



CEQA Document  
Filing:  
County Clerk  
Coordination  
Q&A



*Photo courtesy of Jeb Bjerke, CDFW*



**Should counties reject a notice of determination (NOD) if it includes a previously issued environmental document filing fee receipt lacking a State Clearinghouse (SCH) number?**

For environmental document 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.



**Which statute or regulation states that environmental document 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 environmental document filing 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 environmental document filing fees and/or issue environmental document filing fee cash receipts (NODs and NOEs).



## The environmental document 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. 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



## 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.



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

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



**A lead agency is filing a notice of determination (NOD) for an addendum to an existing environmental impact report (EIR). What documentation is required by the lead agency when filing the NOD?**

If the CEQA lead agency chooses to file a NOD, the choices are to either: 1) provide a copy of the original environmental filing fee for the EIR, 2) provide a copy of a no effect determination issued by the CDFW regional office where the project is located, or 3) pay the current environmental document filing fee (Fish and Game Code section 711.4 (c)). Filing the NOD, not the addendum, triggers the requirement to comply with Fish and Game Code section 711.4.



For more information, visit  
<https://wildlife.ca.gov/Conservation/Environmental-Review/CEQA/County-Clerks>

If you have questions that are not addressed on our website, contact [CEQA@wildlife.ca.gov](mailto:CEQA@wildlife.ca.gov)



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