

TOWN OF HILLSBOROUGH  
SAN MATEO COUNTY

Planning Office  
650/375-7422  
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1600 Floribunda Ave.  
Hillsborough  
California 94010

**ENVIRONMENTAL INFORMATION FORM**  
the first step in the  
**ENVIRONMENTAL ASSESSMENT PROCESS**

The California Environmental Act (CEQA) requires an environmental assessment for all discretionary actions. The first step in an environmental assessment is to prepare an “Initial Study” to determine the potential environmental impacts of the proposal. The Initial Study may result in a requirement for a “Negative Declaration”, a “Mitigated Negative Declaration”, or an Environmental Impact Report (EIR).

To request an “Initial Study” and start an environmental assessment process, submit to the Planning Department a completed “Environmental Information Form” (attached), along with the necessary attachments (plans, reports, studies, etc) and a deposit to cover Staff and consultant time. Please consult with Staff to determine the deposit cost required. It is important that the Environmental Information Form is carefully prepared and coordinated, with supporting studies, by a professional with an understanding of CEQA. Two copies of the completed form, reports and related plans are required.

Within thirty days of submittal, a determination will be made as to the completeness of the submittal. Staff will notify the applicant if additional information/material is required and whether staff or an environmental consultant will do the environmental assessment. Consultants prepare most of the Town’s environmental assessments depending upon the areas of environmental study. When an environmental consultant is used, the applicant covers the Town’s costs.

Depending on the nature and scope of the project, as well as the information provided, the time required for the preparation of the environmental assessment varies. More than likely, an environmental consultant will be hired by the Town, at the applicant’s cost, to prepare the document. CEQA dictates the process, including the required components, review periods and public notice periods. The environmental assessment is often a source of legal challenge, so it is important, for both the Town and for the applicant that it is properly done.

For Grading Permits requiring City Council action, allow at least 2 - 3 months for the preparation of the Initial Study plus the Negative Declaration (including the associated legal noticing); for larger and/or more complex or sensitive project, 6 months or longer may be required, depending on the nature and scope of the potential environmental issues. For an EIR, allow at least one year from the time the environmental consultant contract is signed for its preparation.

If you have any questions, contact the Planning Department, 375-7422.

Attachment: Environmental Information Form

TOWN of HILLSBOROUGH  
**ENVIRONMENTAL INFORMATION FORM**  
*(To be Completed by the Applicant)*

**General Information**

1. Name and address of property owner: \_\_\_\_\_  
\_\_\_\_\_
2. Address of project: \_\_\_\_\_  
Assessor's Block and Lot Number(s): \_\_\_\_\_
3. Name, address, and telephone number of person to be contacted concerning this project:  
\_\_\_\_\_  
\_\_\_\_\_
4. Project name/reference: \_\_\_\_\_
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:  
\_\_\_\_\_
6. Proposed use of site (Project for which this form is filed): \_\_\_\_\_  
\_\_\_\_\_

**Project Description - on a separate sheet or sheets, provide the following information:**

7. Site size, square feet. If the project involves land division, provide lot sizes for each existing and each proposed lot.
8. Structure size(s), in square feet, by floor for each existing and proposed.
9. Parking – number of spaces (enclosed/unenclosed), dimensions.
10. Proposed scheduling and estimated time periods for each aspect of the project.
11. List and describe associated projects, if any.
12. Anticipated incremental development of this project and associated projects, if any.
13. If trees are going to be removed provide a tree removal plan, including sizes and species. Attach an arborist report. List proposed replacement trees. Provide tree protection plan for those trees “to remain”.
14. For projects involving grading, provide estimates of quantities (cut and fill) for each separate aspect of the project, such as for public improvements, for driveways, for house pads, etc. plus the total grading quantities. Provide soils report. Provide truck sizes, expected number of truck trips, and the proposed truck route map.

15. If the project is other than residential, indicate the major function(s), estimated employment (per shift and total), estimated occupancy and maximum (per UBC) occupancy, and hours/days of operation. Describe provisions for loading, trash and recycling facilities. Describe the community benefits (if any) to be derived from the project.
16. If the project involves a variance, conditional use, General Plan amendment, rezoning, annexation, or pre-zoning application, state this and indicate clearly why the application is required.

*Are the following items applicable to the project or its effects? Discuss, in detail, all items checked "yes" (attach additional sheets and supporting reports as necessary).*

	<b>Yes</b>	<b>No</b>
17. Change in existing features of any wetlands, creeks, or hills; or substantial alteration of ground contours.	_____	_____
18. Change in scenic views or vistas from existing residential areas or public lands or roads.	_____	_____
19. Change in pattern, scale or character of general area of project.	_____	_____
20. Significant amounts of solid waste or litter (including demolition waste).	_____	_____
21. Change in dust, ash, smoke, fumes or odors in vicinity.	_____	_____
26. Change in lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	_____	_____
27. Change in storm water drainage or storm water quality control.	_____	_____
28. Substantial change in existing noise or vibration levels in the vicinity.	_____	_____
29. Site on filled land or on slope of 10 percent or more.	_____	_____
30. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	_____	_____
31. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	_____	_____
32. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	_____	_____
33. Relationship to a larger project or series of projects.	_____	_____

**Environmental Setting**

- 33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Polaroid photos will not be accepted.
  
- 34. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Polaroid photos will not be accepted.

**Certification**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Received for filing:

Fee paid: \_\_\_\_\_