



STATE OF CALIFORNIA  
DEPARTMENT OF FISH AND WILDLIFE  
**NOTIFICATION OF LAKE OR STREAMBED ALTERATION**

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# **Notification Instructions and Process**

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## PART I: NOTIFICATION REQUIREMENT

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Fish and Game Code section 1602 requires any entity (defined as any person, State or local governmental agency, or public utility) to notify the California Department of Fish and Wildlife (CDFW) before beginning any activity that will do one or more of the following:

- 1) Substantially divert or obstruct the natural flow of any river, stream, or lake.
- 2) Substantially change or use any material from the bed, channel, or bank of any river, stream, or lake.
- 3) Deposit or dispose of debris, waste, or other material containing crumbled, flaked, or ground pavement where it may pass into any river, stream, or lake.

Fish and Game Code section 1602 applies to any river, lake, or stream, including those that are perennial, intermittent, or ephemeral.

If you are not certain that a particular project activity requires notification, **CDFW recommends that you notify.**

### **NOTIFYING CDFW**

CDFW currently accepts both electronic and paper notifications.

Effective September 1, 2021, applicants **may** submit Gravel, Sand, or Rock Extraction, Routine Maintenance, and Timber Harvesting through EPIMS Permitting Portal. All [Standard Agreements](#) **must** be submitted through EPIMS Permitting Portal.

- Electronic notification must be submitted through the [EPIMS Permitting Portal](#) for Standard Agreements, including Cannabis cultivation and water diversion projects.
- Paper notification continues to be available for other [LSA Agreement](#) types. Paper notification and Attachments can be found at the CDFW website: <https://wildlife.ca.gov/Conservation/LSA#55227761-paper-submittal>
  - Paper notifications may be submitted by one of the following methods:
    - Mail hard copy of the completed notification form and fee to the [CDFW Regional Office](#) that serves the county where the activity will occur; or
    - Submit a completed notification form (i.e., PDF) through the [EPIMS Document Repository](#) (see page 10 for payment information).

To notify CDFW via paper submittal, complete the following steps:

**Step 1:** Complete the Notification of Lake or Streambed Alteration form (DFW 2023).

See Part II of this document for instructions to complete this form.

**Note:** *If the project is part of a Timber Harvest Plan (THP) you may notify CDFW per Fish and Game Code section 1611 during the timber harvest review process. Please submit the THP notification to CDFW regional office that serves the county where the THP will take place. In that case, you are not required to submit the notification form (DFW 2023), provided the THP includes, at a minimum, the information listed in Fish and Game Code section 1611. If a THP has already been approved, applicants must notify using the notification form (DFW 2023).*

**Step 2:** Determine the notification fee that will be submitted by referring to the current fee schedule for Lake and Streambed Alteration Agreements in California Code of Regulations, title 14, section 699.5.

The current Fee Schedule and regulations can be found at the CDFW website:  
<https://wildlife.ca.gov/Conservation/LSA#55227743-fees>

**Note:** *As of July 1, 2013, an entity is not required to submit a fee with a notification for a “timber operation” covered in THP, Non-Industrial Timber Management Plan (NTMP), Programmatic Timber Harvest Plan (PTHP), Modified Timber Harvest Plan (MTHP), Sustained Yield Plan (SYP), or Working Forest Management Plan (WFMP), each a “Timber Plan” (Pub. Resources Code, § 4629.6, subd. (c)).*

**Step 3:** Submit the completed notification form (DFW 2023) under Fish and Game Code section 1602 or THP under Fish and Game Code section 1611 with all required enclosures and with the correct notification fee (or copy of receipt if paid through the CDFW [Online License Sales and Services](#) site) to the CDFW regional office that serves the area where the project will occur. CDFW will only accept a notification form (DFW 2023) or THP for filing when it is received by the correct regional office.

**Note:** *If the notification is for a project that relates to timber operations in Humboldt, Del Norte or Mendocino County or the west portion of Trinity County, the notification must be submitted to CDFW’s Northern Region (Coastal) office in Eureka. If you are not sure whether the Eureka or Redding office will review your notification or THP, contact either office for guidance to avoid any delay in processing your notification.*

The remainder of this page is intentionally left blank.

<p><b>Northern Region - Inland (Region 1) LSA Program</b> 601 Locust Street Redding, CA 96001 (530) 225-2367</p> <p>Serving Lassen, Modoc, Shasta, Siskiyou, Tehama, and Trinity counties.</p>	<p><b>Northern Region - Coastal (Region 1) LSA Program</b> 619 Second Street Eureka, CA 95501 (707) 441-2075</p> <p>Serving Del Norte, Humboldt, and Mendocino counties.</p>
<p><b>North Central Region (Region 2) LSA Program</b> 1701 Nimbus Road Rancho Cordova, CA 95670 (916) 358-2900</p> <p>Serving Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lake, Nevada, Placer, Plumas, <b>Sacramento*</b>, <b>San Joaquin*</b>, Sierra, Sutter, <b>Yolo*</b>, and Yuba counties.</p> <p><i>*Note: Those portions of <b>Sacramento, San Joaquin, and Yolo counties</b> that are south of I-80 and west of I-5 are in Region 3. The balance of each county is in Region 2.</i></p>	<p><b>Bay Delta Region (Region 3) LSA Program</b> 2825 Cordelia Road, Suite 100 Fairfield, CA 94534 (707) 428-2002</p> <p>Serving Alameda, Contra Costa, Marin, Napa, <b>Sacramento*</b>, San Mateo, Santa Clara, Santa Cruz, San Francisco, <b>San Joaquin*</b>, Solano, Sonoma, and <b>Yolo*</b> counties.</p> <p><i>*Note: Those portions of <b>Sacramento, San Joaquin, and Yolo counties</b> that are south of I-80 and west of I-5 are in Region 3. The balance of each county is in Region 2.</i></p>
<p><b>Central Region (Region 4) LSA Program</b> 1234 East Shaw Avenue Fresno, CA 93710 (559) 243-4593</p> <p>Serving Fresno, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Benito, San Luis Obispo, Stanislaus, Tulare, and Tuolumne counties.</p>	<p><b>South Coast Region (Region 5) LSA Program</b> 3883 Ruffin Road San Diego, CA 92123 (858) 636-3160</p> <p>Serving Los Angeles, Orange, San Diego, Santa Barbara, and Ventura counties.</p>
<p><b>Inland Deserts Region (Region 6) LSA Program</b> 3602 Inland Empire Boulevard, Suite C-220 Ontario, CA 91764 (909) 484-0523</p> <p>Serving Imperial, Inyo, Mono, Riverside, and San Bernardino counties.</p>	

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## PART II: INSTRUCTIONS FOR COMPLETING NOTIFICATION FORM (DFW 2023)

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For CDFW to determine the notification is complete, you must:

- 1) Complete all applicable fields in the form.
- 2) Provide as much detail as possible so CDFW can properly evaluate the project activities to determine whether a Lake or Streambed Alteration Agreement (agreement) is required.
- 3) Submit all required enclosures with the notification.
- 4) Provide information in the notification that is true and correct.
- 5) Sign the notification.
- 6) Submit the notification.

**Note:** *If during the review of your notification CDFW determines that a biological or technical study, or resource mapping will be required (see the instructions below for boxes 11.E, 11.F, and 11.G), CDFW will advise you that a study or mapping must be provided to make the notification complete.*

CDFW is **not required** to determine whether the notification is complete or otherwise begin processing the notification until the correct CDFW regional office has received **both** the notification and the correct notification fee.

Instructions to complete the notification form (DFW 2023) are described below.

### 1. APPLICANT PROPOSING PROJECT

Provide the name, mailing address, phone number, and e-mail address of the applicant. For the purpose of the notification form (DFW 2023), “applicant” is defined as the person, State or local government agency, or public utility proposing the project. “Person” means any natural person or any partnership, corporation or limited liability company, trust, or other type of association (Fish & G. Code, § 67).

**Note:** *If the applicant is not a natural person (e.g., business), provide the name, title or position, business/agency, phone number, and e-mail address of the applicant’s designated representative. The applicant’s designated representative must be an employee of the applicant. The applicant or the applicant’s designated representative will be responsible for signing the notification (DFW 2023) and any agreement, and for complying with the terms and conditions of any agreement.*

### 2. CONTACT PERSON

Provide the name, title or position (if applicable), business/agency (if applicable), mailing address, phone number, and e-mail address of the person CDFW should contact regarding the project activities, if different from the applicant.

Applicant’s may designate and authorize an agent (e.g., lawyer, consultant, or other individual) to act as their designated representative. The designated representative is authorized to sign the notification and any agreement on behalf of the applicant. If applicant identifies a designated representative, this person will receive correspondences from CDFW. The applicant will be responsible complying with the terms and conditions of any agreement.

The applicant must authorize and designate the agent if the designated representative is signing the notification or agreement. Check the applicable box. If agent signs, and the applicant has not designated an agent, CDFW may return the notification to the applicant as invalid.

### 3. PROPERTY OWNER

Provide the name, mailing address, phone number, and e-mail address of the owner of the property where the project activities will take place, if different from the applicant.

### 4. PROJECT NAME AND AGREEMENT TERM

#### A. Project Name

Provide the project name or title. If the project does not have a formal name or title, use a name that best describes the project. For example, if the project is the installation of a culvert on private property, you might name the project, "Culvert on Smith Property." If the project has already been assigned a name for other permitting, license, or environmental review purposes, use the same name.

#### B. Agreement Term Requested

An agreement may be either a regular agreement or long-term agreement. A regular agreement is one with a term of five years or less. A long-term agreement is an agreement pursuant to Fish and Game Code section 1605 with a term greater than five years.

If "Regular" is checked, CDFW will provide a term of between one and five years in accordance with the time periods specified in Fish and Game Code sections 1602 - 1603. CDFW will determine whether the notification is complete within 30 days of receiving the notification form and correct notification fee and issue you a draft agreement within 60 days of receiving a complete notification.

If "Long-term" is checked, CDFW may decide to either grant your request for a term greater than five years or issue a regular agreement. When applying for a long-term agreement, the 30- and 60-day periods described above will not apply (Fish & G. Code, § 1605, subd. (g)(5)). If a long-term agreement is requested and CDFW decides not to grant your request, CDFW will contact you and process the notification as one for a regular agreement upon your written request.

**Note:** CDFW has sole discretion to determine the type of agreement the applicant may obtain for a project or projects (Cal. Code Regs., tit. 14, § 699.5, subd. (q)).

#### C. Project Term

Specify both the year the project activities will begin and the year the project activities will end.

**Note:** Please be aware that CDFW may restrict work within a stream or lake to the dry season of the year. Consequently, you may want to include more than one season of possible operation in your project proposal.

#### **D. Seasonal Work Period**

Specify the time period (months and day) you intend to work on the project (e.g., August 1 to October 15). If the work period will exceed one year, specify the time period for each year of the project (e.g., Season 1, February 10 to March 31; Season 2, August 1 to October 15; Season 3, February 10 to March 31; Season 4, August 1 to October 15). CDFW may restrict project work to certain periods depending on rainfall, fish migration, wildlife breeding or nesting season, or other resource concerns.

#### **E. Number of Work Days**

Specify the estimated number of actual days the work will be conducted for each seasonal work period.

### **5. AGREEMENT TYPE**

Identify the type of agreement requested by checking the applicable box. Complete Attachments A, B, C, D, or E, if applicable.

#### **A. Standard**

A Standard Agreement includes most construction projects, excluding gravel, sand, or rock extraction; timber harvesting; routine maintenance; restoration through a CDFW grant program (e.g., the Fisheries Restoration Grant Program (FRGP)); or a Master Agreement as defined below. Standard Agreements may be regular term (5 years or less) or long term (longer than 5 years).

Effective September 1, 2020, all notifications for Standard Agreements shall be submitted through the [EPIMS Permitting Portal](#).

#### **B. Gravel/Sand/ Rock Extraction**

Check this box *and* complete Attachment A if the project is for the commercial or non-commercial mining or extraction of gravel, sand, rock, or other aggregate material. Provide the mine identification number if the mining or excavation is *not* exempt from the Surface Mining and Reclamation Act (Pub. Resources Code, § 2714).

#### **C. Timber Harvesting Plans and Other Timber Plans**

Check this box *and* complete Attachment B if you are notifying CDFW using the notification form (DFW 2023) and the project is part of a THP or other type of Timber Plan. If the THP serves as the notification pursuant to Fish and Game Code section 1611, completion of DFW 2023 and Attachment B is not required but is encouraged to facilitate efficient processing of the notification. Provide the number assigned to the Timber Plan by the California Department of Forestry and Fire Protection (CAL FIRE).

#### **D. Water Diversion/ Extraction/Impoundment**

Attachment C is no longer available. **All** Water Diversion/Extraction/Impoundment project notifications must be submitted through the [EPIMS Permitting Portal](#).

**Note:** *If the diversion, obstruction, extraction, or impoundment of water is only incidental to the project described in the notification (e.g., temporarily dewatering a stream segment to install a culvert or bridge or drafting water as part of a timber harvesting operation) completion of this attachment is not necessary.*

### **E. Routine Maintenance**

Check this box *and* complete Attachment D if the primary purpose of the project is to maintain on a routine basis a number of existing private or public facilities, such as canals, channels, culverts, and ditches.

*Note: If the project is a one-time maintenance project, do not check this box or complete the attachment.*

### **F. Cannabis Cultivation**

Attachment E is no longer available. **All** Cannabis Cultivations project notifications must be submitted through the [EPIMS Permitting Portal](#).

### **G. CDFW Grant Programs**

Check this box if the project is funded by a CDFW grant program (e.g., FRGP, Proposition 1, Ecosystem Restoration Program, or Wetlands Restoration for Greenhouse Gas Reduction Program). Provide the name of the funding program and the **grant agreement number**.

### **H. Master**

Check this box for an agreement with a term of greater than five years that:

- 1) Covers multiple projects that are not exclusively projects to extract gravel, sand, or rock; not exclusively projects that are included in a THP approved by CAL FIRE; or not exclusively routine maintenance projects.
- 2) Specific detailed plans have not been prepared at the time of the original notification.
- 3) Describes a procedure the entity must follow for construction, maintenance, or other projects the agreement covers.

An example of a project for which CDFW would issue a Master Agreement is a large-scale development proposal comprised of multiple projects for which specific, detailed design plans have not been prepared at the time of the original notification.

### **I. Master Agreement for Timber Operations**

Check this box for an agreement with a term of greater than five years that:

- 1) Covers timber operations on timberland that are not exclusively projects to extract gravel, sand, or rock; not exclusively projects that are included in a Timber Plan approved by CAL FIRE; or not exclusively routine maintenance projects that the entity will need to complete separately at different time periods during the term of the agreement.
- 2) Describes a procedure the entity must follow for construction, maintenance, or other projects the agreement covers.

## **6. NOTIFICATION FEES**

### **A. Scope of Project**

Specify the scope of the proposed project(s) for the purpose of calculating notification fees. "Project" means either of the following as determined by CDFW:



- 1) One activity. An example of such a project is one that is limited to the removal of riparian vegetation at one location along the bank of a river, stream, or lake that will substantially change the bank.
- 2) Two or more activities that are interrelated and could or will affect similar fish and wildlife resources. An example of such a project is the construction of one bridge across a stream that requires the removal of riparian vegetation, the installation of abutments in or near the stream, and the temporary de-watering of the stream using a diversion structure. Each of those three activities together would constitute one project for the purpose of calculating the notification fee under this section because they are all related to the single purpose of constructing one bridge at one location.

By contrast, the construction of three bridges and two culverts across a stream at five different locations would not constitute one project, but instead would constitute five projects, even if each structure were to provide access to a common development site or were physically connected to each other by a road.

**Note:** CDFW may require the applicant to separately notify for one or more projects based on their type or location. If CDFW requires the applicant to separately notify CDFW for one or more of the projects included in the original notification, CDFW shall return the original notification and fee to the applicant, after which the applicant may submit to CDFW separate notifications and a fee for each project.

## **B. Project Cost**

For purposes of calculating the notification fee, “project” refers only to the activities that are subject to the notification requirement in Fish and Game Code section 1602 and not the overall project. For example, if the project described in the notification is the construction of a bridge across a stream, and the bridge construction is part of a housing development that except for the bridge construction would not require notification, only the cost associated with installation of the bridge would be used to calculate the notification fee.

If the project is not for gravel, sand, or rock extraction; timber harvesting; or routine maintenance, provide the estimated cost to complete the project over the proposed term of the agreement. If the project is for gravel, sand, or rock extraction; timber harvesting; or routine maintenance, write “not applicable” in this box and refer to the enclosed notification fee schedule to determine the appropriate fee.

**Note:** Project costs shall include, but are not limited to, the costs of all investigations, surveys, designs, labor, and materials required to complete the project.

## **C. Project Fee**

After determining the estimated cost for the project(s) subject to notification, refer to the fee schedule to determine the notification fee. CDFW may require you to submit additional cost estimate information.

**Note:** If the notification includes more than one project, the fee shall be calculated by adding the separate fees for each project. For example, if a notification identifies three projects, one of which will cost \$4,325, one which will cost \$7,500, and one of which will cost \$17,500, the fees for these projects would be \$609.25, \$764.00, and \$1,526.00 respectively, and therefore the total fee would be \$2,899.75.

#### **D. Base Fee**

If the notification is for a Standard Agreement or an Agreement for Gravel, Sand or Rock Extraction, with a term of less than five years, skip to box 6.E. If the notification is for any other type of agreement, enter the corresponding “base fee” as identified in the fee schedule.

#### **E. Total Fee**

Submit the total notification fee with the notification form (DFW 2023).

**Note:** CDFW is **not required** to determine whether a notification is complete or otherwise process a notification until CDFW has received the correct notification fee.

To pay the fee by **check**, the check must be made payable to the “California Department of Fish and Wildlife” and mailed to the [CDFW regional office](#) that serves the county where the activity will occur.

- Check payment may be submitted by one of the following methods:
  - Included with the hard copy of the completed notification form; or
  - For completed notifications (i.e., PDF) submitted through the [EPIMS Document Repository](#), include a copy of pages 1-2 of the completed notification form with the check.

To pay the fee by **credit card**:

- You may pay notification fee at CDFW’s Online License Sales and Services page at: <https://www.wildlife.ca.gov/Licensing>.
  - You are encouraged to create a Customer Login/Register to make payment. Refunds (if applicable) will be significantly delayed if payment is made as a Guest.
  - **Note:** *The fees identified on the CDFW Online License Sales page include the non-refundable handling charge (Fish and G. Code, § 1055.1, subd. (d)).*
- Include a copy of sales receipt with the notification. Notifications submitted without a copy of the sales receipt will remain incomplete and will not be processed.

**Note:** *Notification for long term agreements shall include the base fee with the notification.*

## **7. PRIOR NOTIFICATION AND ORDERS**

#### **A. Previous Notification and/or Agreement**

Check the applicable box. If “yes” is checked, provide your name; the number assigned to the notification; and either the date the notification was submitted or the date CDFW signed the final agreement, if a final agreement was issued.

#### **B. Work Required by Court or Administrative Agency**

If a court or administrative agency has required you to perform the work described in the notification, or you are submitting the notification after receiving a notice of violation (NOV) from CDFW, check “yes” and provide a copy of the court or administrative order or notice, or NOV. Identify the person who directed you to submit the notification, the agency, and describe the circumstances relating to the order. If this is not the case, check “no.”

**Note:** If the notification is being submitted in response to a court or administrative order or notice, and CDFW determines that an agreement is required, the measures CDFW includes in a draft agreement **will not** be subject to arbitration (Fish & G. Code, § 1614).

## 8. PROJECT LOCATION

### A. Address

Provide the street address where the project will take place (describe the location if there is no street address) and driving directions from the nearest major road or highway, known landmarks, access roads, and any other information that would allow a person not familiar with the area to find the project site. Enclose a map that marks the location of the project and denotes a north arrow and map scale.

### B. River, Stream, or Lake

Provide the name of the river, stream, or lake in which or near where the project will take place. If the watercourse or waterbody is not named, please write “unnamed tributary” in the box.

### C. Tributary

Provide the name of the watercourse or water body to which the river, stream, or lake specified in box 8.B is tributary.

### D. Wild and Scenic Rivers

Check the appropriate box to specify whether or not the river or stream segment where the project is located is listed as a State or federal Wild and Scenic River. The State Wild and Scenic Rivers Act (WSRA) is codified at Public Resources Code section 5093.50 *et seq.* and can be found at: <http://www.leginfo.legislature.ca.gov/faces/codes.xhtml>). The federal WSRA is codified at United States Code section 1271 *et seq.* and can be found at <http://www.gpoaccess.gov/uscode/index.html>.

**Note:** If the project is located within a segment of a river or stream that is listed in the State or federal WSRA, CDFW cannot approve the proposed project unless it is consistent with the act(s).

### E. County

Provide the name of the county where the project will take place.

### F. USGS 7.5 Minute Quad Map Name

Provide the name of the USGS 7.5 minute quadrangle map(s) that includes the property where the project will take place. The following CDFW website may provide you with a link to the name of the quadrangle map: <https://map.dfg.ca.gov/bios/>.

### G - J. Township, Range, Section, ¼ Section

Provide the township, range, section, and ¼ section numbers of the property where the project will take place. Many county and city websites provide township, range, section, and ¼ section numbers.

### K. Meridian

Provide the meridian of the property where the project will take place. The following website provides meridian lines: <http://www.blm.gov/cadastral/meridians/Caleneva.htm>.

#### **L. Assessor's Parcel Number**

Provide the Assessor's Parcel Numbers (APN) of the property where the project will take place. Among other documents, APNs are found on deeds and tax records. If the project spans multiple APNs, provide the APN for each property.

#### **M. Geographic Coordinates**

Provide the Global Positioning System (GPS) latitude and longitude coordinates for the property where the project will take place. If the project activity is for a single project, provide the GPS coordinates at the project location (e.g., at the culvert, bridge, etc.). If the project is for multiple activities, you may provide the GPS coordinates for each project, or provide the GPS coordinates at a centralized location at the property.

Latitude and longitude information can be obtained using a GPS device, or from the following websites: <http://bios.dfg.ca.gov> or [Google Maps Help](#).

**Note:** CDFW utilizes decimal degrees and WGS 84 datum.

### **9. PROJECT CATEGORY AND WORK TYPE**

Identify the project category and work type described in the notification by checking the applicable box(es). If "Other" is checked, briefly describe the type of project.

**Note:** 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 (e.g., by using a pump or by gravity through a headgate, pipe, or gallery). 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 (e.g., a flashboard dam or a weir).

### **10. PROJECT DESCRIPTION**

#### **A. Describe the Project**

Provide a detailed description of all project activities, including a step-by-step description of how the activities will be implemented. Include photographs of the project location(s) and immediate surrounding area.

- Include any structures (e.g., rip-rap, culverts) that will be placed or modified in or near the stream, river, or lake, and any channel clearing.
- Specify volume, and dimensions of all materials and features (e.g., rip-rap fields) that will be used or installed.
- Describe both permanent and temporary impacts to the channel and/or riparian habitat.
- Enclose diagrams, drawings, design plans, construction specifications, and maps that provide all of the following: site specific construction details; dimensions of each structure and/or extent of each activity in the bed, channel, bank or floodplain; overview of the entire project area (i.e., "bird's-eye view") showing the location of each structure and activity, significant area features, stockpile areas, areas of temporary disturbance, and where the equipment/machinery will access the project area.

The following website provides assistance and tips to develop a quality map in Google Earth: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=155327&inline>

### **B. Equipment**

List all equipment and machinery used to complete the project. List any lubricants, solvents, chemicals, or other materials not normally found on construction sites that will be present in the project area in addition to the equipment and machinery used to complete the project.

### **C. Water Presence**

Check the applicable box. If “yes” is checked, complete box 10.D. If “no” is checked, skip to box 11.

### **D. Work in Wetted Channel**

Check the applicable box. If “yes” is checked, a plan to divert water around the project site and dewater the work site **must** be included with the notification, and should specify the method, volume, rate, and timing of the diversion of the water around the work site.

## **11. PROJECT IMPACTS**

### **A. Modifications to River, Stream or Lake**

Describe any foreseeable impacts (permanent or temporary) to the flow, bed, channel and bank of the river, stream, or lake. Quantify the effects and impacts in the project vicinity by noting the type, volume, and dimensions of material displaced through grading, trenching or other forms of site alteration. Also include any foreseeable impacts (permanent or temporary) to the riparian zone on or adjacent to the bank of the river, stream or lake. The riparian zone is the area that surrounds a channel or lake and supports (or can support) vegetation that is dependent on surface or subsurface water. Include the effects of your project activity to this zone at least to the outer (landward) edge of the drip line of any dependent vegetation.

### **B. Vegetation**

Check the applicable box. If “yes” is checked, complete the following tables by specifying the type and amount of vegetation (i.e., trees such as oak, willow, or sycamore, and plant communities, such as salt marsh, freshwater marsh, wet meadow, willow thicket, riparian woodland, willow riparian woodland, desert wash woodland, riparian forest, oak riparian forest, redwood forest, riparian scrub, desert wash scrub, alkali sink scrub, oasis, vernal pool, bog, non-native, or ornamental) both in linear feet and total acres that will be affected temporarily and permanently.

If trees **greater than 2 inches** in diameter at breast height (dbh) and/or mature shrubs will be removed as part of the project, specify the estimated number and species (if available) to be removed, and the range of trunk diameters measured at breast height. Trees can be grouped into size classes (i.e., four oak trees approximately 10 to 20 inches dbh). Attach a tree survey, if available.

### **C. Special Status Species**

A special status species is an animal and plant species that meets any of the following criteria:

- The species is listed or proposed for listing under the [State](#) or federal Endangered Species Act.

- The species is designated as rare under the [State Native Plant Protection Act](#).
- The species is identified as a candidate, sensitive, or special status species in a local, regional, State or federal list, plan, or policy.
- The species otherwise meets the definition of an endangered, rare, or threatened species under California Environmental Quality Act (CEQA) Guidelines section 15380 (Cal. Code Regs., tit. 14, § 15380).

Check the applicable box. If “yes” is checked, list each species and/or describe the habitat the project activities will affect.

*If a species listed in this box is protected under the State or federal Endangered Species Act, you may need to obtain take authorization from CDFW, the U.S. Fish and Wildlife Service (USFWS), or the National Marine Fisheries Service (NMFS). Contact CDFW, USFWS, or NMFS for more information.*

#### **D. Source of Information**

Identify the source(s) of information (e.g., biological surveys, [BIOS](#), environmental documents, etc.) used to conclude if special status species or habitat that may support such species is or is not, present on or near the project site.

#### **E. Biological Study**

If “yes” is checked, the biological study or survey must be enclosed with the notification. If “no” is checked or the biological study enclosed with the notification is inadequate, CDFW may require you to complete a biological study to evaluate the project’s potential impact on biological resources before accepting the notification as complete.

#### **F. Technical Study**

If “yes” is checked, the technical study (e.g., engineering, hydrologic, geological, or geomorphological) must be enclosed with the notification. If “no” is checked or the technical study enclosed with the notification is inadequate, CDFW may require you to complete a technical study or provide other information on site hydraulics (e.g., water availability analysis, flow regime, channel characteristics, and/or flood recurrence intervals) to evaluate the project’s potential impacts to a lake or streambed before accepting the notification as complete.

#### **G. Resource Mapping**

Check “yes” if fish and wildlife resources or waters of the state on the project site have been mapped or delineated. “Wildlife” means and includes all wild animals, birds, plants, fish, amphibians, reptiles and related ecological communities, including the habitat upon which the wildlife depends.” (Fish & G. Code, § 89.5.) If “yes” is checked, submit the mapping or delineation. If the mapping or delineation is in digital format (e.g., GIS shape files or KMZ), you must submit the information in this format for CDFW to deem your notification complete. If “no” is checked, or the resolution of the mapping or delineation is insufficient, CDFW may request mapping or delineation (in digital or non-digital format), or higher resolution mapping or delineation for CDFW to deem the notification complete.

## 12. MEASURES TO PROTECT FISH, WILDLIFE, AND PLANT RESOURCES

### A. Erosion Control

Describe the methods or techniques that will be used to prevent sediment, hazardous, or other deleterious materials from entering any watercourses during and after construction. If you are unsure of which methods or techniques to prevent erosion would best minimize impacts at the project site, please indicate “unknown”. CDFW staff can assist in providing the appropriate measures.

### B. Protection of Fish, Wildlife, and Plant Resources

Describe any measures that will be incorporated into the project to avoid or minimize impacts to fish, wildlife, and plant resources. If you are unsure of which measures would best minimize impacts at the project site, please indicate “unknown”. CDFW staff can assist in providing the appropriate measures.

### C. 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. If you are unsure of which measures would best provide mitigation or compensation for potential impacts at the project site, please indicate “unknown.” CDFW staff can assist in providing the appropriate measures.

## 13. PERMITS

### A - D. Local, State, and Federal Permits

List any local, State, and federal permits required for the project and mark whether applied or issued. Examples include a grading permit by the county, authorization by CDFW, USFWS, NMFS to take a listed species, or Clean Water Act “section 404” permit the U.S. Army Corps of Engineers. **Enclose a copy of each permit that has been issued.**

*Note: You are responsible for obtaining all necessary permits and authorizations from CDFW and other agencies before beginning any project described in the notification.*

## 14. ENVIRONMENTAL REVIEW

### A. California Environmental Quality Act (CEQA) Lead Agency

If “yes” is checked, complete boxes B – F. If “no” is checked, skip to box G.

### B - D. CEQA Lead Agency

Identify the CEQA lead agency, lead agency contact, and phone number. Before identifying CDFW as the CEQA lead agency, please obtain approval from the CDFW regional office covering the project area.

### E. CEQA and National Environmental Policy Act (NEPA)

If “yes” is checked, include a copy of the CEQA or NEPA document and all notices with the notification (DFW 2023). If applicable, include the type of CEQA or NEPA document. If “no” is checked, please list to the best of your knowledge, the type of environmental document that will be or is being prepared.



#### **F. State Clearinghouse Number**

If a copy of any CEQA or NEPA document has been submitted to the State Clearinghouse for distribution to State agencies, provide the number assigned to the document by the State Clearinghouse.

#### **G. Entire Project**

CDFW must comply with CEQA when issuing a final agreement for a project. CEQA defines a “project” as “the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.” (Cal. Code Regs., tit. 14, § 15378).

If the project described in the notification is not the “whole” project, but instead only a part of it, briefly describe the entire project. For example, if the project described in the notification is the construction of a bridge across a stream, and the bridge construction is part of a proposed housing development that does not require notification, the housing development should be described in this box.

If the project described in the notification is the entire project, insert the following statement in this box: “The project described in the notification is the entire project.”

#### **H. CEQA Filing Fee**

Pursuant to Fish and Game Code section 711.4, you must pay a CEQA filing fee to the CEQA lead agency if an environmental document has been prepared for the project, unless the project is exempt from the fee. The filing fee is in addition to the notification fee and any other CDFW fees that apply to the project. Filing fee information is available at <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>.

If “yes” is checked, proof that the filing fee has been paid must be enclosed with the notification (typically a CDFW Environmental Filing Fee Cash Receipt). If “no” is checked, explain the reason the filing fee has not been paid. For example, a filing fee may not have been paid because the project is exempt from CEQA, the lead agency has not completed the environmental document at the time the notification is submitted, or the project is exempt from the filing fee (i.e., the project received a [No Effect Determination](#)).

**Note:** *If a CEQA filing fee has not been paid, and CDFW determines that the fee is required, CDFW may not issue a final agreement until it receives proof of payment. For more information on CEQA and CEQA filing fees, refer to Part IV or go to: <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>.*

### **15. SITE INSPECTION**

In order to determine whether the notification is complete, an agreement is required, or to identify the measures that must be incorporated into the project to protect fish, wildlife, and plant resources, CDFW may need to conduct an inspection of the project site.

**Box 1.** Generally, non-enforcement CDFW personnel may only enter private property with the consent of the property owner. Checking the first box will enable CDFW personnel to enter the property at a reasonable time in the future without having to contact the property owner in advance. Receiving such consent in advance will help reduce the amount of time for CDFW to determine whether the notification is complete, an agreement is needed and/or



to prepare a draft agreement. If the first box is checked, provide CDFW with any access instructions.

**Box 2.** Check the second box and provide the name and telephone number or email address of the person CDFW needs to contact before entering the property if you cannot or do not want to CDFW consent to enter the property in advance. The box should also be checked if the property owner or the owner's representative needs to be present when CDFW personnel visit the property.

## 16. DIGITAL FORMAT

If paper notification is submitted and any of the information included as part of the notification is available in digital format, submit the information via digital media (e.g., CD, DVD, flash drive, etc.) with the notification.

## 17. SIGNATURE

The applicant or the applicant's designated representative must sign the notification for it to be valid. If someone other than the applicant or applicant's designative representative signs the notification, **CDFW may return the notification to the applicant as incomplete.** If the applicant is not a natural person (e.g., business), the applicant or applicant's designated representative **must** be an employee of the applicant. The applicant will continue to be legally responsible for complying with Fish and Game Code section 1600 et seq.

If notifying electronically through the [EPIMS Document Repository](#), facsimile signatures (i.e., scanned copy of a manual signature) and digital signatures are acceptable in lieu of a manual signature. Digital signatures must meet the requirements of California Government Code section 16.5. DocuSign, Adobe, or Foxit are recognized to be compliant with Government Code section 16.5.

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## **PART III: PROCESSING YOUR NOTIFICATION**

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After the correct CDFW regional office receives your notification and the correct notification fee, CDFW will begin to process your notification by determining whether it is complete. CDFW is not required to determine whether your notification is complete or otherwise process the notification until the correct CDFW regional office has received both the notification and correct notification fee.

### **EPIMS**

If you notify CDFW by submitting a notification through EPIMS, the notification must include the following to be considered complete:

- 1) All required fields in the application forms are completed.
- 2) All required supplemental documents are included with application (including a biological and/or technical study and/or resource mapping, if applicable).
- 3) The application is properly signed.
- 4) The information in the application is true and correct.

### **Notification Form (DFW 2023)**

If you notify CDFW by submitting a notification form (DFW 2023), the notification must include all of the following to be considered complete:

- 1) All applicable fields in the notification form (DFW 2023) are completed.
- 2) All required enclosures are submitted with the notification (including a biological and/or technical study. and/or resource mapping, if applicable).
- 3) The notification was properly signed.
- 4) The information in the notification is true and correct.

### **Timber Harvest Plan (THP)**

If you notify CDFW through the submittal of a THP instead of using the notification form (DFW 2023), the THP **must** include all the following to be considered complete:

- 1) The THP includes, at a minimum, the information listed in Fish and Game Code section 1611.
- 2) The information in the THP is true and correct.
- 3) The THP was properly signed.
- 4) The THP is accepted for filing by CAL FIRE.

## **Step 1: Review for Completeness**

### **Notification is Complete**

CDFW will have 30 days from the date it receives your properly signed notification with the correct notification fees to determine if the notification is complete, *unless*:

- 1) The applicant has not submitted the correct notification fee, or proof of payment if payment was made through CDFW's [Online License Sales and Services](#) internet page.
- 2) CDFW and applicant mutually agree to extend the 30-day time period.
- 3) CDFW determines that an onsite inspection is required before it can make its determination, but you are unable to provide a date for the inspection that will reasonably allow CDFW to make the determination within the 30-day time period. In this case, CDFW may refuse to process the notification and the 30-day time period will no longer apply.
- 4) CDFW determines that an onsite inspection is required before it can make its determination and you or the owner of the property where the project will take place (if different from the applicant) refuse to allow CDFW personnel to enter the property. In this case, CDFW may refuse to process the notification and the 30-day time period will no longer apply.
- 5) The applicant has requested long-term agreement, in which case the 30-day period does not apply. (Fish & G. Code, § 1605, subd. (g)(5).)

**Note:** *If you have requested a long-term agreement, but CDFW decides not to grant the request, CDFW will contact you, and thereafter process the notification as one for a regular agreement upon your written request. If you are granted a long-term agreement, you will be required to comply with the requirements specified in Fish and Game Code section 1605(g), which includes filing a status report with CDFW every four years. CDFW has sole discretion to determine the type of agreement the applicant may obtain for a project or projects. (Cal. Code Regs., tit. 14, § 699.5, subd. (q).)*

If the 30-day period applies and CDFW determines your notification is complete within this period, it will transmit the determination to you in writing and continue processing your notification as described in **Step 2** below.

### Notification is Incomplete

#### *First incomplete*

If CDFW determines your notification is incomplete within 30 days of receiving your notification, it will transmit the determination to you and specify the information or materials that are lacking and that you will need to submit to make your notification complete. Upon receipt of the requested information or materials, CDFW will begin a new 30-day review period for your notification. During this new review period, CDFW will determine if the notification with the additional information or materials is complete and transmit that determination to you.

#### *Second incomplete*

If CDFW determines that your notification with the additional information or materials is still incomplete, CDFW will transmit that determination to you in writing. CDFW will also inform you that you may appeal the determination to the Director or his or her designee and describe the appeal process. The Director or his or her designee will make a final determination on your appeal within 60 days after receiving it.

## No Action

Notwithstanding the above, if CDFW does not: 1) transmit a completeness/ incompleteness determination to you in writing during either of the 30-day periods described above, or 2) make a final determination on any appeal within the 60-day period described above, the notification, or if applicable, the notification with the additional information or materials will be deemed complete at the end of the applicable 30-day period or 60-day period by operation of law. In each case, the 60-day period described in **Step 2** below will begin.

## **Step 2: Draft Agreement**

After CDFW determines that the notification is complete or it is deemed complete by operation of law, CDFW will evaluate the project activities and determine whether you will need an agreement. An agreement will be required if the project may substantially adversely affect an existing fish, wildlife, or plant resource.

If CDFW determines an agreement is not required, it will transmit this decision to you.

If CDFW determines an agreement is needed, it will submit a draft agreement to you for review no later than 60 days after the notification is complete, *unless*:

- 1) You and CDFW mutually agree to extend the 60-day period.
- 2) CDFW determines that an onsite inspection is required before it can determine whether an agreement will be required or issue a draft agreement, but you are unable to schedule a date for the inspection that will reasonably allow CDFW to make its agreement determination or issue a draft agreement within the 60-day period.
- 3) CDFW determines that an onsite inspection is required before it can determine whether an agreement will be required or issue a draft agreement, and you or the owner of the property where the project will take place (if different from the applicant) refuses to allow CDFW personnel to enter the property. In that case, CDFW may refuse to process the notification, in which case the 60-day period will no longer apply.
- 4) The applicant has requested a long-term agreement, in which case the 60-day period does not apply (Fish & G. Code, § 1605, subd. (g)(5)).

The draft agreement will include measures CDFW determines are necessary to protect fish, wildlife, and plant resources while conducting the project activities. After receiving the draft agreement, you will have 30 days to notify CDFW whether the measures in the draft agreement are acceptable. If you agree with the measures included in the draft agreement, you or your authorized representative will need to sign and submit the agreement to CDFW. If you disagree with any measures in the draft agreement, within 30 days, you must notify CDFW in writing and specify which measures are not acceptable. Upon written request, CDFW will meet with you within 14 days of receiving the request to resolve the disagreement. If you fail to respond, in writing, within 90 days of receiving the draft agreement, CDFW may withdraw the agreement.

If you disagree with any measures in the draft agreement and you and CDFW cannot resolve the disagreement informally, you may request an arbitration panel to resolve the disagreement. If you request arbitration, a panel of arbitrators will be established within 14 days of receiving the request. The panel will include three persons: your representative, a CDFW representative, and a third person mutually agreed upon by you and CDFW who will serve as the panel's chair. If you and CDFW cannot agree upon the third person within the 14-day period, a court will

appoint the third person. The third person must have scientific expertise relevant to the fish, wildlife, and plant resources the project could affect, and the disputed measures in the draft agreement. ***Each party will be required to pay the expenses of their selected representative and pay one-half the expenses of the third person.***

The panel will issue a decision within 14 days after it is established in the form of a final agreement. The decision will be based on the best scientific information reasonably available at the time of the arbitration. The decision will be binding on you and CDFW unless you or CDFW successfully petitions a court to correct or vacate the decision.

The time periods described above may be extended at any time by mutual agreement between you and CDFW.

***Note:*** *The measures included in a draft agreement are not subject to arbitration if the notification is being submitted in response to an order or a notice by a court or an administrative agency that requires you to perform work subject to the notification requirement in Fish and Game Code section 1602.*

After CDFW receives the signed draft agreement, it will make it final by signing it. However, CDFW will not sign the agreement until it has:

- 1) Complied with CEQA as a lead or responsible agency; and
- 2) Received written proof that the [CEQA environmental filing fee](#) specified in Fish and Game Code section 711.4 has been paid, if a filing fee is required.

After you receive the final agreement, the project described in the notification and covered by the agreement may begin, provided you have obtained all necessary local, State, and federal permits or other authorizations.

#### No Action

Notwithstanding the above, if CDFW does not submit a draft agreement to you within 60 days after the notification or THP is complete, or it is deemed complete by operation of law, you may proceed without an agreement, provided you conduct the project activities as described in the notification or THP, including any measures in the notification intended to protect fish and wildlife resources. (Fish & G. Code, §1602, subd. (a)(4)(D).)

***Note:*** *Fish and Game Code section 1613 authorizes CDFW to suspend processing a notification between the time it receives the notification and just before CDFW is ready to execute a final agreement if CDFW determines the activity the notification describes, or any activity or conduct by the applicant directly related to the described activity violates any provision of the Fish and Game Code or any CDFW regulation.*

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## PART IV: CALIFORNIA ENVIRONMENTAL QUALITY ACT

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CDFW must comply with the California Environmental Quality Act (CEQA) before it may issue a **final** agreement. Issuance of a final agreement occurs when CDFW receives the signed **draft** agreement from you **and** CDFW signs it.

### Projects Exempt from CEQA

If CDFW determines a project is exempt from CEQA, it may issue a final agreement without the need to prepare an environmental document (i.e., initial study, negative declaration, and/or environmental impact report).

### Project Requiring an Environmental Document

If a project is not exempt from CEQA, then the CEQA lead agency is required to prepare an environmental document. In some cases, CDFW may receive the signed draft agreement from an applicant before the lead agency has approved or adopted an environmental document for the project. If this occurs, CDFW must wait for the lead agency to complete CEQA before CDFW, as a responsible agency, may sign the draft agreement to make it final.

Under CEQA, the “lead agency” is the local or State governmental agency that has the principal responsibility for carrying out or approving the project. Typically, a local agency (e.g., city or county) will be the lead agency. A “responsible agency” is any other local or State agency with discretionary approval authority over the project.

### CDFW as CEQA Lead Agency

The [lead agency](#) is entitled to recover all of its CEQA-related costs from the project applicant (Pub. Resources Code, § 21089, subd. (a); Cal. Code Regs., tit. 14, § 15045, subd. (a)).

If CDFW acts as the lead agency for your project, you will need to pay CDFW in advance to cover the costs CDFW will incur to prepare an environmental document and for procedures necessary to comply with CEQA. The advance payment will be in addition to the notification fee, the CEQA filing fee (Fish & G. Code, § 711.4), and any other CDFW fees. The advance payment will be collected before CDFW undertakes the preparation of an environmental document or other CEQA-related work.

### CDFW as CEQA Responsible Agency

If CDFW is a [responsible agency](#), you must submit with your notification a copy of any environmental document and all notices prepared by the lead agency pursuant to CEQA, if the lead agency has prepared any document or notice. You must also identify the lead agency in box 14.B in the notification form (DFW 2023).

### CEQA Filing Fee

Pursuant to Fish and Game Code section 711.4, you must pay a CEQA environmental filing fee if an environmental document is prepared for your project, unless: 1) one of the exceptions specified in Fish and Game Code section 711.4, subdivision (c)(2) or (d)(1) applies; or 2) your project is a “timber operation,” and therefore exempt from the filing fee under Public Resources

Code section 4629(c). **The filing fee is in addition to the notification fee, the fees a lead agency may charge to recover its CEQA-related costs, and any other CDFW fees.**

CEQA filing fee information is available at:

<https://www.wildlife.ca.gov/Conservation/CEQA/Fees>.

*For more information on CEQA, please see the act (Pub. Resources Code § 21000, et seq.), the implementing regulations found in the CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.), and CEQA handbooks and guides. CEQA and the CEQA Guidelines are available at [http://www.opr.ca.gov/m\\_ceqa.php](http://www.opr.ca.gov/m_ceqa.php).*

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## **PART V: OTHER PERMITS**

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Depending on the project activities being proposed, in addition to an agreement, you might need to obtain a permit, agreement, or other authorization from one or more governmental agencies. You should first contact the planning departments of the city or county where the project will take place to determine whether any local permits are required for the project. The State and federal agencies listed below might also have permitting authority over the project. You should contact these agencies if you are not familiar with their permitting requirements.

### **STATE AGENCIES**

Coastal Commission  
Department of Conservation  
Department of Food and Agriculture  
Department of Forestry and Fire Protection  
Department of Water Resources  
Reclamation Board/District  
Regional Water Quality Control Boards  
State Lands Commission  
State Water Resources Control Board

### **FEDERAL AGENCIES**

National Marine Fisheries Service  
U.S. Army Corp of Engineers  
U.S. Fish and Wildlife Service  
U.S. Forest Service