avoidance, minimization and/or mitigation measures |
|  |  | **Hazardous Waste/Materials** |
|  |  | Regulatory setting |
|  |  | Summarize findings of Initial Site Assessment for each alternative and, if applicable, the Preliminary Site Investigation |
|  |  | Summarize coordination with regulatory agencies |
|  |  | For projects on the SHS, define ADL and insert the appropriate ADL language |
|  |  | Discuss avoidance, minimization and/or mitigation measures, including any special provisions to handle hazardous materials during project implementation |
|  |  | Include the cost of avoidance, minimization, and/or mitigation for hazardous material impacts |
|  |  | Justify avoiding or not avoiding hazardous materials; justify postponing or dispensing of further investigations |
|  |  | Discuss required provisions to handle hazardous materials during project implementation |
|  |  | **Air Quality** |
|  |  | Regulatory setting |
|  |  | Describe existing climatic and meteorological conditions |
|  |  | Provide attainment status for each criteria pollutant |
|  |  | Regional conformity: Include applicable boilerplate conformity statement per regional conformity flowchart (design, cost, and scope consistent with RTP and TIP) |
|  |  | Project-level conformity |
|  |  | Include map of receptor sites and monitoring stations |
|  |  | If project area is in non-attainment or maintenance for CO, discuss hot-spot analysis for CO |
|  |  | If project area is in non-attainment or maintenance for PM2.5 or PM10, summarize the qualitative analysis for particulate matter |
|  |  | For PM2.5 and PM10 analyses, document results of Interagency Consultation and Public Involvement |
|  |  | Include FHWA air quality conformity determination; place letter in appendix (for Final ED) |
|  |  | Discuss any additional studies needed for NEPA and/or CEQA purposes |
|  |  | Discuss potential for naturally occurring asbestos and structural asbestos |
|  |  | Discuss lead, as applicable |
|  |  | Discuss potential for mobile source air toxics (MSATs) and provide analysis in accordance with FHWA Interim Guidance on Addressing MSATs (October 18, 2016) |
|  |  | Discuss construction-related impacts and construction conformity analysis if required. |
|  |  | Describe any avoidance, minimization, and/or mitigation measures |
|  |  | **Noise (and vibration if applicable)** |
|  |  | Regulatory setting |
|  |  | 23 CFR 772 analysis, for each alternative: |
|  |  | Describe land uses and sensitive receptors, include map with locations |
|  |  | Provide existing and future noise levels, including tables |
|  |  | For each receptor, state whether there is a noise impact that requires consideration of abatement [substantial increase (12 dBA or greater) or approach or exceed NAC] |
|  |  | Describe consideration of noise abatement, if required, and show on map |
|  |  | For proposed abatement, discuss whether noise abatement reasonable and feasible |
|  |  | Include boilerplate statement regarding abatement and final design |
|  |  | CEQA noise analysis (include in CEQA-only chapter) |
|  |  | **Energy** (mandatory for EISs (NEPA), ISs, and EIRs (CEQA)) |
|  |  | Regulatory setting |
|  |  | Discuss project’s potential impacts on energy consumption and for energy conservation |
|  |  | **Biological Environment** |
|  |  | **Natural Communities** |
|  |  | Boilerplate introductory language |
|  |  | Describe impacts related to each community/habitat type (non-FESA/non-wetland), including habitat fragmentation, fish passage, and wildlife corridors |
|  |  | Describe any regional conservation plans, such as HCPs or MSCPs |
|  |  | Discuss avoidance, minimization and/or mitigation measures for natural communities |
|  |  | **Wetlands and Other Waters** |
|  |  | Regulatory setting |
|  |  | Describe federal/state waters/wetlands in the project area, including functions and values |
|  |  | Include quantification of impacts to federal/state waters/wetlands under each alternative, including table |
|  |  | Discuss impacts on function and value of federal/state waters/wetlands |
|  |  | Map of federal/state waters/wetlands to be impacted by each alternative |
|  |  | Summarize, in a table, impacts on federal/state wetlands and waters by drainage and impact type |
|  |  | Document consideration of federal wetland avoidance alternative |
|  |  | Discuss all practicable measures to minimize harm to waters/wetlands |
|  |  | Discuss the Least Environmentally Damaging Practicable Alternative and rationale for its identification (for Final ED) |
|  |  | Document agency coordination, including the NEPA/404 integration process (include copies of correspondence) |
|  |  | Describe any additional avoidance, minimization, and/or mitigation measures |
|  |  | For Final ED, include under a separate subheading an “Only Practicable Finding,” which references E.O. 11990; explain why there are no practicable avoidance alternatives; discuss inclusion of all practicable measures to minimize harm; and include boilerplate language for conclusion |
|  |  | **Plant Species** |
|  |  | Regulatory setting |
|  |  | Describe impacts related to special-status plant species (non-T&E species) |
|  |  | Discuss avoidance, minimization and/or mitigation measures |
|  |  | **Animal Species** |
|  |  | Regulatory setting |
|  |  | Identify special-status species (non-T&E species) and impacts to those species, including MMPA and coordination |
|  |  | Discuss avoidance, minimization and/or mitigation measures |
|  |  | **Threatened and Endangered Species** |
|  |  | Regulatory setting |
|  |  | Describe threatened and endangered species and critical habitat in project area |
|  |  | Include in the document current ([less than 180 days old](https://dot.ca.gov/-/media/dot-media/programs/environmental-analysis/documents/f0005686-fes-list-validity-a11y.pdf)) species list from USFWS and, as applicable, NOAA Fisheries) |
|  |  | Summarize Section 7 consultation to date (include copies of correspondence, concurrence letters and Biological Opinion/Essential Fish Habitat); for Final ED, specify Section 7 effect outcome for each species (**Note**: For Final ED, BO or equivalent must be issued prior to approval of ED). |
|  |  | Summarize and include copies of the incidental take permit and/or 2080.1 Consistency Determination under California Fish and Game Code (CEQA) |
|  |  | Discuss the potential impacts to each species. For Draft ED include a preliminary effect determination for all listed/proposed species. For Final ED include the effect determination for all listed/proposed species. |
|  |  | Discuss avoidance, minimization and/or mitigation measures |
|  |  | **Invasive Species** |
|  |  | Regulatory setting |
|  |  | Describe impacts related to invasive species in project area |
|  |  | Discuss avoidance, minimization and/or mitigation measures (**Note**: cross check with visual, landscape and water quality sections) |
|  |  | **Relationship Between Local Short-Term Uses of the Human Environment and the Maintenance and Enhancement of Long-Term Productivity (for EISs only)** |
|  |  | **Irreversible and Irretrievable Commitment of Resources (for EISs only)** |
|  |  | **Construction Impacts (Optional Placement)** |
|  |  | **Cumulative Impacts (Optional Placement)** |
|  |  | Regulatory setting |
|  |  | Identify resources to consider and the resource study area for each resource |
|  |  | Describe current health and historical context of each resource |
|  |  | Reference project-related direct and indirect impacts on each resource |
|  |  | Discuss other current and reasonably foreseeable future actions and their impacts for each resource (**Note**: cross check with the land use section) |
|  |  | Discuss avoidance, minimization and/or mitigation for cumulative impacts within CT/FHWA control; consider recommending measures for actions by others |
|  |  | **California Environmental Quality Act (CEQA) Evaluation** |
|  |  | **Include boilerplate on determining significance under CEQA** |
|  |  | **Significant Irreversible Environmental Changes (only required for an EIR/EIS)** |
|  |  | **Discuss Significance of Impacts** |
|  |  | Make one of the four following determinations for each question on the CEQA checklist 1) significant and unavoidable, 2) less than significant with mitigation incorporated, 3) less than significant impact, 4) no impact. |
|  |  | **Wildfire** |
|  |  | Discuss if the project is located in or near a state responsibility area or land classified as very high fire hazard severity zone |
|  |  | Discuss whether the project has the potential to exacerbate wildfire risks |
|  |  | Discuss avoidance, minimization and/or mitigation measures |
|  |  | **Climate Change** |
|  |  | Include boilerplate language and applicable analysis |
|  |  | **If Caltrans is the CEQA lead agency, send a pdf version of your document and a Word version of the Climate Change section, along with a request for a review, directly to** [**HQ.Climate.Change.Reviews@dot.ca.gov**](mailto:HQ.Climate.Change.Reviews@dot.ca.gov) |
|  |  | **Comments and Coordination** |
|  |  | Boilerplate introduction |
|  |  | As applicable, discuss 23 USC 139 review process coordination, involvement and collaboration (for EIS only) |
|  |  | Discuss the scoping process including notices and meetings, include the NOP in this chapter or as an appendix |
|  |  | Discuss consultation and coordination with public agencies and tribal governments |
|  |  | Discuss public participation, including meetings, hearings, and workshops |
|  |  | Include responses to substantive comments received on Draft ED and at public hearings (for Final ED) |
|  |  | For Major Projects (over $500 M), Draft Project Management Plan submitted to FHWA (**Note**: must be submitted prior to approval of Final ED) |
|  |  | **List of Preparers** |
|  |  | **Distribution List** |
|  |  | **Appendix A – Individual Section 4(f) Evaluation** |
|  |  | Include 23 U.S.C. 327 assignment language |
|  |  | Introduction |
|  |  | Describe proposed project and alternatives; cross-reference discussion in ED |
|  |  | Describe Section 4(f) properties |
|  |  | Discuss impacts to 4(f) properties and nature of “use” |
|  |  | Discuss avoidance alternatives, including details on whether they are prudent and feasible |
|  |  | Discuss inclusion of all measures to minimize harm |
|  |  | Include least harm analysis and appropriate boilerplate concluding statements (for Final ED) |
|  |  | Document coordination with agencies with jurisdiction of 4(f) resources |
|  |  | Include copies of correspondence with agencies with jurisdiction over 4(f) resources. |
|  |  | **Appendix A – Programmatic Section 4(f) Evaluation** |
|  |  | Use the Annotated Outline for Programmatic Section 4(f) Evaluations located on the SER |
|  |  | **Appendix A - Section 4(f) De Minimis Determination** |
|  |  | Include required boilerplate language |
|  |  | Describe the use. |
|  |  | Explain why the use is de minimis. |
|  |  | Define the public notice process. |
|  |  | List any avoidance, minimization, and/or mitigation measures needed to make a de minimis finding |
|  |  | For a historic property, include a reference to the Section 106 PA documentation with de minimis notice sent to SHPO |
|  |  | For the Final ED, include the written concurrence from official with jurisdiction. |
|  |  | **Appendix A - Resources Evaluated Relative to the Requirements of Section 4(f)** |
|  |  | Include required boilerplate language |
|  |  | List each property that is not protected by Section 4(f) and explain why each property is not protected. Then, list each property that is protected by Section 4(f) but for which there is not use. Explain why the project’s impact(s) do not constitute use. |
|  |  | For each resource discussed in this section, include one of the following concluding remarks: **a)** The property is not a Section 4(f) property; therefore, the provisions of Section 4(f) do not apply **OR** **b)** The property is a Section 4(f) property, but no “use” will occur. Therefore, the provisions of Section 4(f) do not apply. |
|  |  | **Appendix A – Section 6(f)** |
|  |  | Discuss properties that were acquired using LWCF funds |
|  |  | Discuss how the prerequisites for replacement of 6(f) land are satisfied |
|  |  | Identify replacement parcel |
|  |  | Document approval of 6(f) conversion/replacement property |
|  |  | **Appendix: Title VI Policy Statement** |
|  |  | **Appendix: Summary of Relocation Benefits (if applicable)** |
|  |  | **Appendix: Glossary of Technical Terms (optional)** |
|  |  | **Appendix: Minimization and/or Mitigation Summary** (Include the project’s ECR to serve as this appendix for Final ED.) |
|  |  | **Appendix: List of Acronyms (optional)** |
|  |  | **Appendix: NOI (NEPA)/NOP (CEQA) if not included in Comments and Coordination chapter** |
|  |  | **Appendix: Required Consultation/Concurrence Documentation if not included in the Comments and Coordination chapter.** |
|  |  | **Appendix: Comment Letters and Responses if not included in Comments and Coordination chapter.** |

**Completed by Environmental Document Preparer:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Print name |  |  |  |  |
| Enter Title |  | Signature |  | Date |