



## 2011 MSHCP Annual Report Data Submittal Requirements

March 31, 2011

The MSHCP requires that an annual report of Plan implementation activities be prepared by the RCA. Preparation of the MSHCP annual report requires submittal of development and public works activity data from each permittee (the cities, County and other permittees such as Caltrans, RCTC, etc.).

For those interested in understanding how permittee-submitted data impacts the analyses and conclusions outlined in the MSHCP annual report, the Annual Reports can be found on the RCA website: [www.wrc-rca.org](http://www.wrc-rca.org). The 2010 Annual Report will be posted to the website when completed.

In 2011, the RCA will require that Permittees submit 2011 annual report data on a quarterly basis (ie, 2011 Q3 data to be submitted by October 31, 2011). The following table summarizes the quarterly annual reporting submittal deadlines.

**“Loss” data approved by or between:**

January 1, 2011 – March 31, 2011  
April 1, 2011 – June 30, 2011  
July 1, 2011 – September 30, 2011  
October 1, 2011 – December 31, 2011

**Data due to the RCA by:**

May 2, 2011  
July 28, 2011  
October 31, 2011  
January 23, 2012

The following pages provide details of the types of data to be submitted, and the acceptable data submittal formats.

### ANNUAL REPORT DATA SUBMITTAL REQUIREMENTS

In order to comply with MSHCP requirements and periodically report on Plan implementation progress, the RCA must collect data from the Permittees. Three types of data must be collected from each permittee: 1) habitat loss data; 2) public works projects; 3) expedited review projects (EPRs). The following information provides the details for the reporting requirements on the data.

## **HABITAT LOSS DATA**

The RCA keeps track of habitat “losses” to assist with the Rough Step, Area Plan/Sub-Units and Jurisdiction acreage calculations (see Section 2.0 of 2006 Annual Report for additional reference). The loss of habitat occurs on the date the grading or building permit is issued. Therefore, if a grading or building permit was issued on February 22, 2010, the grading/land disturbance (ie habitat loss) that is attributed to the issuance of this permit must be report in the City’s Q1 annual report loss data. The RCA must receive loss data for all land within a City/County’s jurisdiction; loss calculation is not limited to criteria cells.

## **PUBLIC WORKS PROJECTS**

Public works projects, such as new road construction, facilities or other infrastructure needs to be reported by each permittee. For annual reporting purposes, a project should be reported to the RCA when a construction contract is approved by the City Council. For example if a public works project received its construction contract approval on February 22, 2010 must be included in the City’s Q1 annual report data submittal.

## **EXPEDITED REVIEW PROVISION PROJECTS**

The Expedited Review Provision (ERP) is an exemption from the MSHCP for projects that consist of construction/placement of one single family home or one mobile home on an existing legal lot (ie, if subdivision of land is required, the ERP provision can not be utilized). If a landowner requests to utilize this provision, the City or County must identify the least sensitive portion of the property and limit development to this least sensitive portion of the lot. The ERP exemption applies within the MSHCP cell criteria. The MSHCP requires that all projects that take advantage of the ERP exemption must be reported in the annual report. Submittal requirements must consist of a list of properties that took advantage of this exemption and an accompanying map that shows the area of the lot authorized for disturbance and the area of the lot that was to be avoided.

## **DATA SUBMITTAL FORMATS**

Since the requirement to report on loss data is a quarterly requirement, the RCA recommends that a MSHCP data submittal project team be assembled within each city. Depending on the city’s organizational structure and data/permit tracking system, members of the team should likely include, but not be limited to, a representative from Planning, Building and Safety, Information Technology and GIS.

One of the two following formats must be used by each Permittee (cities or County) to report annual report data: 1) manual format or 2) GIS format. **The RCA much prefers to receive habitat loss and ERP provision data in a GIS format** and public works projects in a manual format.

## **MANUAL FORMAT**

Project information and attributes with Permit/Project Number must be digitally submitted (via email or CD) in an excel file. Paper copies of each Tract / Parcel Map must be annotated on a City index map for RCA reference purposes. Please contact Pat Egetter at the RCA if you need an index map created for your jurisdiction. If a grading permit specified that an area was to be preserved, please delineate that area on the map. If the project was to preserve portions of the site and the RCA does not receive mapped information indicating the location of preserved areas, the RCA must assume that the entire site was graded. This may erroneously

over report habitat losses; this is detrimental to all Permittees! Please take the time to correctly delineate preserved areas!

All project information for projects that take advantage of the ERP exemption must be submitted on a separate spreadsheet. Similar to habitat loss data mapping requirements, a map must be provided for each project that takes advantage of this exemption; the map must show the area that can be developed (least sensitive portion of the lot) and the area that must be preserved (most sensitive portion of the lot). Each area on the map should be clearly delineated. The location of each ERP exemption should be noted on the City index map.

Public works projects should be listed on an excel spreadsheet and digitally transmitted to the RCA. The RCA needs a short project description statement (ie: construction of Main Street from 1<sup>st</sup> Avenue to 12<sup>th</sup> Avenue) and a boundary of the project. This could include the top plan sheet showing the extent of the project. Note, if the Permittee would rather submit the boundary of the project via a GIS file delineating the polygon/area of impact of the project, that is acceptable. Please indicate in the spreadsheet the boundary map type (ie, hard copy map or GIS file titled example.shp).

## Excel Spreadsheet Example

Example dataset for Permittees for preparation of MSCHP Annual Report not submitting in a GIS Format.

Permit #	Date	Permit Type	Applicant	ProjectName	APN	Street No	Street Name	Acres
3633	7/30/2004	SFD	John Hancock	SFDD MB 210 23-25 Lot 20	410040026	251	W Countyline Rd	0.16
S10101	9/3/2004	SFR	George E White	SFR MB 301 85-88 Lot 100	511105002	12021	West Williams	0.16
P-01-0035	10/12/2004	Grading Ind	Rancho Industries Engineering	Industrial Blg PM 161 1-2 Parcel 3	410040025	23840	Tower Street	5.00
GPO-000-125	11/1/2004	Tract Grading	Del Ray Homes	TR 31802-1 Lots 25-38	310020003			40.00

- Permit # This may be the number of the permit or project number you use. It can be either a number or text.
- Date This is the date the permit or project number was approved or issued.  
The reporting period for the calendar year - Jan 1,2005 to December 31,2005. The column needs to be formatted as a date
- Permit Type Was this a grading permit, commercial building, Single family residence (SFD or SFR) or Mobile home.  
Please use the type from your system but provide us at the end of the spreadsheet a key to these types.
- Applicant Owner of the parcel or project. This may be a developer, engineering firm, contractor or in the case of a SFR (Single Family Residence) or mobile home, the owner.
- Project Name This describes the development activity on the parcel or project. In the case of a subdivision the tentative tract number needs to be present. In some cases the recorded map book number should be included. This may include building descriptions and types.
- APN (APN) Assessors Parcel Number is for the permit or project that was issued. This needs to be formatted as text not a number  
If the APN is not available then a hardcopy map will need to be submitted with the Permit # annotated on the location of the permit or grading project.
- Street No The street number for address assigned to the parcel.
- Street Name The street name for the address assigned to the parcel.
- Acres Area of parcel or lot in acres.
- Notes:  
The Tract Map may not have recorded. Please confirm the original APN. Provide either a hard copy of the Tract if either recorded or a tentative map for Building Permits. If this is a grading project a copy of the grading plan needs to be provided. If the engineer or developer has a CADD File that would also be acceptable instead of the paper copy.
- In selected cases it will be acceptable to annotate on a map developed by RCA for the City the locations of the Building or Grading Permit numbers (Permit #). Please contact RCA staff for the map along with instructions.

## GIS FORMAT

Permit Information and attributes attached to polygon (not points) representing the project in GIS format. (ESRI polygon shapefile format) with a Projected Coordinate System: NAD 1983 StatePlane Zone 6. Please note the requirement to identify areas of disturbance and conservation for single family homes/mobile homes subject to the EPR review process.

### GIS and Excel Data Attributes Descriptions

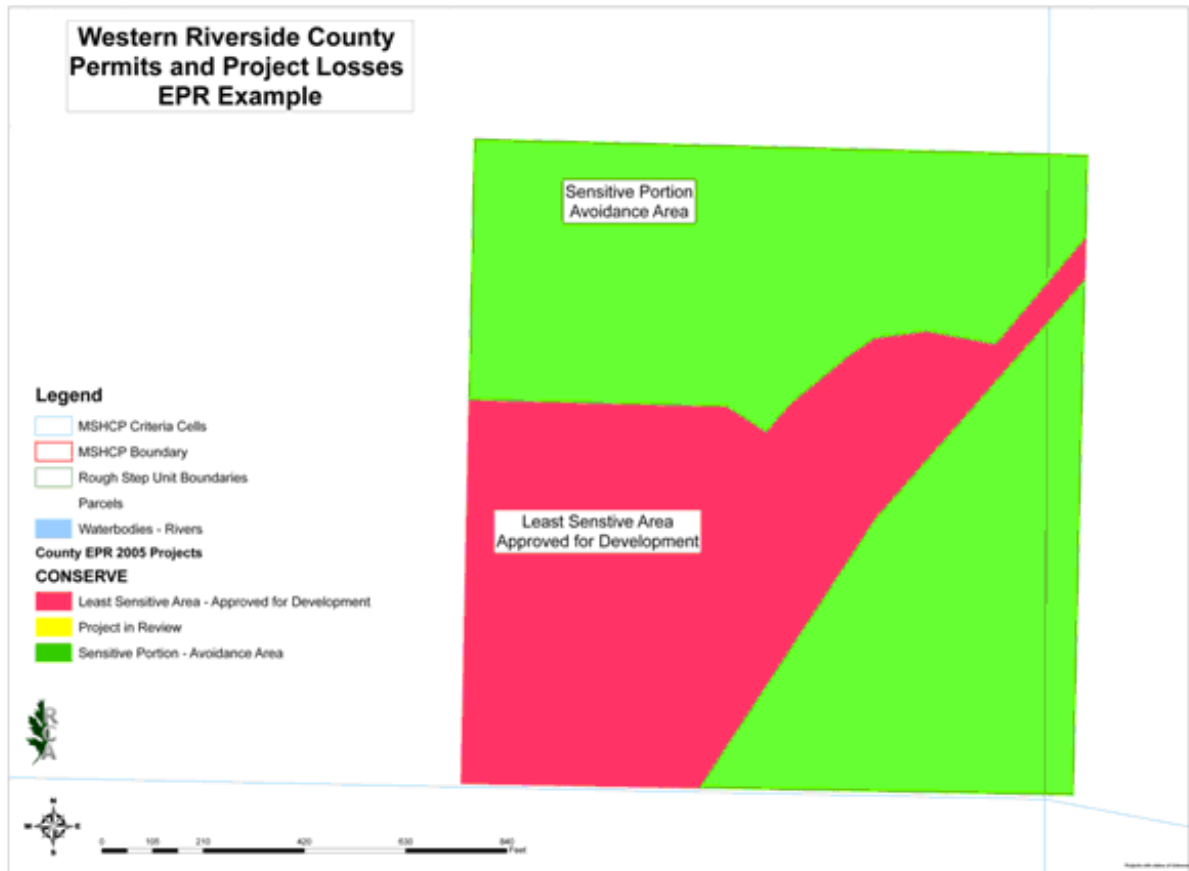
- **Permit\_ID**            *Data type: String*            *Width: 12*  
Internal tracking number for the grading or building permit each Permittee assigns on the project. The County or City all use different numbers or identification codes to identify the permit.
- **PermitDate**            *Data type: Date*            *Width: 8*  
Date that the permit, either Building or Grading was issued by the Permittee of the MSHCP. For purposes of the report this represents the date of loss on the parcel or area that was approved for development even though the project may have been approved by the Board or Council at a previous date.
- **PermitType**            *Data type: String*            *Width: 20*  
The Permittees type code or description of the permit activity. For example if this was a Building permit (SFR, SFD, Industrial etc) or if its type was a Grading permit (BGR, Prec Grade, Grading, Rough Grade etc).
- **Applicant**            *Data type: String*            *Width: 50*  
Owner of the parcel or project. This may be a developer, engineering firm, contractor or in the case of SFR (Single Family Residence) or mobile home the owner.
- **ProjectNam**            *Data type: String*            *Width: 50*  
This describes the development activity on the parcel or project. In the cases of subdivisions the tentative tract number as assigned by the County Surveyor may be present. In some cases the recorded MB may be listed. This may include building descriptions and type as well as developer names. In general it describes what type of project was approved with the permit that was issued by the County or City.
- **APN**            *Data type: String*            *Width: 10*  
Assessors Parcel Number at the time the permit for grading or building was issued. This attribute is not always present and in many cases only serves as a historical reference since APN are changed as part of the development process. Current Land Ownership records must be reviewed for the current owner of the land.
- **Street\_Nam**            *Data type: String*            *Width: 254*  
This field is the street name of the parcel address.
- **Street\_Num**            *Data type: Number*            *Width: 19*  
This field is the number of the parcel address to go with the street name. It must be in format that will support geo-coding.
- **Area**            *Data type: Float*            *Width: 12*            *Number of decimals: 4*  
Area in internal units squared for the project or parcel represented by the polygon shape. This field is used by dividing it by 43560 to calculate the acres field.
- **Acres**            *Data type: Float*            *Width: 12*            *Number of decimals: 4*  
Indicates the total size of the acres for the project or parcel.
- **Conserve**            *Data type: String*            *Width: 25*  
Value on each portion of the polygon for EPR projects/permits representing either Conserve or Develop or Area of Disturbance or No Disturbance.

### Shape File Attributes Notes

The City or Counties standard GIS files that are maintained as part of the development process may contain additional attributes such as the construction firm or engineer along with contact addresses. If it makes the submittal process any easier for the Permittee they may just transmit to the RCA the full copy of the file. Since the RCA must review the datasets as part of the annual report data preparation process and adapt the information into a standard form for reporting purposes additional fields are both added to the datasets and the extra fields can be removed at that time.

### ERP Submittal Map Notes

Each ERP parcel polygon must be split into multiple polygons with the appropriate attributes identifying the 1) least sensitive portion of the lot (area approved for disturbance) and 2) sensitive portion of the lot (area to be conserved). Permittees that submit permit and project data in a non-GIS format must provide an exhibit for each project or permit within the Criteria Cells.



## RCA ANNUAL REPORT CONTACTS

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Normal Business Hours: Monday to Thursday from 8:00am to 5:00pm  
Closed on Fridays

**PLEASE call us if you have questions or need help!**