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Governor's Office of Planning and Research



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Notice of Determination (NOD) Filing and Posting with the State Clearinghouse (SCH)

Statutory Background

Pursuant to the Fish and Game Code (Fish & Game Code, § 711.4, subd. (c)(3)), the Department of Fish and Wildlife (CDFW) imposes and collects a filing fee to defray their costs in managing and protecting California's vast fish and wildlife resources, including review of projects under CEQA. These fees are collected by OPR whenever a Notice of Determination (NOD) is filed with the Office of Planning and Research (OPR) by or on behalf of a State lead agency. Pursuant to law, project permitting is not valid, operative, or final until the fees are paid (Fish & Game Code, § 711.4, subd. (c)(3)).

References

- [CEQA Guidelines sections 15075, 15094, and 15096, subdivision \(i\)](#)
- [California Code of Regulations, title 14, section 753.5](#)

Disclaimer and Notice

Carefully follow the directions for submitting the fee below. Failure to do so may result in your materials, including the check, being immediately returned to the sender.

Remitting Fee

State Agencies: A State lead agency, or an entity acting on behalf of a State lead agency, must remit the fee to OPR at the time of filing a NOD. (Fish & Game Code, § 711.4; Cal. Code Regs., tit. 14, § 753.5.)

Local Agencies: A local lead agency does not pay fees to OPR, but rather must remit fees to the County Clerk's Office. (Fish & Game Code, § 11.4; Cal. Code Regs., tit. 14, § 753.5.)

Subsequent Fees

Visit [CDFW](#) for more information regarding subsequent fees.

No Effect Determination

Only CDFW staff may determine whether a project will qualify for a No Effect Determination and if the CEQA filing fee may be waived. Contact [CDFW](#) for further guidance if there is doubt the project requires a filing fee.

Posting the NOD

- CDFW filing fees must be paid at the time of filing the NOD. The SCH will post the NOD to the online CEQAnet [database](#) after the notice has been filed **and** payment received.
- Receipt of CDFW fees will be available for download online once the NOD is posted. No other receipt will be provided.
- After posting the NOD, SCH will notify the user who filed it.

Filing NODs Online and Paying Fees

Notices are filed electronically through the [online](#) portal. Although they may be filed with the SCH without payment of a fee, **NODs will not be posted until required fees are paid.**

Pursuant to statute, OPR has established the following strongly recommended procedures for paying fees to ensure the project for which the fees are paid can be clearly established and the NOD can be posted expeditiously.

OPR has clarified its instructions for submitting checks below. Please read carefully to avoid having your check returned and delays in the posting of a NOD.

1. Filing the NOD:

Ensure all required approvals and signatures are verified and signed.

2. Paying CDFW Fees:

- **Pay correct fee.** Refer to the [CDFW website](#) for the most up to date filing fee requirements.
- **Make sure payments are timely.** Where a project applicant will be paying CDFW fees, the State lead agency and project applicant must coordinate to ensure the NOD and check are sent within a week of each other. See details below.
- **Ensure checks are made payable to the** California Department of Fish and Wildlife.

3. Mandatory Information for Checks or Transmittals When Paying CDFW Fees at OPR:

To avoid misdirection of checks or delays in posting NODs, clearly identify the purpose of the check on the check itself or on an enclosed transmittal note. **If the check and/or transmittal does not include the information below, the materials including the check will be returned immediately.** The check and/or transmittal must include:

- State Clearinghouse Number (SCH#)
- Project Title

- Project Contact (Name, Number, and/or Email Address)
- Checks can either be mailed or walked into the OPR office at the address below:

State Clearinghouse
1400 Tenth Street
Sacramento, CA 95814

Note: P.O. Box 3044 is no longer valid.

4. Drop off location:

The SCH accepts in-person drop-offs of CDFW filing fees **by appointment only**. Schedule a drop off appointment by calling SCH at (916) 445-0613 between the hours of 9am and 4pm (Monday – Friday, excluding holidays) or by emailing: state.clearinghouse@opr.ca.gov .

5. Submit checks as close as possible to the time the NOD is filed:

OPR strongly encourages checks delivered in person or mailed within one week of filing. **If a check is received before the NOD has been filed online, OPR will hold the check for a maximum of 14 days after which the check will be returned if the NOD has not been filed.**