CITY OF LONG BEACH

Community Development Department
Planning Bureau
411 W. Ocean Boulevard, 2nd Floor, Long Beach, CA 90802
562.570.6194 | longbeach.gov/lbcd

Environmental Intake Form

THIS BOX FOR CITY PLANNING STAFF USE ONLY

Application Number: _____ Related Cases: _____

Assigned Planner: _____ Date Filed: _____

Project Address: _____

Assessor's Parcel Number(s): _____

Project Name: _____

APPLICANT (if not Property Owner)	**PROPERTY OWNER**
Name: _____	Name: _____
Company: _____	Company: _____
Address: _____	Address: _____
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____
E-Mail: _____	E-Mail: _____
Telephone No.: _____	Telephone No.: _____
APPLICANT'S REPRESENTATIVE	**ENVIRONMENTAL REVIEW CONSULTANT**
Name: _____	Name: _____
Company: _____	Company: _____
Address: _____	Address: _____
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____
E-Mail: _____	E-Mail: _____
Telephone No.: _____	Telephone No.: _____

Revised July 2026

OVERVIEW

CEQA, or the California Environmental Quality Act, is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. CEQA requires public agencies to conduct environmental review before making a determination on a project. The environmental review process examines the potential impacts your project will have on the property and its surroundings and makes recommendations (mitigation measures) on how to minimize or reduce those impacts that are found to be significant. The purpose of this application is to assist staff in determining the appropriate environmental clearance for your project. Please fill out this form completely. Missing, incomplete, or inconsistent information will cause delays in the processing of your application.

1. PROJECT DESCRIPTION

A. Briefly describe the entire project and any related entitlements (e.g. Tentative Tract, Conditional Use, Zone Change, etc.). The description must include all phases, including any demolition and plans for future expansion.

Additional information or Expanded Initial Study attached: ☐ YES ☐ NO

B. Will the project require certification, authorization, clearance or issuance of a permit by any federal, state, county, or environmental control agency, such as Environmental Protection Agency, Air Quality Management District, Water Resources Board, Environmental Affairs, etc.? ☐ YES ☐ NO

If YES, please specify:

2. EXISTING CONDITIONS

A. Project Site.

Lot Area:_____square feet

Net Acres:_____ Gross Acres:_____

B. Zoning/Land Use.

	Existing	Proposed
Zoning		
Use of Land		
General Plan Designation (PlaceType)		

C. Structures.

1) Does the property contain any vacant structure? ☐ YES ☐ NO

If YES, describe and state how long it has been vacant:

2) Will any structures be removed/demolished as a result of the project? ☐ YES ☐ NO

If YES, provide the number:_____, type:

_____, total square footage:

_____ and age:

_____ of structures to be removed.

If residential dwellings (apartments, single-family, condominiums etc.) are being removed indicate the number of units: _____

D. Trees.

Are there any significant mature trees on the property, and/or within the public right-of-way next to the property ☐ YES ☐ NO

If YES, will any significant mature trees be removed as part of this project:

☐ YES ☐ NO

If YES, is there any alternative design to tree removal that would not make the project infeasible?

E. Slope. State the percent of property which is:

Less than 10% slope:_____ 10-15% slope:_____ over 15% slope: _____

If slopes over 10% exist, a Topographic Survey will be required.

F. Grading. Specify the total amount of dirt being moved: _____

G. Import/Export. Indicate the amount of dirt to be imported or exported:

Imported:_____ cubic yards Exported:_____ cubic yards

Location of disposal site: _____

Location of borrow site: _____

A Haul Route approved by the City Traffic Engineer is required.

H. Hazardous Materials and Substances. Is the project proposed on land that is or was developed in the past with a dry cleaning, automobile repair, gasoline station, or industrial/manufacturing use, or other similar type of use that may have resulted in site contamination? ☐ YES ☐ NO

If YES, describe:

If YES, a Phase I Environmental Site Assessment (ESA) is required.

I. Historic, Cultural and/or Architecturally Significant Site or Structure. Does the project involve any structures, buildings, street lighting systems, spaces, sites or components thereof which are designated or may be eligible for designation in any of the following? If YES, please check and describe:

☐ National Register of Historic Places: _____

☐ California Register of Historic Resources: _____

☐ City of Long Beach Historic Landmark: _____

☐ Located within a City of Long Beach Historical Neighborhood: _____

Does the Project affect <u>any</u> structure 45 or more years old that does not have a local, state, or federal designation for cultural or historic preservation? ☐ YES ☐ NO

J. Miscellaneous. Does the property contain any easements, rights-of-way, Covenant & Agreements, contracts, reciprocal access agreements, underground storage tanks or pipelines, utilities, or other encumbrances which restrict full use of the property? ☐ YES ☐ NO

If YES, describe:

and indicate the sheet number on your plans showing the condition:_____.

Copies of these legal instruments also must be provided.

3. PROPOSED DEVELOPMENT

In the sections below, describe the entire project, not just the area in need of the entitlement request. If the project involves more than one phase or substantial expansion or changes of existing uses, please document each portion separately, with the total or project details written below. Attach additional sheets as necessary to fully describe the project.

A. ALL PROJECTS

1) Project Size.

What is the total floor area of the project? _____ gross square feet

Lot Coverage. Indicate the percent of the total project that is proposed for:

Building footprint: _____ %

Paving/hardscape: _____ %

Landscaping: _____ %

2) Height.

Number of stories (not including mezzanine levels): _____ Maximum height: _____

Are Mezzanine levels proposed? ☐ YES ☐ NO

If YES, indicate on which floor: _____

If YES, indicate the total square feet of each mezzanine: _____

3) Vehicle Miles Traveled, Transit, and Transportation Demand Management:

Is the project located within a Transit Priority Area? (A transit priority area is an area within one-half mile of a major transit stop. A major transit stop is a "site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.) ☐ YES ☐ NO

Will the project generate fewer than 110 trips per day? ☐ YES ☐ NO

Will the project include affordable housing units? ☐ YES ☐ NO

If YES, how many? _____

Will the project include bicycle parking? ☐ YES ☐ NO

If YES, how many spaces? _____

Will the project include any other TDM measures, such as carpool/vanpool parking, car share, alternate mobility options, transit passes for tenants, or other items of this nature?

☐ YES ☐ NO

If YES, describe:

4) Lighting. Describe night lighting of project:

5) Utilities. Describe the types of appliances and heating (gas, electric, gas/electric, solar):

6) Accessory Uses. Describe new accessory structures (detached garage, guest house, swimming pool, fence, stable, etc.) and/or additions:

APPLICANT/CONSULTANT'S AFFIDAVIT OWNER MUST SIGN AND BE NOTARIZED,
IF THERE IS AN AGENT, THE AGENT MUST ALSO SIGN AND BE NOTARIZED

PROPERTY OWNER	CONSULTANT/AGENT
I, (print name)_____	I, (print name)_____
Signature _____	Signature _____

being duly sworn, state that the statements and information, including plans and other attachments, contained in this Environmental Intake Form are in all respects true and correct to the best of my knowledge and belief. I hereby certify that I have fully informed the City of the nature of the Project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger Project in violation of CEQA. I understand that should the City determine that the Project is part of a larger Project for purposes of CEQA; the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.

Space Below for Notary's Use

California All-Purpose Acknowledgement Civil Code Section 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On_____before me, _____
(Insert Name of Notary Public and Title)

personally appeared_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_____ Signature (Seal)

INSTRUCTIONS: ENVIRONMENTAL INTAKE FORM

REQUIRED SUBMITTAL MATERIALS:

The following materials are required when submitting an Environmental Intake Form (EIF); materials must be consistent with the application. All materials should reflect the entire Project, not just the area in need of a zone change, variance, or other entitlement.

The submittal materials are IN ADDITION TO those required for any case/application for which the Environmental Assessment Form is being filed.

Exhibits Required: *Please note that based on the circumstances of a particular project proposal, in order to adequately analyze the environmental impacts of the project, assigned staff may require any of the following reports even if the project does not meet the indicated threshold. All materials should be provided in electronic format only.*

A. Plot Plans and/or Subdivision Map and/or Haul Route Map: One full size plot plan, subdivision map or haul route map and two 11" x 17" copes; material must show the location and layout of proposed development including dimensions. Include topographic lines where grade is over 10%; and the location and diameter of all existing trees with a trunk diameter greater than four inches on the project site and the adjacent public right-of-way.

B. Vicinity Map: A map showing an area depicting nearby street system, public facilities and other significant physical features with project area highlighted.

C. Color Pictures: Two or more color pictures of the project site (taken within the last 30 days) showing existing improvements, walls, trees and other structures on the property. Black and white or gray scale copies of color photos are not acceptable; internet "street view" images are not acceptable.

D. Fees: Fees will be calculated using the current Planning Bureau Fee Schedule based on the type of environmental review required. The assigned Project Planner will inform you of the required fees.

E. Topographic Map: If slopes over 10% exist. If site is over 50 acres, 1" = 200' scale is acceptable.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.