



COMMUNITY DEVELOPMENT DEPARTMENT

- Subject:** Criteria for CEQA Exemptions
- Issue:** In accordance with the CEQA Guidelines, Town procedures and criteria are necessary to identify those situations where a project may be exempt from further CEQA review.
- Reference:**
- Policy/Procedure:** CEQA exemptions per Sections 15301, 15303, and 15332 of the CEQA Guidelines shall be applied in the following manner:
1. Section 15301 (Additions and Conversions) shall apply to projects involving additions and conversions to existing buildings complying with one of the following criteria:
 - An addition(s) of no greater than 50% of the floor area or 2,500 s.f., whichever is less, if public services/infrastructure must be extended to the site or the capacity of the infrastructure must be expanded to serve the project;
 - An addition(s) of no greater than 10,000 s.f. provided public services/infrastructure serve the site, infrastructure does not need to be expanded in capacity, and the site is not located in an environmentally sensitive area; or
 - The conversion of a single family residence into an office use.

A finding must also be made that there is no reasonable possibility that the project will have a significant effect on the environment due to unusual circumstances.
 2. Section 15303 (New Construction) shall apply to projects involving new construction complying with one of the following criteria:
 - Four or less multi-family residential units on a site; or
 - Retail, motel, office, restaurant, or similar use on a site not exceeding 2,500 s.f. and not involving the use of significant amounts of hazardous substances.

A finding must also be made that there is no reasonable possibility that the project will have a significant effect on the environment due to unusual circumstances.

3. Section 15332 (Infill Development Projects) shall apply to projects involving additions and new construction complying with *all* of the following criteria:
 - The project is consistent with the General Plan designation and policies and zoning designation and regulations, i.e. the project does not require a variance and will not modify or waive development standards through a planned development.
 - The project site is no greater than five acres in size and is substantially surrounded by urban uses. “Substantially surrounded” does not mean only those parcels directly adjacent to the site; it also includes parcels in the immediate neighborhood. The required finding is that the project site is in a neighborhood substantially built-out with urban uses.
 - The project site has no value for endangered, rare, or threatened species, i.e. it is determined there is no reasonable possibility that endangered, rare, or threatened species utilize the site or there is possible habitat for such species.
 - There is no reasonable possibility that the project will have a significant environmental effect relating to traffic, noise, air quality, or water quality, or that the project will have other significant environmental effects due to unusual circumstances.
 - The site can be adequately served by all required utilities and public services.
 - Written documentation is provided in the staff report or application file that demonstrates that the project complies with each of these criteria.

Effective Date: March 13, 2001

Updated: August 30, 2007

Approved by: _____
John McLaughlin, Director

Date: _____