Attachment 5 –Project Completion Report Template

Instructions for Project Completion Report Template

The Legally Responsible Person must submit a Project Completion Report to the Lahontan Regional Water Quality Control Board (Water Board) after completion of the project conducted under Board Order No R6-2025-0008, Granting Clean Water Act Section 401 Water Quality Certification for Regional General Permit 4 for Lake Tahoe Minimal Impact Activities and Structures (Order), including successful completion of all required mitigation and associated monitoring and reporting, if applicable.

Step 1: Fill out all relevant fields of the Project Completion Report Template (below).

Step 2: Submit completed Project Completion Report, along with any additional attachments and required materials via email to the Water Board at lahontan@waterboards.ca.gov, and to the staff assigned to the project, noted on the Notice of Applicability (NOA) issued for the project.

Section 1: Project Information and Summary of Project Activities

Project Name:
WDID #:
Dates activities were performed (start date and complete date):
For removed or reconstructed piers, describe the piling removal method and provide photo documentation with the Post-Project Photo Points:

Section 2: Disturbed Vegetation

Was vegetation disturbed as a result of this project?:	☐ Yes	or	☐ No

If no, provide photographic evidence that vegetation was not disturbed via the Pre and Post-Project Photo Points.

If yes, submit and implement a Revegetation Monitoring and Reporting Plan in accordance with Section VI.C.11. of the Order prior to submitting the Project Completion Report.

Section 3: Summary of Deviation

Describe any deviations from what was included in the original NOI and supporting documentation and reference specific location of revisions. Attach record drawings and describe any deviations from the drawings/design plans provided with the NOI; reference location(s) of revision(s) in record drawings (i.e. details, plan sheets, etc.):

Section 4: Compensatory Mitigation

If compensatory mitigation was required, provide the date on which proof was sent to the Water Board. See Section VI.C.51.d. of the Order for more information.

Date Compensatory Mitigation documentation submitted:	

Section 5: Pre- and Post-Project Photo Points

Post-Project Photo Points: Required for all notifying activities. Successive photos should be taken at sufficient intervals from the same vantage point as to compare pre- and post-construction conditions. Photos must demonstrate that no construction debris was left behind. Post Project Photo Points must be representative of the project area and encompass all work areas (including all direct impact locations), staging areas, and access routes, and include all of the following:

- a unique identifier
- date and time stamp
- orientation
- photo description
- coordinates (in decimal degrees) and/or map with photo locations

Pre-Project Photo Points: Must be submitted along the with Post-Project Photo Point for comparison.

Section 6: Documentation

Check any of the following documentation that are applicable to your project and attach to the Project Completion Report:

- ☐ Record Drawings (required for all projects)
- ☐ Pre- and Post-Project Photo Points (required for all projects)
- ☐ Compensatory Mitigation Photos and Maps
- ☐ Additional Pages and/or Supplemental Information

Section 7: Legally Responsible Person

See NOA for Legally Responsible Person information.

Legally Responsible Person Attestation
I certify under penalty of law that this Project Completion Report and all attachments were prepared under my direction or supervision in accordance with a process designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. Print Legally Responsible Person Name (Not the Duly Authorized Representative) Legally Responsible Person's signature