



# Instructions for Completing a Connecticut Natural Diversity Data Base Review Request Form

## Introduction

Section 26-310 of the Connecticut General Statutes (CGS) provides that any activity authorized by a state agency, including any activity issued a permit by DEP, must not threaten the continued existence of any endangered or threatened species. If your activity is located in an area of concern, DEP's Connecticut Natural Diversity Data Base (CT NDDDB) program will conduct a detailed review to determine if there will be any impact from your project and you will be notified of their results.

Note that current research projects and new contributors continue to identify additional populations of species and locations of habitats of concern, as well as, enhance existing data. Such new information is incorporated into the CT NDDDB as it becomes available. Therefore, please be aware that additional information and/or surveys, other than those specified in this section, may be required to support the CT NDDDB.

## How to Use the Maps

DEP has produced a set of maps entitled "State and Federal Listed Species and Natural Communities" (NDDDB maps). These maps serve as a preliminary screening tool to assist in the evaluation of impacts to endangered and threatened species.

In order to determine whether your proposed activity may threaten the continued existence of an endangered or threatened species, you should review the NDDDB maps. The maps are available in the DEP File Room at 79 Elm Street, Hartford, as well as with each town planner and on-line at <http://www.dep.state.ct.us/cgnhs/nddb/nddbpdfs.asp>. NDDDB printed maps and GIS data are also available for purchase from the DEP Store.

The maps are based on USGS quadrangle maps and cover the entire State of Connecticut. To use the maps, locate the project boundaries and any additional impacted areas on the appropriate map(s). If you are not sure on which quadrangle the project is located, use the quadrangle index map to identify the appropriate quadrangle(s).

## No Conflict

If the project is **not**

- within a shaded area; or
- overlapping a water body that has any shading; or
- upstream or downstream (by less than ½ mile) from a shaded area

the project will not impact any known occurrence of listed species or significant natural community. If you are applying for a DEP permit, indicate, in the site information section of the relevant permit application form, that the maps were reviewed and list the date of the map (located in the map legend). You do not need to complete and submit the *CT NDDDB Review Request Form* (DEP-APP-007).

## Potential Conflict

If any part of the project **is**

- within a shaded area; or
- overlapping a water body that has any shading; or
- upstream or downstream (by less than ½ mile) from a shaded area

then the project may have a conflict with a species or natural community.

In the case of a potential conflict, a completed *CT NDDDB Review Request Form* (DEP-APP-007) with a project description and a copy of a map (a 1:24,000 USGS quadrangle map) clearly showing the project boundaries must be submitted to the NDDDB program at the address specified on the form. If a field survey of the project area has been previously conducted to identify any presence of endangered, threatened or special concern species, indicate, on the *CT NDDDB Request Form*, the biologist's name who conducted the field survey, his or her address, and include a copy of the field survey, with the completed *CT NDDDB Request Form*.

NDDB staff will perform a more detailed review of projects identified as having potential conflicts. (Note: NDDB review generally takes four to six weeks.) Depending on the nature and scope of the proposed project, you may be required to obtain additional on-site surveys.

NDDB will return a “no conflict” response if listed species or significant natural communities will not be impacted based on the scope of the project activities and project location. This “no conflict” response can be submitted with the permit application form or forwarded to the DEP permit analyst working on your project.

If the project potentially impacts listed species or significant natural communities, appropriate DEP staff will provide recommendations to you and staff reviewing your project to avoid endangered and threatened species or recommendations to minimize impacts to species of special concern and significant natural communities. The comments will vary depending on the scope of the proposed project or activity and the extent of the information available on the species or community to be impacted. DEP staff reviewing permit applications will take these recommendations and comments into account while conducting their review and may incorporate appropriate conditions into their permit decisions.

If you have any questions on this process prior to submitting your application, call the Permit Assistance Office 860-424-3003.



## Connecticut Natural Diversity Data Base Review Request Form

Please complete this form *only* if you have conducted a review which determined that your activity is located in an area of concern.

Name:

Affiliation:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

Contact Person:

Title:

Project or Site Name:

*Project Location*

Town:

USGS Quad:

Brief Description of Proposed Activities:

Have you conducted a "State and Federal Listed Species and Natural Communities Map" review?

☐ Yes

☐ No

Date of Map:

Has a field survey been previously conducted to determine the presence of any endangered, threatened or special concern species? ☐ Yes ☐ No

If yes, provide the following information and submit a copy of the field survey with this form.

Biologists Name:

Address:

If the project will require a permit, list type of permit, agency and date or proposed date of application:

**(See reverse side - you must sign the certification on the reverse side of this form)**

The Connecticut Natural Diversity Data Base (CT NDDB) information will be used for:

- ☐ permit application
- ☐ environmental assessment (give reasons for assessment):
  
- ☐ other (specify):

"I certify that the information supplied on this form is complete and accurate, and that any material supplied by the CT NDDB will not be published without prior permission."

Signature

Date

All requests must include a USGS topographic map with the project boundary clearly delineated.

Return completed form to:

WILDLIFE DIVISION  
BUREAU OF NATURAL RESOURCES  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM ST, 6TH FLOOR  
HARTFORD, CT 06106-5127

\* You must submit a copy of this completed form with your registration or permit application.