



Yolo Habitat Conservancy

County of Yolo • City of Davis • City of Winters • City of West Sacramento
City of Woodland • University of California, Davis

Yolo HCP/NCCP Integration with Land Development Application Review and CEQA Process (for projects that are not exempt from CEQA, e.g. NDs, MNDs, EIRs)¹ Updated October 7, 2019

Terms used:²

Land development application: The application submitted to the local agency for CEQA review and discretionary approval.

HCP/NCCP application: The application submitted to the local agency for approval of the Yolo HCP/NCCP permit coverage. To differentiate between the Preliminary and Final Application, this document uses the terms *HCP/NCCP Preliminary Application* and *HCP/NCCP Final Application*. Where this document uses the term *HCP/NCCP application*, it refers to both the Preliminary and Final Application.

1/ Land Development Pre-Application

- Applicant coordinates with the member agency.
- Applicant submits HCP/NCCP Screening Form to the member agency for review.
- Applicant or member agency prepares HCP/NCCP initial assessment of land cover using the GeoMapper tool, aerial maps, or based on site visit.
- Member agency determines eligibility for coverage under the HCP/NCCP and circulates Screening Form to Conservancy.
- Conservancy logs project into HCP/NCCP tracking system, reviews materials sent by member agency.
- Conservancy is available to member agency for technical assistance.

2/ Submittal of Land Development Application

- Applicant submits land development application to member agency, including the HCP/NCCP application.
- Member agency may recommend applicant to submit HCP/NCCP Preliminary Application, including planning-level survey to the member agency. See Table 4-1 of the Permitting Guide for description of required or recommended attachments or elements of the planning-level survey for the Preliminary Application as compared with the HCP/NCCP Final Application.
- When submitting the HCP/NCCP application, make sure to include a list of any other applications needed for State and Federal permits.

¹ This document outlines an interim process as it relates to the Conservancy's role. Once the member agencies require less guidance on the process, the Conservancy's role will decrease.

² See Permitting Guide for definitions of additional terms used.

- The HCP/NCCP planning-level survey (required as an attachment to the HCP/NCCP application) and the CEQA biological resources assessment (see Step 3, below) can be the same document as long as the CEQA assessment includes elements required for HCP/NCCP permit coverage as described in the Permitting Guide, and the HCP/NCCP application clearly references the appropriate report sections.
- Member agency planning staff review the HCP/NCCP application and provide comments to the applicant (for public projects, the member agency “superuser” will review the Preliminary Reporting Form).
- Conservancy is available to member agency for technical assistance as needed.
- Member agency circulates HCP/NCCP application to Conservancy with planning-level survey and other attachments as specified in Table 4-1 of the Permitting Guide.
- Conservancy communicates with member agency as appropriate regarding completeness of submittal.

3/Member agency undertakes CEQA clearance for project

- Member agency/applicant prepare CEQA document, including Conservancy template language explaining HCP/NCCP and consideration of HCP/NCCP in the CEQA analysis.
- CEQA biological resources assessment should include either a planning-level survey required for HCP/NCCP permit coverage or equivalent information with the location of the information identified in the HCP/NCCP application.

4/ Member agency action on project

- Member agency provides their discretionary approval of the land development project with a standard condition to secure Yolo HCP/NCCP permit coverage, pay applicable fees, and implement applicable AMMs.
- If not completed under Step 2 or if the member agency requested revisions to HCP/NCCP application under Step 2, applicant completes the HCP/NCCP Final Application (for public projects a Final Reporting Form is completed), including required attachments. This package is reviewed for completeness and adequacy by the member agency planning staff/superuser.
- After member agency review, the member agency transmits the HCP/NCCP Final Application to the Conservancy for final review.
- After all changes are made, Conservancy files HCP/NCCP Final Application and collects applicable fees.
- Member agency issues HCP/NCCP Certificate of Approval for private projects or a Certificate of Compliance for public projects. This must occur prior to site disturbance.
- Applicant submits brief post-construction checklist, including pre construction surveys and construction requirements (AMMs), to the member agency and the Conservancy documenting proper implementation.

