



State of California – Natural Resources Agency
 DEPARTMENT OF FISH AND WILDLIFE
 Habitat Conservation Planning Branch
 P.O. Box 944209
 Sacramento, CA 94244-2090
www.wildlife.ca.gov

GAVIN NEWSOM, Governor
 CHARLTON H. BONHAM, Director



CALIFORNIA ENVIRONMENTAL QUALITY ACT - OPTIONAL SUBMISSION OF ELECTRONIC DOCUMENTS FOR COUNTY CLERKS

Dear Sir or Madam:

Fish and Game Code section 711.4 requires the California Department of Fish and Wildlife (CDFW) to collect an environmental document filing fee to defray the costs of managing and protecting public trust resources for activities related to environmental review pursuant to the California Environmental Quality Act (CEQA).

The passage of [Assembly Bill 3007 \(2024\)](#) mandates counties retain electronic records of environmental documents. The bill does not mandate submission of environmental documents to CDFW electronically. However, CDFW desires to facilitate a simple means of submitting the documents (Cal. Code Regs., tit.14, § 753.5 (e)(10)) to align with the spirit of the bill, modernize our practices, decrease unnecessary paper usage, and eliminate fees associated with physical mail by using a [file transfer system](#).

If your county would like to participate in this **optional** new process, please email CEQA@wildlife.ca.gov (Subject Line: [County Name] FTP Account) from the email account that you want linked to this system. CDFW will create an account linked to that email and reply with login credentials along with instructions for the file transfer portal. We strongly suggest that a generic, shared county email be used (e.g., CountyClerk@county.ca.gov) to limit the creation of new accounts that may be required if the FTP account was linked to an individual person's email address.

Please note that this system is still under development, **and CDFW will not be accepting electronic submissions until the system is fully operational in January 2026**. If you opt into this optional practice, you will receive a reminder email at the end of the year to reiterate this start date.

Procedures for paying and remitting environmental document filing fees remain the same. For more information, please visit CDFW's [Information for County Clerks](#) internet page.

CDFW appreciates your cooperation with collection of environmental document filing fees and hopes that this new system proves to be mutually beneficial for our organizations and the State which we serve. If you have

August 22, 2025

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questions regarding this letter, please contact the CDFW Habitat Conservation Planning Branch at CEQA@wildlife.ca.gov.

Sincerely,

DocuSigned by:

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Acting Branch Manager
Habitat Conservation Planning Branch