



Gavin Newsom  
Governor

STATE OF CALIFORNIA  
Governor's Office of Planning and Research  
State Clearinghouse and Planning Unit



Kate Gordon  
Director

**Notice of Preparation**

July 30, 2019

To: Reviewing Agencies  
Re: «Project\_Title»  
SCH# «SCH\_Number»

Attached for your review and comment is the Notice of Preparation (NOP) for the «Project\_Title» draft Environmental Impact Report (EIR).

Responsible agencies must transmit their comments on the scope and content of the NOP, focusing on specific information related to their own statutory responsibility, within 30 days of receipt of the NOP from the Lead Agency. This is a courtesy notice provided by the State Clearinghouse with a reminder for you to comment in a timely manner. We encourage other agencies to also respond to this notice and express their concerns early in the environmental review process.

Please direct your comments to:

«Contact\_Full\_Name»  
«Lead\_Agency»  
«Contact\_Address\_1»  
«Contact\_Address\_2»  
«Contact\_City», «Contact\_State» «Contact\_Zip\_Code»

with a copy to the State Clearinghouse in the Office of Planning and Research at [state.clearinghouse@opr.ca.gov](mailto:state.clearinghouse@opr.ca.gov). Please refer to the SCH number noted above in all correspondence concerning this project on our website: «Document\_Portal\_URL».

If you have any questions about the environmental document review process, please call the State Clearinghouse at (916) 445-0613.

Sincerely,

Scott Morgan  
Director, State Clearinghouse