Attachment 7.4-1

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## REQUEST FOR ENVIRONMENTAL REVIEW SERVICES

The Project Manager must complete this form.

Please answer all the questions listed below. Send this form along with requested maps, plans, etc. to the Environmental Management Group (EMG) with a cover letter asking EMG to determine the type of environmental documentation needed for this project. EMG will conduct a preliminary investigation, if needed, and will contact you for additional information and clarification, and will render, in writing, a determination of the proper environmental document for your project.

**All requests must address the following:**

1. Project Title & Work Order Number:
2. Is there sufficient funding to initiate the environmental process?

 Yes\_\_\_\_ No\_\_\_\_

Source of funding\_\_\_\_\_\_\_\_\_\_\_\_\_

List other agencies participating in the funding.

3. Client Name & Address:

4. Program:

5. Project Manager and Phone Number:

6. Contact Person and Phone Number (if different from No. 5 above):

7. Project Location and Street Address, and Thomas Guide page No:

8. Council District:

9. Describe the intent, goals, and objectives of the project. What problem is the project intended to solve? Why is this project being proposed now? Or, provide a technical memo in lieu of this.

10. Description of the Project[[1]](#footnote-1): (describe the whole action involved, including but not limited to later phases of the project, and any secondary, support, or off-site features necessary for its implementation): Or, provide a technical memo in lieu of this.

11. What are the existing conditions and describe how they will change with your project.

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12. Enclose a plot plan of the proposed project. Include a vicinity map showing the subject site (the footprint) in relation to nearby streets and features. Use street maps, photographs of site vicinity, and/or generalized land use map of the site and surrounding properties. The plot plan must show the location of proposed structures and extent of the work area in relation to existing structures and property lines. (For example, for a conveyance system or municipal facility projects, indicate alignment, construction-launching site, street intersections impacted, footprint of structure, height of stack, etc.)

13. Indicate the construction methodology (e.g., for a conveyance system, open trench, tunneling, micro tunneling) and schedule.

14. Attach your alternatives analysis report.

15. List other agencies whose approval is required (and permits needed).

 [ ] U.S. Environmental Protection Agency (for conformity with facilities plan, work in areas of sensitive habitat and wetlands)

 [ ] U.S. Army Corps of Engineers (for work done in a water course or water body)

 [ ] U.S. Fish & Wildlife Service (for work impacting wetlands, and endangered species)

 [ ] California Coastal Commission (for work done Pacific Palisades, Venice, Marina del Rey, Playa del Rey, San Pedro or Wilmington.)

 [ ] California Fish & Game (for work in wetlands)

 [ ] Regional Water Quality Control Board (for work impacting wetlands, stormwater, groundwater, solid waste disposal sites.)

 [ ] State of California, Department of Transportation (CALTRANS-when crossing under State Freeways)

 [ ] Southern California Regional Rail Authority (i.e., Metrolink)

 [ ] Union Pacific Railroad Association

 [ ] South Coast Air Quality Management District (for air emissions and air toxics)

 [ ] Southern California Association of Governments (for conformity with Clean Water and Clean Air Acts, and for population growth issues.)

 [ ] Los Angeles County Department of Public Works (for sewers crossing a storm drain)

16. Indicate whether site or right-of-way acquisition will be required.

17. Indicate if any highway dedication or street widening will be required by the Bureau of Engineering District Office.

18. Indicate the number of trees to be removed.

19. Indicate the number of parking spaces removed.

20. Stakeholders: list Neighborhood Councils, persons, agencies, and organizations that, to your knowledge, have an interest in this project.

21. If this is a part of a larger project, describe the larger project.

22. Coordinate all public meetings, hearings, with EMG’s project staff and ensure that EMG attends all meetings related to the project.

Project Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Any subsequent change in the project description or objectives, or expansion of the project may result in restarting the environmental process. [↑](#footnote-ref-1)