

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 of 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 hysical characteristics of the site and acreage to be impacted. Relevant portion of the USGS 7.5-minute Quadrangle with project boundary clearly indicated, and quadrange 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
vetlands, 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
hoto 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
howing 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:	
Na Ad Ph	Contact Person Information-if different from applicant Name: Address: Phone Number: Email:	
	Project Information Project Name:	
Pro	Project Reference Point (center point of project): Latitude: Longitude: Datum:	
U.S	Municipality: County: Attach a portion of a U.S.G.S. 7½ Minute Quadrangle Map with Project Boundaries clearly ma U.S.G.S. Quad Name: Provide GIS shapefiles showing the project boundary (strongly recommended)	rked.
P	Project Description	
Pr	Proposed Project Activity (including ALL earth disturbance areas and current conditions)	
Го	Total Acres of Property: Acreage to be Impacted:	
1.	. Will the entire project occur in or on an existing building, parking lot, driveway, road, maintained road sho street, runway, paved area, railroad bed, or maintained lawn? Yes No	ulder,
2.	2. Are there any waterways or waterbodies (intermittent or perennial rivers, streams, creeks, tributaries, lal ponds) in or near the project area, or on the land parcel? If so, how many feet away is the project? Yes Feet No	kes or
3.	3. Are wetlands located in or within 300 feet of the project area? Yes No If No, is this the result wetland delineation?	lt of a
4.	4. How many acres of tree removal, tree cutting or forest clearing will be necessary to implement all aspects of project?	of this
	Dept. of Conservation and Natural Resources Bureau of Forestry, Ecological Services Section 400 Market St., PO Box 8552 Harrisburg, PA 17105 Email: RA-HERITAGEREVIEW@state.pa.us For: 717 772 0271 PA Fish and Boat Commission Natural Diversity Section 450 Robinson Lane Bellefonte, PA 16823 Email: RA-FBPACENOTIFY@pa.gov	

fax: 717-772-0271
PA Game Commission

Bureau of Wildlife Habitat Management
Division of Environmental Planning & Habitat Protection
2001 Elmerton Avenue

Harrisburg, PA 17110-9797 RA-PGC PNDI@pa.gov

US Fish and Wildlife Service

Pennsylvania Field Office 110 Radnor Rd; Suite 101 State College, PA 16801 no faxes please