



CALIFORNIA ENVIRONMENTAL QUALITY ACT

ENVIRONMENTAL DOCUMENT FILING FEE INSTRUCTIONS FOR COUNTY CLERKS



County clerks collect California Environmental Quality Act (CEQA) environmental document filing fees from project applicants at the time the Notice of Determination (NOD) is filed for a negative declaration or environmental impact report.

County clerks are required to maintain a record both electronically and in paper of all environmental documents received, and that record is required to be available to the Department of Fish and Wildlife (CDFW) for audit purposes during normal business hours (Fish and Game Code (FGC) Section 711.4(e)(1)). Counties are required to summarize and record the collected fees on a State of California TC-31 report and remit the amount collected to the State Treasurer (California Code of Regulations (CCR) Title 14 Section 753.5(e)(8)). County clerks are required to submit all filing fees within 30 days of the month in which they are collected (FGC Section 711.4(e)(2)).

A photocopy of the State of California TC-31 report submitted to the State Treasurer must be submitted to the Department on a monthly basis along with the following documents (CCR Section 753.5(e)(10)(A)):

- Copies of all cash receipts including all voided receipts (CCR Section 753.5(e)(10)(B));
- Photocopies of all No Effect Determinations filed in lieu of the filing fee, attached to the appropriate receipt (CCR Section 753.5(e)(10)(C));
- Photocopies of all NODs, attached to the appropriate receipt (CCR Section 753.5(e)(10)(D));
- Photocopies of all previously paid cash receipts, attached to the appropriate NOD (CCR Section 753.5(e)(4));
- Photocopies of all Notices of Exemption's (NOEs), attached to the appropriate receipt (CCR Section 753.5(e)(10)(E)); and
- The name, address, and telephone number of all project applicants for which a NOD has been filed (CCR Section 753.5(e)(8)(E)). If this information is contained on the cash receipt, no additional information is required.

CDFW requests that county clerks sort the documents in the following order:

- TC-31 Report
- NOD's with CEQA filing receipt or No Effect Determination attached
- NOE's with CEQA filing fee receipt attached

Submit the preceding documents to the following address:

California Department of Fish and Wildlife
Accounting Services Branch
P.O. Box 944209
Sacramento, CA 94244-2090