

APPLICATION INFORMATION CHECKLIST  
 PERMIT OPPORTUNITY: NOTIFY FOR MASTER AGREEMENT

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

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

## APPLICATION INFORMATION CHECKLIST

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

<b>Form Name</b>	<b>Checklist Item</b>	<b>Description</b>
<i>General Information</i>	<input type="checkbox"/> Applicant Proposing Project	Name and contact information of the applicant proposing the project. The applicant is responsible for complying with the terms and conditions of the agreement.
	<input type="checkbox"/> Contact Person	<ul style="list-style-type: none"> <li>• Name and contact information of the person CDFW should contact regarding the proposed project, if different from the applicant proposing the project.</li> <li>• Is this person an authorized agent to represent you as your Designated Representative?</li> </ul>
	<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.
<i>Project Location and Category</i>	<input type="checkbox"/> Project Name	Refers to the one or more activities (projects) that are subject to the notification requirements.
	<input type="checkbox"/> Address/GPS Coordinates	Project 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"/> Project Category	New, Replace, Remove, Repair, or Maintain?
	<input type="checkbox"/> Work Type	<ul style="list-style-type: none"> <li>• The work type, "Water diversion without facility" refers to extracting water from a river, stream, or lake without physically obstructing or impeding its natural flow.</li> <li>• The work type, "Water diversion with facility" refers to extracting water from a river, stream, or lake in conjunction with or by use of a facility or structure that physically obstructs or impedes its natural flow.</li> </ul>
	<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"> <li>• Is the river or stream segment affected by the project listed in the state or federal Wild and Scenic Rivers Acts?</li> <li>• Name of river affected.</li> </ul>

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<b>Form Name</b>	<b>Checklist Item</b>	<b>Description</b>
<i>Project Description, Term, and Impacts</i>	<input type="checkbox"/> Project Description	Structures, channel clearing, specify volume, dimensions, purpose or use, permanent/temporary impacts. List all equipment and machinery, lubricants, solvents, chemicals, or other materials.
	<input type="checkbox"/> Agreement Term & Project Term	<ul style="list-style-type: none"> <li>Specify both the year the project activities will begin and the year the project activities will end.</li> <li>Specify the time period you intend to work on the project.</li> </ul>
	<input type="checkbox"/> Project Impacts	<ul style="list-style-type: none"> <li>Describe any foreseeable impacts to the flow, bed, channel and bank of the river, stream, or lake.</li> <li>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?</li> <li>Will the project affect any trees or vegetation?</li> </ul>
<i>Environmental Review</i>	<input type="checkbox"/> California Environmental Quality Act (CEQA)	<ul style="list-style-type: none"> <li>Has a CEQA lead agency been determined?</li> <li>Has a draft or final document been prepared for the project pursuant to CEQA?</li> <li>Has a CEQA filing fee been paid pursuant to Fish and Game Code section 711.4?</li> </ul>
	<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.
	<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?

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<b>Form Name</b>	<b>Checklist Item</b>	<b>Description</b>
	<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	<ul style="list-style-type: none"> <li>• Project Site Map</li> <li>• Project Aerial View Map</li> <li>• Project Site Photo(s)</li> </ul>
	<input type="checkbox"/> Additional Document may include:	<ul style="list-style-type: none"> <li>• Biological studies</li> <li>• Technical studies</li> <li>• Photographs, construction plans, or other materials that would assist CDFW in determining impacts to a river, stream, lake, or springs.</li> <li>• Well log/well completion report for private wells.</li> <li>• Written authorization (permit) from the city/town and/or county to cultivate cannabis within the city/town and/or county.</li> <li>• Previously submitted LSA Notification or Agreement issued by CDFW for the project.</li> <li>• Court or administrative order and/or notice of violation.</li> <li>• Studies, surveys, plans, or reports.</li> <li>• Any local, State, and/or federal permit issued.</li> <li>• CEQA and/or NEPA documents and notices.</li> <li>• CEQA Environmental Filing Fee receipt.</li> <li>• Credit card payment transaction receipt.</li> <li>• Water right information filed with the SWRCB.</li> <li>• Remediation Plan (if applicable).</li> <li>• Property Diagram (required for cannabis projects).</li> </ul>