



## BIOLOGICAL RESOURCES REPORT TEMPLATE

This template is to be used by applicants and report preparer(s) as a reference for how to complete biological documentation being submitted. A copy of the report and all report updates shall be submitted to the project's administrative files with the City of Los Angeles.

Please include all required information in this report in narrative format, when possible. If any of the requirements listed below are not applicable to the project site, please include an explanation as to why that information is not applicable.

### Cover Page

Provide a cover page for the full biological report with the required information listed below.

- Project Name and Address
- Preparer Information
- Date Report Prepared (must be dated within 12 months of the initial approval of the environmental determination by a decisionmaker, otherwise a follow-up site visit and addendum is required)

### Executive Summary

Provide a brief summary of the findings and recommendations of the report, including the methodology to determine such findings and recommendations, and an accompanying summary of the proposed project and any other relevant information.

- Project Summary
- Findings (existing physical and natural site conditions)
- Recommendations

### Project Overview

Provide all requested information listed below in a narrative format, and include all applicable maps, tables, and figures.

### Project Information

Provide all relevant and applicable project information, including but not limited to:

- Project Name
- Project's Assessor Parcel Numbers (APNs), List of Parcel Numbers, and Addresses

- Project Purpose (i.e., description of the level of biological analysis required by Los Angeles City Planning to determine compliance with environmental regulations)

## Project Location

Provide a written description of the project location, including the size of the project site and the area proposed for development, areas on site that will be disturbed and developed, and the project location in both the regional and local context. Include the following information in the format indicated below:

- **TABLE.** List of all parcels and square footage and/or acreage (if more than one parcel)
- **FIGURE.** Project location map (containing a north arrow, map scale, and parcel boundaries)
- **FIGURE.** Topographic map with outline of project parcel(s) included as one of the numbered figures in the report
- **FIGURE.** Color high-resolution aerial with outline of project parcel(s) boundaries, including all surveyed parcels (use most recent available imagery)
- **FIGURE.** Color site photography with keys and legend for orientation

## Site History

Briefly describe the following historical and existing actions:

- Development, if any, including structures, fencing and walls
- Fire incidents
- Vegetation clearing (e.g., goat grazing) and/or landform grading (both unpermitted and permitted)
- Other, if applicable

## Existing Physical/Natural Site Features

Briefly describe the following:

- Landforms and geomorphology
- Soil type
- Description of unique features including any physical characteristic that might have unusual or exceptional biological value such as cliff faces, rock outcrops, bluffs, stream banks, etc.

## Proposed Development

Briefly describe the following:

- Proposed structures (i.e., size, location, purpose, etc.)
  - **FIGURE.** Site Plan(s), Including the following components:
    - Existing and proposed structures (including fencing and walls)
    - Existing and proposed roads, utility extensions, wastewater, and stormwater facilities

- Areas proposed for grading or other major disturbance
- Existing and proposed landscaping and trees
- Staging areas, including ingress and egress
- Existing and proposed easements, including those for open space, utilities, and roads
- Construction equipment staging areas (including fencing) and ingress and egress to the staging areas within the project site
- Vegetation clearing & landform grading, including proposed brush clearance for fuel modification
- Landscape modifications
  - **FIGURE.** Landscape Plan (illustrating existing and proposed landscaping, as well as fuel modification zones on-site and brush clearance areas off site extending out 200 feet from existing and proposed structures)
- Avoidance and minimization measures
- Project Schedule, if known. Describe the anticipated duration of vegetation removal and replanting, and any resulting temporal loss of biological resources.

## Characteristics of the Surrounding Area

- Briefly describe existing land uses in a 500-foot radius, including zoning and land use patterns, such as housing types (e.g., single-family dwellings, multi-family complexes).
- Also describe any known easements such as those owned by the Santa Monica Mountains Conservancy.

## Biological Site Conditions Assessment

- Describe the literature review conducted for the proposed project site and surrounding area.
- If any of the required databases or resources listed below are not applicable to the project site, please include an explanation as to why that information is not applicable.
- Please describe the site visit methodology, including the specific site visit date(s) and time(s).

Guidance on specific submission requirements is outlined below.

*Note: Any field analysis surveys older than 12 months require another site visit to document any changes which should be noted in the report. Incomplete surveys or those conducted at particular times of year may also require additional visit(s).*

## Flora

### **Flora Literature Review**

- Briefly describe literature review conducted relevant to flora.
- Summarize relevant information from the databases and policies/plans listed in the Biological Reporting Standards ([CP-4074](#)).

## **Flora Field Methodology**

- Briefly describe the field survey methods and materials used to conduct the flora field analysis, including vegetation mapping.
- Describe the project-specific framework used to assess the habitat integrity of any present flora.

Summarize the protocols used per the requirements listed in the Biological Reporting Standards ([CP-4074](#)).

## **Flora Data Analysis**

Based on information gathered from the literature review and field analyses, provide a brief narrative description of the existing conditions occurring on the project site, including the following:

- Describe and map each sensitive flora species that occur or have a medium to high probability of occurring on the site or on land immediately adjacent to the site.
- Describe and map both naturally-occurring native vegetation alliances and ornamental landscaping present on site. Indicate the species prevalence by methods appropriate to the size of the site and the extent of the vegetation, which may include estimated total numbers, percent cover, density, etc. If sensitive/special status species are likely to occur (medium or high probability) on the project site but are not present, include a statement explaining the probable reason why the species was not detected during the survey.
- **Potential Project Impacts** - Provide a description of project features that may adversely affect flora species, such as potential effects from barriers, nearby projects, lighting, and noise. The impacts should be categorized as follows:
  - **Avoidance and minimization measures** - How the project has been designed to avoid and minimize impacts to flora, such as reconfiguring the building footprint to avoid impact/removal of trees and native vegetation
  - **Direct impacts** - Impacts may occur if a flora species is identified within areas that will be disturbed either by development or used as construction staging areas. Provide numbers of individuals and relative percentage of the population that will be impacted, based on the Element Occurrences (EO) data on California Department of Fish and Wildlife's Natural Diversity Database (CNDDDB). Also discuss potential impacts to the element's Occurrence Rank (A-D, X, U). Other considerations used when ranking a species include the pattern of distribution of the element on the landscape, fragmentation of the population, and historical extent as compared to its modern range.
  - **Indirect impacts** - Impacts may occur from brush clearance for fuel modification requirements on adjacent properties, addition of invasive species, etc.
  - **Cumulative impacts** - Impacts may occur from cumulative losses in the local populations of a sensitive/special status species. Describe recent projects within a 500-foot radius and whether their impacts together with the project may create significant cumulative losses for any particular sensitive/special status species.

## **General Flora Conclusions**

- Summarize any noteworthy species/vegetation alliances found on the project site and any potential flora impacts

## **Fauna**

### **Fauna Literature Review**

- Briefly describe all literature reviews conducted prior to initiation of the field analyses.
- Describe the extent of habitat connectivity between on and off-site lands.
- Provide a general description of any connection that exists, including estimated acreage and habitat types.
- Summarize relevant information from the databases and policies/plans listed in the Biological Reporting Standards ([CP-4074](#))

### **Fauna Field Methodology**

- Briefly describe the field survey methods and materials used to conduct the fauna field analysis.
- Describe the project-specific framework used to assess the ecological integrity of any species habitat.
- Provide a detailed description of survey methods and materials used to conduct any species-specific field assessment(s).
- Summarize all applicable protocols used per the requirements listed in the Biological Reporting Standards ([CP-4074](#))

### **Fauna Data Analysis**

Based on information gathered from the literature review and field analyses, provide a description of the existing fauna conditions occurring on the project site, including the following:

- Describe and map each sensitive/special status fauna species that occur or have a medium to high probability of occurring on the site or on land immediately adjacent to the site. Provide additional details for any particular species listed in the Biological Reporting Standards ([CP - 4074](#))
  - Suitable habitat for resident or migratory populations of the focal species, including information on:
    - Estimated acres of potential habitat
    - Physical property attributes (e.g., dunes, rock out-crops, streams, ponds, stands of trees) potentially used by the focal species
  - Direct species observation or likely explanation of absence
  - Indirect activity indicators of hunting/feeding (e.g., tracks, scat, carcasses of prey species) or breeding (e.g., dens)
  - Description of the existing extent of habitat connectivity on and between project site and surrounding area

- Describe topography, vegetative cover, adjacent land uses and species that are likely to use the patches and corridor(s). Discuss presence and/or absence of any potential corridors (local pathways connecting short distances usually covering one or two main types of vegetation communities) or potential linkages (landscape level connections between very large core areas and generally span several thousand feet and cover multiple habitat types).
  - **FIGURE.** Existing wildlife patches and corridors - identify widths, lengths, acreages, and habitat types
  - **FIGURE.** linear features (such as watercourses, ridges or valleys)
  - **FIGURE.** On-site barriers (e.g., fencing, walls, structures, lighting) and corridor pinch points
- Describe the overall biological value of the site in relation to the surrounding matrix and ecological functions
- Describe all preserved lands and/or open spaces adjacent to or contiguous with the site in the project vicinity, including known conservation easements
  - **FIGURE.** Preserved lands and open spaces
- For each affected fauna species, analyze the presence and/or absence of any potential corridors (local pathways connecting short distances usually covering one or two main types of vegetation communities) or potential linkages (landscape level connections between very large core areas and generally span several thousand feet and cover multiple habitat types)
- **Potential Project Impacts** - Provide a description of project features that may adversely affect fauna species, such as potential effects from barriers, nearby projects, lighting and noise. The impacts should be categorized as follows:
  - **Avoidance and minimization measures** - How the project has been designed to avoid and minimize impacts to fauna, such as incorporating minimal landscape lighting and wildlife-friendly fencing
  - **Direct impacts** - Impacts may occur if a fauna species is identified as nesting, foraging or otherwise occurring in areas that will be disturbed either by development or used as construction staging areas. Provide numbers of individuals and relative percentage of the population that will be impacted, based on the Element Occurrences (EO) data on California Department of Fish and Wildlife's Natural Diversity Database (CNDDDB). Also discuss potential impacts to the element's State Rank (S1-S5, SH, SX). Other considerations used when ranking a species include the pattern of distribution of the element on the landscape, fragmentation of the population, and historical extent as compared to its modern range. Impacts may also occur if the project may restrict or block the entrances/exits of a wildlife corridor
  - **Indirect impacts** - Impacts that may occur from adding wildlife barriers (e.g., fencing) or modifying human infrastructure commonly utilized by wildlife (e.g., culverts)
  - **Cumulative impacts** - Impacts that may occur from cumulative losses in the local populations of a sensitive/special status species or in a general wildlife corridor. Describe recent projects within a 500-foot radius and whether their impacts together with the project may create significant cumulative losses for any particular sensitive/special status species or general wildlife connectivity.

## General Fauna Conclusions

Summarize any noteworthy species found on the project site and any potential fauna impacts

## Water Resources (if applicable)

### Water Resources Literature Review

- Discuss literature review conducted prior to the field analysis.
- Describe any water resources on site or nearby, including estimated acreage and habitat types.
- Summarize relevant information from the databases and policies/plans listed in the Biological Reporting Standards ([CP-4074](#)).

### Water Resources Field Methodology

- Describe all field survey methods and materials.
- Summarize the protocols used per the requirements listed in the Biological Reporting Standards Affidavit ([CP-4074](#)).

### Water Resources Data Analysis

- Discuss the wetland functions which refers to biophysical benefits, such as groundwater recharge and discharge, flood control, flow alteration, sediment stabilization, erosion control, toxicant retention, nutrient removal and cycling, and wildlife habitat for diversity and abundance.
- Describe existing and potential wetland and surface water resources (including ephemeral sources) found on the site, in terms of habitat function/ecological role of the wetland in the surrounding landscape, considering:
  - **FIGURE.** Provide a map of existing and potential wetlands, surface water bodies (including ephemeral sources), watersheds or stream beds, and existing and proposed wetland buffers
  - Wetland habitat quality including disturbance, canopy cover, and species diversity
  - Connectivity to other wetland or upland systems (including use as a stopover or stepping stone by mobile species), considering:
    - proximity of the wetland resource to larger natural open spaces
    - long-term viability of wetland resource
- Discuss wetland jurisdiction/definition for the U.S. Army Corps of Engineers (ACOE), California Department of Fish & Wildlife, including:
  - Estimated areas (in square feet or acres) classified as County, State, and/or Federal wetlands along with an explanation as to how the boundaries were delineated
  - Existing and proposed wetland buffers as accepted by the regulatory agencies
- **Potential Project Impacts.** Provide a description of proposed project features that might adversely affect existing surface water resources, such as potential effects from barriers, nearby projects, lighting, and noise. The impacts should be categorized as follows:

- **Avoidance and minimization measures** - how the project has been designed to avoid and minimize impacts to surface water resources, such as siting the building footprint more than 100 feet away from the water body
- **Direct impacts** - impacts that may occur if the project has surface water resources or other riparian habitat occurring in areas that will be disturbed either by development or used as construction staging areas. Provide acreage of water resources that will be impacted by the project.
- **Indirect impacts** - impacts that may occur from adding or modifying human infrastructure that leads to hydrologic interruptions
- **Cumulative impacts** - impacts that may occur from cumulative losses of surface water resources and/or riparian habitat. Describe recent projects within a 500-foot radius and whether their impacts together with the project may create significant cumulative losses of surface water resources or other riparian habitat

## General Water Resources Conclusions

Summarize any noteworthy water resources found on the project site and any potential impacts.

## Applicable Regulations and Permits

Summarize all known regulations and permits pertaining to biological resources.

## Conclusion and Recommendations

Summarize the findings and recommendations of the report, including the methodology to determine such findings and recommendations, along with any other relevant information.

## Appendices / Attachments

Provide all applicable attachments in the order listed below in the report.

- Biological Reporting Standards Acknowledgement of Compliance ([CP-4075](#))
- List of biologists and other contributors, including resumes and relevant credentials; Preparer and other contributor qualifications
- List persons and organizations contacted, if applicable
- Correspondence with State and Federal trustee agencies, if applicable
- Proof of permits (e.g., Incidental Take Permits) or Memoranda of Understanding (e.g., Lake and Streambed Alteration Agreements), if applicable
- Species-Specific Reports, if applicable
- Observed Species List - Flora (if not included in body of report)
- Potential Sensitive & Special Status Species Table - Flora (if not included in body of report)
- Observed Species List - Fauna (if not included in body of report)
- Potential Sensitive & Special Status Species Table - Fauna (if not included in body of report)
- Additional protected tree report and/or replanting plans, if applicable
- Any other applicable reports or studies referenced in the report