



SFPD 4.01 School Site Approval Procedures

1. INITIAL CONTACT

Public school districts desiring the written approval of a new site or addition of land to an existing site should contact the assigned School Facilities Consultant at the California Department of Education, School Facilities Planning Division (SFPD). The Consultant will view the site and provide the district with a written evaluation of the site on the SFPD Form 4.0, School Site Field Review. The Consultant will also provide to the district three forms required for final approval of the site: SFPD Form 4.01, School Site Approval Procedures, SFPD Form 4.02, School Site Report, and SFPD Form 4.03, School Site Certification. (California Code of Regulations (CCR), Title 5, Sections 14010 et seq., Education Code Section (ECS) 17251(a), State Allocation Board Regulation 3863.)

2. PHASE I ENVIRONMENTAL SITE ASSESSMENT or PRELIMINARY ENDANGERMENT ASSESSMENT

As required by state legislation effective January 1, 2000, for school districts seeking funding under the State School Facility Program or for locally funded districts requesting CDE site approval, the district shall, prior to site acquisition, contract with a qualified environmental assessor to prepare a Phase I Environmental Site Assessment in accordance with ASTM or a PEA.

- If the Phase I concludes that no further investigation is required (clean site), the district shall submit, as soon as possible, two copies of the Phase 1 to SFPD with a check for \$1,500 payable to the California Department of Education, to cover review costs by the Department of Toxic Substances Control (DTSC).
- If the Phase I concludes that further investigation through a Preliminary Endangerment Assessment (PEA) is needed (potential contamination) and the District wishes to pursue the site, the District shall submit one copy of the Phase I to SFPD (no check required) with a cover letter indicating that the district is pursuing a PEA. The district shall also enter into an agreement with DTSC to oversee the District's contract with an environmental assessor to prepare a PEA (sampling and risk assessment).

SFPD recommends that the Phase I be submitted in advance of the other documentation required by CDE for site approval, to allow sufficient time for DTSC to review the proposed site. See SFPD Advisory 00-01 & 01-01 for details and DTSC contacts. (AB 387, Chap 992, Stats 1999; SB 162, Chap 1002, Stats 1999; AB 2644, Chap 443, Stats 2000; ECS 17210, 17213.1)

3. AIRPORT

Effective January 1, 2000, state legislation requires the school district governing board to give the School Facilities Planning Division written notice of any proposed school site or addition to an existing site that is within two miles, measured by air line, of any point on an airport runway or potential runway included in an airport master plan nearest the site. In addition to the written notice, the governing board shall submit to SFPD scaled maps, as specified in SFPD Advisory 00-05, indicating the location of the proposed site and the airport runway. The SFPD will forward the maps to the Aeronautics Program at the California Department of Transportation, Office of Airports for review and recommendation. SFPD recommends that this item be submitted in advance of the other documentation required by CDE for site approval, to allow sufficient time for the Office of Airports to review the proposed site. See SFPD Advisory 00-05 for more information about the aeronautics review process. (ECS 17215, amended by AB 747, Chap 837, Stats 1999)

4. APPROVAL REQUEST

The district will submit a letter to the assigned SFPD Consultant, requesting approval from the California Department of Education for each school site. The Approval Request Letter must include the project tracking number and documents and studies required for final CDE site approval as listed in section six of this form (see next page). Send the letter and required documents to: **School Facilities Planning Division, 660 J Street, Suite 350, Sacramento, CA 95814-2413.**

5. CONTINGENT APPROVAL FOR SITES REQUIRING TOXIC REMEDIATION

Per state legislation effective January 1, 2000, districts must state in their site approval request letter if they are requesting a "Contingent Site Approval", if electing to pursue sites for which a Preliminary Endangerment Assessment has determined that Response Action (cleanup or remediation) for hazardous materials is required. All of the documents and studies listed in section six of this form must be submitted with the request, with the exception of items (B) SFPD Form 4.03, (L) final determination letter from DTSC, certifying completion of the Response Action, and (M) adopted CEQA documents. (However, CDE recommends that any completed or draft CEQA documents be submitted as soon as they are available.) CDE Final Site Approval is contingent upon submission of complete items B, L, and M.

Districts also need to indicate in the letter requesting contingent site approval if they are seeking Financial Hardship and/or Environmental Hardship site funding from the School Facilities Program. In these cases the district must also submit a financial analysis, benefit assessment, suitability evaluation (as required by ECS 17213.1(a)(8)), and a preliminary appraisal of the site. See SFPD Advisory 00-01 for details about these requirements. (SB 162, Chap 1002, Stats 1999; State Allocation Board Regulations)

6. DOCUMENTS AND STUDIES REQUIRED FOR APPROVAL

- A. **SFPD Form 4.02:** A signed copy of the SFPD Form 4.02, School Site Report (ECS 17251(a)).
- B. **SFPD Form 4.03:** A signed copy of the SFPD Form 4.03 School Site Certification.
- C. **Legal Description:** Two (2) copies of the legal description of the site.
- D. **District Map:** A school district map of any size indicating: (1) All existing schools and sites, (2) Attendance areas, and (3) Proposed site
- E. **Site Map:** Submit an 8-1/2" x 11" map of the site indicating: (1) Dimensions, showing metes and bounds corresponding to the legal description, (2) Adjacent streets, and (3) Gross and net useable acres.
- F. **Site Utilization Diagram:** Submit a schematic utilization of the site on which the proposed facilities and their placement on the site are indicated. (CCR, Title 5, Sect. 14031)
- G. **Planning Commission Report:** Submit a copy of the report regarding the site by the City/County Planning Commission having jurisdiction. (Public Resources Code (PRC) Sec. 21151.2).
- H. **Unused Site Documentation:** Submit a list of all unused school sites within the district or state if none. Provide written justification of the need for the proposed school site if a district-owned unused school site is within the attendance boundary of the new site. (SB 50 Regulation 1859.75)
- I. **Master Plan Site Documentation:** Submit current (not over five years old) documentation justifying the master-planned size of the site; this documentation may include the District Facility Master Plan, Developer Fee Justification Study, School Facilities Needs Analysis or SFPD Form 575 Five-Year Plan.
- J. **Hazardous Materials/ Air Emissions:** Submit district governing board approved "Written Findings/Determinations," related to waste disposal/hazardous substance release/pipelines, and ¼ mile for air emitters/hazardous material handlers. (PRCS 21151.8 and ECS 17213).
- K. **Geohazards Report:** Submit a copy or summary of the geological hazards report as submitted to the Department of General Services including 1,500 foot pipeline certification or risk analysis study. (ECS 17212.5)
- L. **Phase I Environmental Assessment and Final Determination Letter from DTSC:** In addition to the Phase I Environmental Site Assessment (see section two on the preceding page), submit a copy of the Final Determination Letter from DTSC that indicates that no action/further action is required or that the site has been successfully remediated. If a Preliminary Endangerment Assessment was required, submit a summary of that document, as well. (ECS 17210 and 17213.1).
- M. **CEQA Compliance:** Submit a copy of the District Board adopted (1) Final Environmental Impact Report or Negative Declaration (including Initial Study Checklist) on the project, and (2) a copy of the stamped Notice of Completion or Comment Period Closure Letter from the Governor's Office of Planning and Research, State Clearinghouse, and (3) a copy of the stamped Notice of Determination filed with the County Clerk and the State Clearinghouse. (CEQA of 1970, PRC Sec. 21000 et seq.)
- N. **Joint Use Agreement (if applicable):** If the proposed site meets CDE's school site size standards based on additional acreage to be provided as the result of a joint-use agreement, submit a signed copy of that agreement or other appropriate documentation.
- O. **Final Determination Letter from the Office of Airports (if applicable):** If the proposed school site is within two miles of an existing or potential airport runway, submit a copy of the Final Determination Letter from the Aeronautics Program at the California Department of Transportation, Office of Airports indicating that they have no objection to the site (see section three on the preceding page). (ECS 17215, as amended by AB 747, Chap 837, Stats. 1999).
- P. **Other Studies (if applicable):** Submit any other documentation or studies requested by the SFPD Consultant to evaluate the unique characteristics and environment of the proposed site. This includes but is not limited to studies of wetlands and endangered species, noise, traffic, railroads, underground pipelines, electric transmission lines, and flooding. (CCR, Title 5, Sect. 14010)