



Pennsylvania Natural Diversity Inventory

MANUAL PROJECT SUBMISSION FORM

When to Use the Manual Project Submission Form

Use this form if you do *not* want to use the online Pennsylvania Conservation Explorer to submit your project of any size for environmental review. Due to system limitations and agency requirements, projects should not be submitted piecemeal. The entire project area including roads and infrastructure should be submitted as a single unit. Fill out this form and send it along with your project materials (see What to Send to Jurisdictional Agencies) **to all four agencies** listed at the bottom of this PNDI Project Submission Form. There is no charge for submitting a project manually; however, due to the additional work required of agency staff, online submission is more efficient.

Note: All Projects may be submitted using the Pennsylvania Conservation Explorer online tool (a \$40 fee will be charged per project). Online submission results in greater convenience and possibly faster response times.

What to Send to Jurisdictional Agencies

Send the following information to all the agencies listed on the Project Submission Form.

Check-list of Minimum Materials to be submitted:

Completed Manual Project Submission Form

Supplemental project narrative with a description of the overall project, the work to be performed, current physical characteristics of the site and acreage to be impacted

Relevant portion of the USGS 7.5-minute Quadrangle with project boundary clearly indicated, and quad name on the map

The inclusion of the following information may expedite the review process.

GIS shapefiles depicting the project extent

A basic site plan (particularly showing the relationship of the project to the physical features such as wetlands, streams, ponds, rock outcrops, etc.)

Color photos keyed to the basic site plan (i.e. showing on the site plan where and in what direction each photo was taken and the date of the photos)

Information about the presence and location of wetlands in the project area, and how this was determined (e.g., by a qualified wetlands biologist), if wetlands are present in the project area, provide project plans showing the location of all project features, as well as wetlands and streams.

PNDI Project Submission Form Definitions

Applicant: Person that owns the property or is proposing the project or activity

Contact Person: Person to receive response if different than applicant (e.g. Consultant)

Project Name: Descriptive title of project (e.g. Twin Pines Subdivision, Miller Bridge Replacement)

Proposed Activity: Include **all** earth disturbance activities for project (e.g. for a timber sale—include stream crossings, cutting areas and new roadway accesses). Also include Current Conditions (e.g. housing, farmland, current land cover), and how Construction/Maintenance Activity is to be accomplished.

Total Acres of Property: Entire site acreage (e.g. timber sale property—including road access (200 acres))

Acreage to be Impacted: Disturbance acreage (e.g. timber sale—if the property is 200 acres, but only 100 acres will be disturbed, for example: cutting on 90 acres, a road impacting 10 acres); include all temporary and permanent activities.



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This form provides site information necessary to perform an Environmental Review for special concern species and resources listed under the Endangered Species Act of 1973, the Wild Resource Conservation Act, the Pennsylvania Fish and Boat Code or the Pennsylvania Game and Wildlife Code.

Applicant Information

Name:

Address:

Phone Number:

Email:

Contact Person Information - if different from applicant

Name:

Address:

Phone Number:

Email:

Project Information

Project Name:

Project Reference Point (center point of project): Latitude: Longitude: Datum:

Datum: Municipality: County:

Attach a portion of a U.S.G.S. 7 1/2 Minute Quadrangle Map with Project Boundaries clearly marked.

U.S. G.S. Quad Name:

Provide GIS shapefiles showing the project boundary (strongly recommended)

Project Description

Proposed Project Activity (including ALL earth disturbance areas and current conditions)

Total Acres of Property:

Acreeage to be Impacted:

- Will the entire project occur in or on an existing building, parking lot, driveway, road, maintained road shoulder, street, runway, paved area, railroad bed, or maintained lawn? Yes No
- Are there any waterways or waterbodies (intermittent or perennial rivers, streams, creeks, tributaries, lakes or ponds) in or near the project area, or on the land parcel? If so, how many feet away is the project? Yes Feet No
- Are wetlands located in or within 300 feet of the project area? Yes No If No, is this the result of a wetland delineation?
- How many acres of tree removal, tree-cutting or forest clearing will be necessary to implement all aspects of this project?

Dept. of Conservation and Natural Resources

Bureau of Forestry, Ecological Services Section

400 Market St., PO Box 8552

Harrisburg, PA 17105

Email: RA-HERITAGEREVIEW@pa.gov

PA Game Commission

Bureau of Wildlife Habitat Management

Division of Environmental Review

2001 Elmerton Avenue

Harrisburg, PA 17110-9797

Email: RA-PGC_PNDI@pa.gov

PA Fish and Boat Commission

Division of Environmental Services

595 E Rolling Ridge DR

Bellefonte, PA 16823

Email: RA-FBPACENOTIFY@pa.gov

US Fish and Wildlife Service

Pennsylvania Field Office

110 Radnor Rd; Suite 101

State College, PA 16801

Email: IR1_ESPenn@fws.gov