



# Instructions for Completing a Request for Natural Diversity Data Base (NDDDB) State Listed Species Review

Use these instructions to complete the Request for Natural Diversity Data Base (NDDDB) State Listed Species Review form DEP-APP-007 and to prepare supporting documents.

## Introduction

The Natural Diversity Data Base of the Department of Environmental Protection's (DEP) Bureau of Natural Resources compiles information about the status and locations of the state's rare plants, animals and significant natural communities. The purpose of this program is to conserve, protect, restore and enhance state listed species populations and their habitats.

Section 26-310 (a) of the Connecticut General Statutes states that each state agency, in consultation with the Department of Environmental Protection (DEP) commissioner, shall conserve endangered and threatened species and their essential habitats, and shall ensure that any activity authorized, funded or performed by such agency does not threaten the continued existence of any endangered or threatened species or result in the destruction or adverse modification of habitat designated as essential to such species. The NDDDB Request for Review is designed to assist in complying with the State Endangered Species Act and to provide information to parties interested in conserving state listed species. An NDDDB Review is not a substitute for actual on-site surveys that may be required for a thorough environmental impact assessment, but can provide information on known locations of state listed species. For any questions you may have regarding NDDDB review requirements see the DEP webpage [www.ct.gov/dep/nddbrequest](http://www.ct.gov/dep/nddbrequest) or call the DEP Wildlife Division at 860-424-3011. For more information on State Listed Species see the DEP webpage [www.ct.gov/dep/endangeredspecies](http://www.ct.gov/dep/endangeredspecies).

## How to Submit a Request for Review

Your request must include all of the following items:

- Request for Natural Diversity Data Base (NDDDB) Listed Species Review (DEP-APP-007)
- All applicable Attachments
- Any additional supporting documents

You must submit the above materials together as a complete package to:

CENTRAL PERMIT PROCESSING UNIT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

Or save the request form and supplemental documents in PDF format and email the request to: [dep.nddbrequest@ct.gov](mailto:dep.nddbrequest@ct.gov).

There is a 10 MB limit for email attachments. If the total size of the email and attachments exceeds 10 MB, save the request form and the supplemental documents on a compact disc and submit it along with a hard copy of the completed request form to the Central Permit Processing Unit. Label the disc with "NDDDB Request", the requester's name, the site name and the date.

Likewise, be sure to label your supporting documents as directed on the request form and always include, on each document, the requester's name, the site name and the date.

If you are filling out the Request for Review form electronically, the text boxes will expand to accommodate additional text. If you are submitting a hardcopy form and additional

space is needed to answer a question, insert additional sheets into the form immediately following the page on which the question was asked. Label each sheet with the requester's name along with the corresponding part number and question number indicated on the form. You should retain a copy of all documents for your files.

Once the completed application is received, the Central Permit Processing Unit will log in your request and forward it to NDDDB staff for technical review. When the review is complete, we will send you a letter indicating whether there are species present that could be impacted by your project and how to avoid potential harm to the species. If we cannot make a determination based on the information provided you may be asked to have biological surveys conducted at the site. Surveys must be conducted by qualified biologists at the proper time of year using appropriate survey methods specific to each species. DEP does not maintain a list of qualified biologists.

If a federally listed species is identified in the project area you may be required to contact the US Fish and Wildlife Service (USFWS). You will be provided with the appropriate contact information in our response to you. The USFWS will determine whether a formal consultation is required to decide whether adverse effects from the proposed activity are likely to jeopardize the continued existence of a federally listed species or result in a "take" of that species.

If your project has not been initiated within one year following this review, then you must submit a new request. The NDDDB is constantly receiving new information and you will be required to address any new species found in the project area. Also, the regulatory list of state-listed species is updated by the DEP every five years. Reviews will be based on the most current regulatory list. If your follow-up review occurs after a new list has been adopted, you will be required to address newly listed species found in the project area.

## **Request Instructions**

Read the request form and these instructions carefully. They have been designed to obtain specific information needed to conduct the review. Missing or unclear information will cause delays in the review process. If you believe that the information requested does not apply to your specific project, explain, in the space provided, why you believe that is the case. Do not respond with "NA" ("not available" or "not applicable"); your request will be considered insufficient and may be rejected. If a question or supporting document is only required for specific activities it will be noted on the form and in the instructions.

The following instructions correspond to each part of the request form.

### **Part I: Preliminary Screening**

DEP has developed a set of maps to be used as a preliminary screening tool that depict approximate locations of state and federally listed species and significant natural communities. These maps can be viewed on-line at the [DEP webpage](#) as PDF files organized by town, or on the [CTECO webpage](#) ([www.cteco.uconn.edu](http://www.cteco.uconn.edu)) in the interactive Simple Map Viewer. Maps are also available for viewing on laptops in the DEP Public File Room at 79 Elm Street in Hartford. The maps are updated every six months, usually in June and December. You must use the most current version available.

To begin, download the appropriate town map or open the CTECO map viewer. To use the CTECO Simple Map Viewer, navigate to your site using the "Find" options in the lower left corner of the screen or use the pan and zoom buttons located in the upper left portion of the map. Next Choose a Map Theme from the list in the Map Contents on the left side of the screen. Select the Natural Diversity Data Base Area theme and click the "Refresh Map" button. You should now see the hatched Natural Diversity Data Base Areas around your site. The data will only be visible if you are zoomed in to a scale closer than 1:200,000.

Next, locate your project including any areas beyond the immediate footprint of the project and beyond the property line that will be either directly or indirectly affected. Use the following criteria to compare the project site to the shaded NDDB areas depicted on the map.

**Screening Criteria** - the project site:

1. Is entirely or partially within a shaded area, or
2. Overlaps a lake, pond, or wetland that is shaded, or
3. Is less than ½ mile upstream or downstream of a shaded area.

If your project and the area immediately around it meet any of the screening criteria, then you are in an area of concern for state listed species and should proceed to fill-out the Request for Review form. In Part I of the request form, indicate that your site is in an area of concern and enter the date of the map that was used. The **Date of the Map** can be found in the Legend on the left-hand side of the PDF maps below the Data Sources information. If you are using the CTECO Simple Map viewer, the date is indicated as part of the Map Theme name in the Map Contents located on the left side of the screen (e.g., “Natural Diversity Data Base Area, June 2010”).

If your project does *not* meet the above screening criteria, you do **NOT** need to submit the *Request for Connecticut Natural Diversity Data Base (NDDB) State Listed Species Review* (DEP-APP-007). Bear in mind, however, that although there are no known locations of state listed species in the area, this does not preclude the possibility of their discovery should on-site surveys be conducted. If your project does not meet the above screening criteria but you still require a formal determination from the NDDB, you must submit your project for a full review. In Part I of the request form, indicate that your site is not in an area of concern and enter the date of the map used. In addition, in *Part V. Request Type and Associated Application Type*,

check the box in Group 1 that indicates “Preliminary screening was negative but an NDDB review is still requested.”

## Part II: Requester Information

When completing this part, use the following standards:

1. *Requester Company Name* - Provide the full, legal company/firm name, State agency, municipality or tribal name. If identifying an individual not affiliated with a company, provide the legal name (include suffix) in the Name field, using the following format: First Name; Middle Initial; Last Name; Suffix (Jr., Sr., II, III, etc.).

*Phone* - Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during daytime business hours.

*Affiliation* – Choose one of the options provided that best describes the affiliation of the requester and their interest in the project. Enter this again for the Primary Contact.

2. *Primary Contact* - Provide the Company and the name of the specific individual whom DEP may contact in connection with this request. All correspondence will be sent to this individual at the address indicated here.

*Affiliation* – Choose one of the options provided that best describes the affiliation of the primary contact and their interest in the project.

3. Project Type:

Choose a *project type* from the drop down list. If none of the choices apply, pick “other” and insert a more appropriate project type in the space provided. Project type values in the drop down field are: Aquatic plant control; Bridge work; Burn plan; Cellular/communication tower installation/maintenance;

Commercial/Industrial development; Dam work; Dock, Pier, Seawall, Bulkhead construction/maintenance; Dredging; Greenway/Bicycle/Trail construction; Invasive species control (terrestrial); Lake drawdown; Land protection; Management plan; Residential development/Subdivision; Right-of-way maintenance; Road/highway work; Site assessment; Stormwater/waste/water discharge; Transfer station/landfill/recycle center construction/modification; Timber harvest; Utility construction/modification; Water diversion; Other.

### Part III: Site Information

A separate request form must be filled out for each distinct site.

#### 1. Site Location

Enter a *site, facility or project name* by which the site or project is commonly known and can be uniquely identified.

The *street address or location description* should be the address of the property at which the proposed activity will take place. Include the street address and the town. If the property does not have a street number, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge or a river.

Enter the approximate *size* of the project area in acres, or for linear projects the site dimensions may be more appropriate.

Provide the *latitude and longitude*, in decimal degrees, of the approximate center of the site. In addition, indicate the *method* used to determine the latitude and longitude coordinates. One method is to use the [CTECO Simple Map viewer](#). Navigate to your site using the “Find” choices in the lower left portion of the screen or the pan and zoom buttons on the map. Notice that latitude and longitude coordinates are displayed in the lower right part of the window as you move your mouse over the

map. Place your mouse over the desired location and record the coordinates as they are given in decimal degrees.

#### 2a. Describe the current land use and land cover of the site

In the space provided, describe the current land use and land cover of the site. (e.g., The site is a 10 acre active marina (commercial property) on a coastal bay with some forested area along the edge of the parcel. The surrounding area is predominantly residential).

2b. Use the check boxes to indicate all of the land use and land cover categories that apply. Provide the approximate size in acres or the percentage of area for each category in the space provided.

### Part IV: Project Information

1. *Is the subject activity limited to the maintenance, repair, or improvement of an existing structure within the existing footprint?* If the answer is “No,” check “No” and move on to the detailed description in #2. If yes, explain. It is unlikely that this type of project will impact listed species and your explanation will help make this determination.
2. *Detailed project description-* It is important to give a full and detailed description of the proposed project activities including any land clearing, vegetation disturbance, chemical applications, water diversions, etc. Describe the methods and equipment that will be used, e.g. whether heavy equipment will be used or the activities will be done by hand with a more targeted approach. If you are applying pesticides or herbicides, indicate the method and the chemicals that will be used. If the request is for a preliminary site assessment, give as much detail as possible and explain the purpose of the request.
3. *Contact* – Provide contact information for an individual that can answer questions about

the project details, if different from the primary contact given in Part II.

## **Part V: Request Type and Associated Application Type**

Check *one* box for the item that best describes the request. You should only choose one box from *either* Group 1 *or* Group 2, not both. If your project meets multiple descriptions, choose the one that best applies. Once you have selected the appropriate box, follow the instructions for that group and be sure to submit the appropriate attachments.

*Permit Applications* - If you are submitting this request as part of a state or federal permit application, enter the application name. If you have applied for a DEP permit and know your application number (e.g. 2009-12345), enter the number. This will help us to share information with your permit analyst. If you know who your permit analyst/engineer is, then enter their name and DEP division.

*Related Requests* – If this request is related to a previously submitted NDDDB request, enter the request numbers that were provided in our official correspondence. This may be applicable for a project that occurs annually, such as an annual herbicide application at a lake, or for a project that was not initiated within one year of the preliminary review.

## **Part VI: Supporting Documents**

All requests must include Attachments A and B. Attachment C is required if you checked any of the boxes in Group 2, under Part V. Attachment C is included as an additional form, (DEP-APP-007C), at the end of the Request Form. Check the appropriate box next to each attachment being submitted as verification that all required attachments have been submitted. Label all attachments, being sure to include the name of the requester, site name and date.

## **Part VII: Requester Certification**

After the request has been completed it must be reviewed and signed by both the requester and

the individual who actually prepared the request. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

## **Instructions for Attachments:**

**Attachment A: *Overview Map.*** All requesters must submit an 8 ½ x 11” color print or copy of the relevant portion of a USGS Topographic Quadrangle Map, at a scale between 1:24,000 and 1:12,000 that is clearly labeled and indicates the exact location of the site. Be sure to include relevant landmarks in the map to assist NDDDB staff in locating the site. Outline the parcel of land upon which the proposed project will be located. If the size of the parcel is so small that outlining its boundaries is impractical, simply pinpoint the approximate center of the parcel. If the parcel is too big to fit on an 8 1/2 x 11” page, a larger page size may be used or multiple maps may be submitted. The map should include the quadrangle name, year, north arrow and scale bar. Topographic maps can be viewed and printed or saved to PDF format from the [UCONN MAGIC](#) website. Another free source is [Microsoft Research Maps](#). If you are unable to save or download a map from these sites, try using a screen capture or print screen command to copy and paste a map image into MS Word or an image editing software that allows annotating the image. Be aware that resizing the image can distort the image ratio and will change the map scale. To submit maps electronically, create either a JPEG or PDF file of reasonable file size and quality.

**Attachment B: *Detailed Site Map.*** All requesters must submit a map showing the detailed site boundaries at a scale between 1:12,000 and 1:6,000, using a current aerial photo base. Streets, water bodies and other relevant landmarks should be labeled. Outline the parcel of land upon which the proposed project will be located. This map should include the site name, town, north arrow and scale bar. Detailed maps can be created using an application like Google Earth, which allows you to draw on an aerial photo base and print or save

it as a JPEG. To submit maps electronically, create either a JPEG or PDF file of reasonable size and quality. A GIS file in ArcView shapefile format in NAD83, State Plane (feet) can be substituted for the detailed site map. If you are submitting a GIS shapefile, calculate the polygon centroid and add the X and Y coordinates to the attribute table. For large projects covering several towns, GIS data is preferred.

### **Attachment C: Supplement Information, Group 2 requirement (DEP-APP-007C)**

If you checked one of the boxes in Part V, Group 2, then you must complete Attachment C (DEP-APP-007C), which can be found at the end of the request form.

#### **Section i: Supplemental Site Information**

1. **Existing Conditions.** This section should describe the existing conditions of the site, and include all natural and man-made features such as wetlands, watercourses, fish and wildlife habitat, floodplains and any existing structures potentially affected by the subject activity. If you are filling out the form electronically, the text boxes will expand to accommodate additional text. If additional space is needed attach additional sheets and label each sheet with the requester's name, along with the corresponding part number and question number indicated on the form.

Photographs of the site may be helpful to NDDB staff as they review the site. Attach and label photos if available. If you are submitting photographs electronically, they should be in JPEG or PDF format and of reasonable size and quality- no larger than 2MB.

The site description must be accompanied by a site plan or sketch of existing conditions. Label all items mentioned in the description. Include an arrow indicating the direction of flow for streams and rivers. Acceptable formats include engineering site plans, detailed hand-drawn sketches, or a

copy of the detailed site map from Attachment B, provided the aerial imagery reflects current site conditions, and pertinent features are labeled. Site plans/sketches should contain a title block that indicates who prepared the plan, and the date the plan was prepared. If you are submitting plans electronically, they should be in JPEG or PDF format, and of reasonable size and quality.

2. **Biological Surveys.** Indicate whether a consulting biologist has visited the site and conducted biological surveys to determine the presence of any endangered, threatened or special concern species. Attach all reports of consulting biologists' surveys and the biologists' qualifications. Surveys must be conducted by a biologist with experience surveying in New England for the target species. DEP does not maintain a list of qualified biologists. Reports must include maps of the search area, descriptions of species and habitat targets, detailed methods, level of effort, timing, and results.

Include [NDDB Survey forms](#) for all listed species observations, using the forms on the DEP webpage. If non-biologist personnel have observed listed species on site or in the immediate area, or they have observed signs indicating the likely presence of a listed species, document these observations using the NDDB Survey forms.

#### **Section ii: Supplemental Project Information**

1. Provide a schedule for all phases of the project including the year, the month and/or season that the proposed activity will be initiated and the duration of the activity. The time of year can be an important factor for some activities in avoiding negative impacts to animals and plants.
2. In Part IV, #2, you gave a detailed description of the project activity. In this section, describe and quantify specific impacts and changes to the site that will result from the proposed activity. Identify

and describe any on-site impacts such as clearing land, building access roads, staging areas, or installing fencing). Also, identify and describe any off-site impacts resulting from discharge, erosion, run-off or other disturbance that will affect the surrounding environment. You must attach an annotated site plan showing the areas of impact. Label all items mentioned in the description. This site plan should be similar in appearance and scale to the Section i, #1 site plan of existing conditions, so that they may be easily compared. Acceptable formats include engineering site plans, detailed hand-drawn sketches, or a copy of the detailed site map from Attachment B, with pertinent features outlined and labeled. Site plans/sketches should contain a title block that indicates who prepared the plan, and a date. If you are applying for a state permit, plans must be the same as those submitted for the permit application so that permit analysts can verify that the correct plan was reviewed. Any changes to the project plan that will result in changes to the areas of impact must be submitted for re-review. Revision dates should be clearly and prominently marked on the site plans.

### **Available Resources:**

Below is a list of possible resources for specific information required for this application. Be sure to also check the DEP website, [www.ct.gov/dep](http://www.ct.gov/dep) and your local town hall or library for maps and other reference materials.

Both the DEP Maps and Publications 860-424-3555 and the DEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.

For general assistance regarding the subject permit application contact DEP Wildlife Division at 860-424-3011.

- For the subject application form, instructions and other required documents visit the DEP website at: [www.ct.gov/dep/nddbrequest](http://www.ct.gov/dep/nddbrequest)

- State and federal statutes and regulations are available for review at various locations:

On the web:

- State Statutes  
[www.cga.ct.gov/asp/menu/Statutes.asp](http://www.cga.ct.gov/asp/menu/Statutes.asp)
- DEP website for Statutes and Regulations:  
[www.ct.gov/dep/laws-regs](http://www.ct.gov/dep/laws-regs)
- US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy Guidance and Legislation:  
[www.epa.gov/lawsregs](http://www.epa.gov/lawsregs)

Book Format:

- State Library (Hartford)
- University Law Schools (UCONN-Hartford, Yale)
- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)