

**CEQA**  
**Transmittal Memorandum for 2026**

Attach **one** transmittal memorandum to the front of the original CEQA document. Clip copies in the back.

- 1) If notice requires F&W receipt, you must provide a minimum of 3 copies of the notice.
- 2) If notice does not require F&W receipt, you must provide a minimum of 2 copies of the notice.

**TYPE OR PRINT CLEARLY**

LEAD AGENCY \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

PROJECT APPLICANT \_\_\_\_\_

PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

PROJECT APPLICANT ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

WORK ORDER # \_\_\_\_\_ ☐ 30-Day Posting ☐ 35-Day Posting ☐ 45-Day Posting ☐ Other \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

**CHECK DOCUMENT BEING FILED:**

☐ Notice of Availability.....No Fee

☐ Notice of Intent.....No Fee

☐ Notice of Preparation.....No Fee

☐ Notice of Public Hearing.....No Fee

☐ Other \_\_\_\_\_ No Fee

☐ Environmental Impact Report (EIR).....\$4227.50

☐ Previously paid F&W (**must attach F&W receipt**) F&W Receipt Number# \_\_\_\_\_

☐ DFG No Effect Determination (**F&W letter must be attached**).....No Fee

☐ County Administrative Fee.....\$50.00

☐ Mitigated Negative Declaration or Negative Declaration.....\$3043.75

☐ Previously paid F&W (**must attach F&W receipt**) F&W Receipt Number# \_\_\_\_\_

☐ DFG No Effect Determination (**F&W letter must be attached**).....No Fee

☐ County Administrative Fee.....\$50.00

☐ Notice of Exemption.....No Fee

☐ County Administrative Fee.....\$50.00

TOTAL \$ \_\_\_\_\_

\*Additional copies to be returned to: \_\_\_\_\_

\*Method of return: ☐ Hold for pick-up/Call # \_\_\_\_\_ ☐ Interoffice Mail

**PAYMENT METHOD: ALL APPLICABLE FEES MUST BE PAID AT THE TIME OF FILING**

☐ JV – Ledger Account \_\_\_\_\_ Cost Center \_\_\_\_\_ Fund \_\_\_\_\_ Spend Category \_\_\_\_\_

☐ Money Order

☐ Check