

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 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.

