

APPLICATION INFORMATION CHECKLIST
 PERMIT OPPORTUNITY: NOTIFY FOR TIMBER HARVESTING AGREEMENT (NON-CANNABIS)

IMPORTANT: READ THROUGH ALL INSTRUCTIONS TO ENSURE THAT YOU HAVE ALL DOCUMENTS AND REQUIRED MATERIAL BEFORE STARTING THE APPLICATION PROCESS.

<p><i>Registering for a User Account in EPIMS</i></p>	<ul style="list-style-type: none"> ✓ Any individual can be a registered user. If the registered user is applying on behalf of an organization, that organization can be created/associated with the individual user account during the registration process. ✓ Consultants can register for User Accounts and may be added to their client’s organization. ✓ Register for only one user account.
<p><i>Steps to Register</i></p>	<p>NOTE: Internet Explorer and Apple IOS are not fully compatible with EPIMS. CDFW recommends using Chrome web browser.</p> <ol style="list-style-type: none"> 1. Navigate to the EPIMS Log-In page at: https://EPIMS.wildlife.ca.gov. 2. Click “Register Here.” 3. On the Registration page: <ol style="list-style-type: none"> a. Fill in all required fields in the “Personal Information” section. <ol style="list-style-type: none"> i. Under “What Region are you interested in?” select the Region where the project will be located (If you intend on notifying in multiple regions, select the region most of your projects will be located). <p>NOTE: Once your account is approved you will be able to identify a designated representative.</p> <ol style="list-style-type: none"> a. Fill in all required fields in the “Organization Information” section if you are affiliated with an organization. 4. Click “Register” and you will receive a confirmation, as well as an email. 5. Your user registration will be reviewed for completion and approved by CDFW. <ol style="list-style-type: none"> a. Once approved, you will receive two emails. One will contain your temporary password and the other will have your User ID.
<p><i>Logging into EPIMS</i></p>	<ol style="list-style-type: none"> 1. When you have received your User ID and temporary password, log in to https://EPIMS.wildlife.ca.gov. 2. When logging in for the first time, you will be prompted to change your temporary password. 3. Enter your new password, and confirm, then click Save in the toolbar. <p style="text-align: center;">IMPORTANT: Use the “Back” icon, in the toolbar, when navigating within EPIMS.</p> <ol style="list-style-type: none"> 4. Once logged in, you will see the Main Menu. 5. Click “Help” and review the Help Menu window for further details regarding: <ul style="list-style-type: none"> • Common Questions • Overview of EPIMS • Permitting Portal <ul style="list-style-type: none"> ○ Instructions for Submitting ○ Responding to CDFW Email Requests • Document Repository <ul style="list-style-type: none"> ○ Instructions for Electronic Submittal • Laws and Regulations Resources – LSA Program

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*This checklist contains a list of primary information needed to begin the notification application for EPIMS Permit Opportunity.
This checklist is not comprehensive and does not list all information that may be necessary to submit the notification.*

Form Name	Checklist Item	Description
<i>Project Description and Impacts</i>	<input type="checkbox"/> Property Owner	Name and contact information of the owner of the property where the project activities will take place, if different from the applicant proposing the project.
	<input type="checkbox"/> Encroachment Name	Refers to the one or more activities (projects) that are subject to the notification requirements.
	<input type="checkbox"/> THP Number	Provide the timber plan number assigned by the California Department of Forestry and Fire Protection (CalFire). If Applicable
	<input type="checkbox"/> Address/GPS Coordinates	Encroachment address, if an address is not available a description will be required. Project GPS Coordinates are required for all projects.
	<input type="checkbox"/> Project County & Project APN	County and proper APN format is required for each project activity.
	<input type="checkbox"/> Encroachment Details	<ul style="list-style-type: none"> • Type • Structure Type and Size • Material Structure is Made From • Square Footage of Impact Area for Installation • Volume of Material Excavated • Area of Material Excavated • Volume of Material Added • Area of Material Added • Conditions at Encroachment • Method(s) of Installation
	<input type="checkbox"/> Affected Body of Water	Stream or lake in or near where the project will occur.
	<input type="checkbox"/> Wild and Scenic Rivers Act (WSRA)	<ul style="list-style-type: none"> • Is the river or stream segment affected by the project listed in the state or federal Wild and Scenic Rivers Acts? • Name of river affected.
	<input type="checkbox"/> Water Right(s), Water Diversion(s), & Reservoir(s)	<ul style="list-style-type: none"> • Does the project have an associated water right(s)? • Does the project include any water diversion(s)? • Does the project include a reservoir(s)? <p style="text-align: center;"><i>(If any are Yes, specific details are required)</i></p>
	<input type="checkbox"/> Agreement Term, Project Term, & Seasonal Work Period	<ul style="list-style-type: none"> • Specify both the year the project activities will begin and the year the project activities will end. • Specify the time period you intend to work on the project.
<input type="checkbox"/> Project Impacts	<ul style="list-style-type: none"> • Describe any foreseeable impacts to the flow, bed, channel and bank of the river, stream, or lake. • Will there be any foreseeable impacts to any special status animal or plant species, or habitat that could support such species, known to be present on or near the project site? • Will the project affect any trees or vegetation? 	
<i>Environmental Review</i>	<input type="checkbox"/> California Environmental Quality Act (CEQA)	<ul style="list-style-type: none"> • Has a CEQA lead agency been determined? • Has a draft or final document been prepared for the project pursuant to CEQA? • Has a CEQA filing fee been paid pursuant to Fish and Game Code section 711.4?
	<input type="checkbox"/> National Environmental Policy Act (NEPA)	Has a draft or final document been prepared for the project pursuant to the National Environmental Policy Act (NEPA)?
<i>Measures to Protect Fish, Wildlife, and Plant Resources</i>	<input type="checkbox"/> Sediment/Erosion Control	Describe the methods or techniques that will be used to prevent sediment from entering any watercourses during and after construction.

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	<input type="checkbox"/> Avoidance/Minimization Measures	Describe any measures that will be incorporated into the project to avoid or minimize impacts to fish, wildlife, and plant resources.
	<input type="checkbox"/> Mitigation/Compensation Measures	Describe all measures that will be incorporated into the project provide mitigation or compensation for impacts to fish, wildlife, and plant resources.
<i>Prior Notification, Orders, and Permits</i>	<input type="checkbox"/> Prior Notifications and/or Agreements	Identify any notification previously submitted to, or Lake or Streambed Alteration Agreement previously issued.
	<input type="checkbox"/> Prior Orders, Notice, and/or Violations	Is this notification being submitted in response to a court or administrative order or notice, or a Notice of Violation (NOV) issued by CDFW?
	<input type="checkbox"/> Local, State, and/or Federal Permits	List any local, state, and/or federal permits required for the project and mark whether applied or issued.
<i>Documents and Maps</i>	<input type="checkbox"/> Required Documents to be included	<input type="checkbox"/> Project Site Map <input type="checkbox"/> Project Aerial View Map <input type="checkbox"/> Project Site Photo(s)
	<input type="checkbox"/> Additional Document may include:	<input type="checkbox"/> Biological Study <input type="checkbox"/> Technical Studies <input type="checkbox"/> Photographs, construction plans, or other materials that would assist CDFW in determining impacts to a river, stream, lake, or springs. <input type="checkbox"/> Well log/well completion report for private wells. <input type="checkbox"/> Written authorization (permit) from the city/town and/or county to cultivate cannabis within the city/town and/or county. <input type="checkbox"/> Previously submitted LSA Notification or Agreement issued by CDFW for the project. <input type="checkbox"/> Court or administrative order and/or notice of violation. <input type="checkbox"/> Studies, surveys, plans, or reports. <input type="checkbox"/> Any local, State, and/or federal permit issued. <input type="checkbox"/> CEQA and/or NEPA documents and notices. <input type="checkbox"/> CEQA Environmental Filing Fee receipt. <input type="checkbox"/> Credit card payment transaction receipt. <input type="checkbox"/> Water right information filed with the SWRCB.