


# CEQA SUBMIT INSTRUCTIONS

In March 2019, the Governor's Office of Planning and Research (OPR) launched CEQA Submit and CEQAnet. Together, the two online platforms serve as the new way to submit and publish Environmental Documents and Notices.

As of November 3, 2020, the OPR State Clearing House (SCH) stopped accepting emails and hardcopies of environmental Documents and now require that all agencies submit documents via CEQA Submit for publication to CEQAnet.

Qualified CEQA consultants preparing environmental documents for the City of San Marcos are required to submit documents and notices to OPR/SCH via the CEQA Submit platform. To do this, consultants must be approved as "submitters," for the City of San Marcos, on CEQA Submit. Please use the following instructions to request approval as a "submitter" for the City of San Marcos:

1. Go to the CEQA Submit website (<https://ceqasubmit.opr.ca.gov>) and log in to your account (or create a new account, subject to OPR approval and then log in)
2. Once logged into CEQA Submit, click "Request Access," it will take you to the "My Agencies" page
3. On the "My Agencies" page, click  at the top of the page
4. Follow the on-screen prompts to select "Local" from the government agency types and then select "San Marcos, City of" from the list of government agencies
5. You will then be able to request approval as a "Submitter"

Once the request is sent, OPR notifies the City and the request is reviewed by our staff. Once approved, you will be able to submit environmental documents to the SCH on behalf of the City of San Marcos.

Please note that the list of approved submitters is periodically reset, so always confirm you're approved as a submitter early in the process of preparing an environmental document by navigating to your "My Agencies" page on the CEQA Submit platform.

For any technical assistance on the use of CEQA Submit or CEQAnet, please contact OPR or visit the following website: <https://opr.ca.gov/sch/document-submission.html>