California Department of Education

School District Organization Handbook

September 2019

# APPENDIX F

**SAMPLE NOTICE OF PREPARATION   
OF DRAFT NEGATIVE DECLARATION/  
MITIGATED NEGATIVE DECLARATION**

NOTES:

The guidance in this handbook is not binding on local educational agencies or other entities. Except for statutes, regulations, and court decisions that are referenced herein, the handbook is exemplary, and compliance with it is not mandatory (see California *Education Code* Section 33308.5).

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(SAMPLE)

## NOTICE OF PREPARATION OF DRAFT NEGATIVE DECLARATION/MITIGATED NEGATIVE DECLARATION

Notice is hereby given that the Riverside County Committee on School District Organization has completed an Initial Study of the [ ] project in accordance with the Office of Education’s Guidelines implementing the California Environmental Quality Act. This Initial Study was undertaken for the purpose of deciding whether the project may have a significant effect on the environment. On the basis of such Initial Study, the Office of Education’s staff has concluded that the project will not have a significant effect on the environment and has therefore prepared a Draft Negative Declaration. The Initial Study reflects the independent judgment of the Board of Education. The Project site [ ] is not on a list compiled pursuant to Government Code Section 65962.5. Copies of the Initial Study and Draft Negative Declaration are on file at the Riverside County Office of Education, 3939 13th Street, Riverside, CA 92502, and are available for public review. Comments will be received until [ ]. Any person wishing to comment on this matter must submit such comments, in writing, to the Office of Education prior to this date. Comments of all responsible agencies are also requested.

Public hearings will be held at the following locations, dates, and times:

At its meeting on [ ], at [ ], the Riverside County Committee on School District Organization will consider the project and the Draft Negative Declaration. If the Riverside County Committee on School District Organization finds that the project will not have a significant effect on the environment, it may adopt the Negative Declaration. This means that the Riverside County Committee on School District Organization may proceed to consider the project without the preparation of an environmental impact report.

Date Received for Filing:

(*Clerk Stamp Here with Name and Title*):

## NEGATIVE DECLARATION

1. Name, if any, and a brief description of project:

2. Location:

3. Entity or person undertaking project (check one):

[ ] Riverside County Committee on School District Organization

[ ] Other (Private)

4. Name:

5. Address:

The Riverside County Committee on School District Organization, having reviewed the Initial Study of this proposed project, and having reviewed the written comments received prior to the public meeting of the County Committee on School District Organization, including the recommendation of the Office of Education’s staff, does hereby find and declare that the proposed project will not have a significant effect on the environment. A brief statement of the reasons supporting the Riverside County Committee on School District Organization findings are as follows:

The Riverside County Committee on School District Organization hereby finds that the Negative Declaration reflects its independent judgment.

A copy of the Initial Study may be obtained from the Riverside County Office of Education, 3939 13th Street, P.O. Box 868, Riverside, CA 92502, telephone (909) 788-6685.

The location and custodian of the documents and any other material that constitute the record of proceedings upon which the Riverside County Committee on School District Organization based its decision to adopt this Negative Declaration are as follows:

Riverside County Office of Education

3939 13th Street

Riverside, CA 92502

Telephone: (909) 788-6685

*Name of Staff Member:*

*Date filed with County Clerk:*

## ENVIRONMENTAL IMPACT ASSESSMENT

## (STAFF RECOMMENDATION: INTERNAL USE ONLY)

Name or description of project:

Location: Riverside County

Entity or person undertaking project (check one):

[ ] Riverside County Committee on School District Organization

[ ] Other (Private)

1. Name:

2. Address:

3. Staff Determination:

The Riverside County Office of Education’s staff, having undertaken and completed an Initial Study of this project in accordance with the Office of Education’s *Local Guidelines for Implementing the California Environmental Quality Act (CEQA)* for the purpose of ascertaining whether the proposed project may have a significant effect on the environment, has reached the following conclusion (check one):

(a) [ ] The project could not have a significant effect on the environment; therefore, a Negative Declaration should be adopted.

(b) [ ] The Initial Study identified potentially significant effects on the environment but revisions in the project plans or proposals made by or agreed to by the applicant would avoid the effects, or mitigate the effects to a point where clearly no significant effects would occur; therefore a Mitigated Negative Declaration should be adopted.

(c) [ ] The project may have a significant effect on the environment; therefore, an Environmental Impact Report will be required.

*Staff:*

*Date:*