



Yolo Habitat Conservancy

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

Summary of Forms Utilized in the Yolo HCP/NCCP Process Updated September 19, 2019

FORM	PURPOSE	TIMING
Screening Form	The Screening Form is a mandatory form for discretionary projects. There are two versions of this form – one for private projects and Special Participating Entities, and one for public projects. This form assists project applicants in determining whether they are subject to the Plan, eligible for plan coverage, and/or exempt from fees or AMMs.	Submit to the member agency (or to the Conservancy for Special Participating Entities) as early in the process as practicable. Ideally this will occur prior to submittal of land development application, during preliminary project discussions the member agency planning office.
Preliminary Application	The Preliminary Application is an optional but recommended form filed by private project applicants and Special Participating Entities eligible for plan coverage. This form identifies relevant project details, determines applicable land cover fees and AMMs, and serves as an application for permit coverage. A Preliminary version of this form may be filed early in the land development review process at the discretion of the member agency.	Submit optional (but recommended) Preliminary Application to the member agency (or to Conservancy for Special Participating Entities) with land development application.
Final Application	The Final Application is a mandatory form filed by private project applicants and Special Participating Entities eligible for plan coverage. This form identifies relevant project details, determines applicable land cover fees and AMMs, and serves as an application for permit coverage.	Submit Final Application after CEQA compliance and project approval. The Conservancy may provide technical assistance.
Reporting Form	The Reporting Form is completed by member agencies implementing public projects. (The Application, in contrast, is used by private project applicants only). The Conservancy will complete this form for conservation projects. This form documents use of the Yolo HCP/NCCP permit for public projects.	Submit Preliminary Reporting Form to member agency “superuser” as early in the process as practicable. Submit Final Reporting Form to member agency “superuser” after CEQA compliance and project approval. The Conservancy may provide technical assistance.

FORM	PURPOSE	TIMING
Certificate of Inclusion	The certificate issued by the Conservancy documenting incidental take coverage for a Special Participating Entity.	Issued after submittal of Final Application, review by Conservancy staff, approval by Conservancy Board, and payment of all fees. Permittee is responsible for tracking pre and post construction surveys.
Certificate of Approval	The certificate issued by a member agency documenting incidental take coverage for a private project.	Issued after approval of project by member agency council or board, submittal of Final Application, review and acceptance by member agency staff, and payment of all Conservancy fees. Permittee is responsible for tracking pre and post construction surveys.
Certificate of Compliance	The certificate issued by a member agency documenting incidental take coverage for a public project. The Conservancy will issue this certificate for conservation projects.	Issued after completion of Final Reporting Form, approval of project, and payment of all fees. Permittee is responsible for tracking pre and post construction surveys.
Post-Construction Checklist	A checklist to document compliance with AMMs.	Completed by the qualified biologist post construction.

