



Connecticut Department of
 Energy & Environmental Protection
 Bureau of Natural Resources
 Wildlife Division

CPPU USE ONLY	
App #:	_____
Doc #:	_____
Check #: No fee required	
Program: Natural Diversity Database Endangered Species	
Hardcopy _____	Electronic _____

Request for Natural Diversity Data Base (NDDDB) State Listed Species Review

Use this form **only** if you are unable to use the [ezFile Portal](#) and need to complete the Request for Natural Diversity Data Base (NDDDB) State Listed Species Review form DEEP-APP-007. Please complete this form in accordance with the [instructions](#) (DEEP-INST-007) to ensure proper handling of your request.

There are no fees associated with NDDDB Reviews.

Part I: Preliminary Screening & Request Type

<p>Before submitting this request, you must review the most current Natural Diversity Data Base “State and Federal Listed Species and Significant Natural Communities Maps” found on the DEEP website. These maps are updated twice a year, usually in June and December.</p>	
<p>This form is being submitted for a:</p>	
<input type="checkbox"/> <i>New NDDDB request</i> <input type="checkbox"/> <i>Renewal of a NDDDB Request without modifications and within two years of issued NDDDB determination (no attachments required)</i> <p><small>[CPPU Use Only - NDDDB-Listed Species Determination # 1736]</small></p>	<input type="checkbox"/> New Safe Harbor Determination ; must be associated with an application for a GP for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities (Attachment D of this form is required) <input type="checkbox"/> <i>Renewal/Extension of an existing Safe Harbor Determination</i> <input type="checkbox"/> With modifications <input type="checkbox"/> Without modifications (no attachments required) <p><small>[CPPU Use Only - NDDDB-Safe Harbor Determination # 1736]</small></p>
<p>Enter NDDDB Determination Number for Renewal:</p>	<p>Enter Safe Harbor Determination Number for Renewal/Extension:</p>
<p>1. Does your project utilize federal funds or require a federal permit? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, your project may be subject to Federal rules regarding the Northern long-eared bats or other federally listed species. Information on the Northern long-eared bat can be found at: https://www.fws.gov/species/northern-long-eared-bat-myotis-septentrionalis</p> <p>Information on other federally listed species and Section 7 consultations may be found at: https://www.fws.gov/service/esa-section-7-consultation https://ipac.ecosphere.fws.gov/</p>	

2. Does your project utilize state funding, involve state agency actions, or relate to a CEPA request?

Yes No

3. Does your project require state permits, licenses, registrations or authorizations? Yes No

If yes, list permit type(s):

If an active enforcement action exists regarding this project, enter number:

If known, enter DEEP analysts reviewing this project:

Part II: Requester Information

*If the requester is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, it must be registered with the Secretary of State. If applicable, the name shall be stated **exactly** as it is registered with the Secretary of State. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at the Secretary of the State's database CTData SOTS Portal. (https://service.ct.gov/business/s/onlinebusinesssearch?language=en_US)*

If the requester is an individual, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.).

If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change company/Individual Information](#) to the address indicated on the form.

1. Requester*

Company Name:

Contact Name:

Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

**E-mail:

****By providing this email address you are agreeing to receive official correspondence from the department, at this electronic address, concerning this request. Please remember to check your security settings to be sure you can receive emails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes**

a) Requester can best be described as:

Individual Federal Agency State agency Municipality Tribal

business entity (if a business entity complete i through iii):

i) Check type corporation limited liability company limited partnership

limited liability partnership statutory trust Other:

ii) Provide Secretary of the State Business ID #: This information can be accessed at the Secretary of the State's database <https://service.ct.gov/business/s/onlinebusinesssearch>

iii) Check here if your business is **NOT** registered with the Secretary of State's office.

b) Acting as (Affiliation), pick one:

Property owner Consultant Engineer Facility owner Applicant

Biologist Pesticide Applicator Other representative:

Part III: Site Information

This request can only be completed for one site. A separate request must be filed for each additional site.

SITE NAME AND LOCATION

If your Project site has a street address, please enter below:

Street Address:

Town:

Zip +4:

If your Project has no street address, please enter a description of the site location:

Location Description:

Town(s):

Project Name:
(for use in correspondence)

Size in acres, or site dimensions:

Latitude and longitude of the center of the site in decimal degrees (e.g., 41.23456 -71.68574):

Latitude:

Longitude:

Describe existing land conditions:

Part IV: Project Information

This request can only be completed for one project subtype. A separate request must be filed for each activity.

1. Project Type:

Choose Project Category:

Choose Project Type:

Choose Project Subtype:

Other:

2. Provide a schedule for all phases of the project including the year, the month that the proposed activity will be initiated and the duration of the activity.

3. Is the subject activity limited to the maintenance, repair, or improvement of an existing structure within the existing footprint? Yes No If yes, add explanation in No. 4 below.

4. Give a detailed description of the activity which is the subject of this request and describe the methods and equipment that will be used. Include a description of steps that will be taken to minimize impacts to any known listed species.

5. If this is a renewal or extension of an existing Safe Harbor request *with* modifications, explain what about the project has changed.

Part V: Supporting Documents

Check each attachment submitted as verification that *all* applicable attachments have been supplied with this request form. Label each attachment as indicated in this part (e.g., Attachment A, etc.) and be sure to include the requester's name, site name and the date. **Please note that Attachments A and B are required for all new requests. Attachment C is required for requests associated with: new state or federal permit applications, modifications of existing permits, permit enforcement actions, site management/planning that requires details species recommendations, and state funded projects, state agency activities, and CEPA requests.** Renewals/Extensions with no modifications do not need to submit any attachments. Attachments C and D are supplied at the end of this form.

<input type="checkbox"/> Attachment A:	Overview Map: an 8 1/2" X 11" print/copy of the relevant portion of a USGS Topographic Quadrangle Map clearly indicating the exact location of the site.
<input type="checkbox"/> Attachment B:	Detailed Site Map: fine scaled map showing site boundary and area of work details on aerial imagery with relevant landmarks labeled. (Site and work boundaries in GIS [ESRI ArcView shapefile, in NAD83, State Plane, feet] format can be substituted for detailed maps, see instruction document)
<input type="checkbox"/> Attachment C:	Supplemental Information (attached, DEEP-APP-007C): Site plans, photographs and biological reports
<input type="checkbox"/> Attachment D:	Safe Harbor Report Requirements (attached, DEEP-APP-007D)

Part VI: Requester Certification

The requester *and* the individual(s) responsible for actually preparing the request must sign this part. A request will be considered incomplete unless all required signatures are provided.

<p>"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief."</p>	
Signature of Requester (a typed name will substitute for a handwritten signature)	Date
Name of Requester (print or type)	Title (if applicable)
Signature of Preparer (if different than above)	Date
Name of Preparer (print or type)	Title (if applicable)

Note: Please submit the completed Request Form and all Supporting Documents to:

NDDB, WILDLIFE DIVISION
 DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
 79 ELM STREET, 6th FLOOR
 HARTFORD, CT 06106-5127

Or email request to: deep.nddbrequest@ct.gov

Attachment C: Supplemental Information and Attachments

1. Existing & Proposed Conditions

If available provide site plans, drawings or imagery showing existing conditions and proposed changes. If not available, describe all natural and man-made features including wetlands, watercourses with direction of flow, fish and wildlife habitat, floodplains and any existing structures potentially affected by the subject activity. Such features should be depicted and labeled on the site plan.

Annotated Site Plan(s) attached

2. Photographs depicting site conditions can be helpful to reviewers. Provide and label photographs, if available.

Site Photographs (optional) attached

3. Biological Surveys

Has a biologist visited the site and conducted a biological survey to determine the presence of any endangered, threatened or special concern species Yes No

If yes, submit any reports of biological surveys, documentation of the biologist's qualifications, and any NDDDB survey forms. Reports should include biologist(s) name, habitat and/or species targeted by survey, plant and animal species observed, dates when surveys were conducted.

Reports of biological surveys attached

Documentation of biologist's qualifications attached

[NDDDB Survey forms](#) for any listed species observations attached

Attachment D: Safe Harbor Report Requirements

Submit a report, as Attachment D, that synthesizes and analyzes the information listed below. Those providing synthesis and analysis need appropriate qualifications and experience. A request for a safe harbor determination shall include:

- 1. Habitat Description and Map(s), including GIS mapping overlays, of a scale appropriate for the site, identifying:**
 - wetlands, including wetland cover types;
 - plant community types;
 - topography;
 - soils;
 - bedrock geology;
 - floodplains, if any;
 - land use history; and
 - water quality classifications/criteria.
- 2. Photographs** - The report should include photographs of the site taken from the ground and also all reasonably available aerial or satellite photographs and an analysis of such photographs.
- 3. Inspection** - A visual inspection(s) of the site should be conducted, preferably when the ground is visible, and described in the report. This inspection can be helpful in confirming or further evaluating the items noted above.
- 4. Biological Surveys** - The report should include all biological surveys of the site where construction activity will take place that are reasonably available to a registrant. A registrant shall notify the Department's Wildlife Division of biological studies of the site where construction activity will take place that a registrant is aware of but are not reasonably available to the registrant.
- 5. Based on items #1 through 4 above, the report shall include a Natural Resources Inventory of the site of the construction activity.** This inventory should also include a review of reasonably available scientific literature and any recommendations for minimizing adverse impacts from the proposed construction activity on listed species or their associated habitat.
- 6. In addition, to the extent the following is available at the time a safe harbor determination is requested, a request for a safe harbor determination shall include and assess:**
 - Information on Site Disturbance Estimates/Site Alteration information
 - Vehicular Use
 - Construction Activity Phasing Schedules, if any; and
 - Alteration of Drainage Patterns