

**Guidance for the DEEP NDDB ezFile process  
for use by State Local Bridge (SLBP) and LOTCIP funded projects, and  
Federal Local Bridge Projects (FLBP) that will have Town oversight in construction.**

**CTDEEP ezFile NDDB Process**

Once a project area is determined to be located within an NDDB area, it may require an NDDB application submittal through CTDEEP's ezFile e-filing system.

ezFile Account

- Create an account here: [DEEP's ezFile Portal. \(ct.gov\)](https://ezfile.ct.gov)
- If you have issues creating an account, contact the CTDEEP IT Department for troubleshooting

**NDDB Application Submittal**

1. After signing in to ezFile, you will be brought to the home screen.



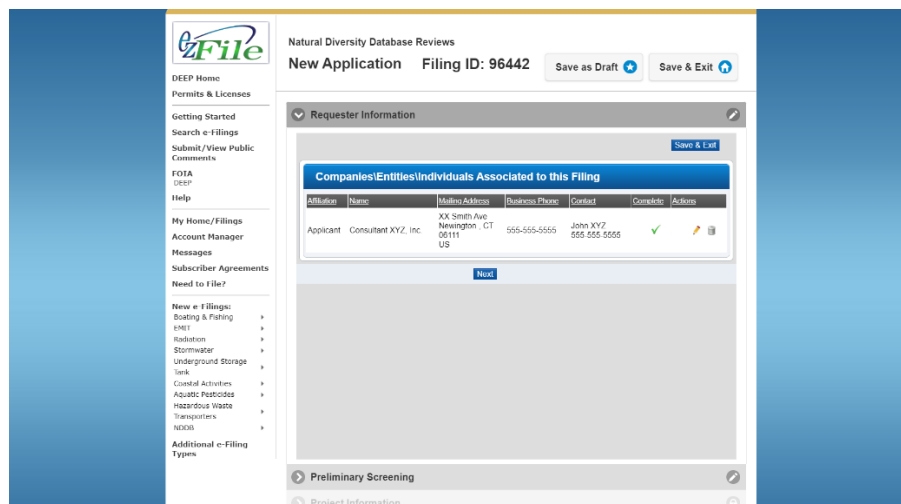
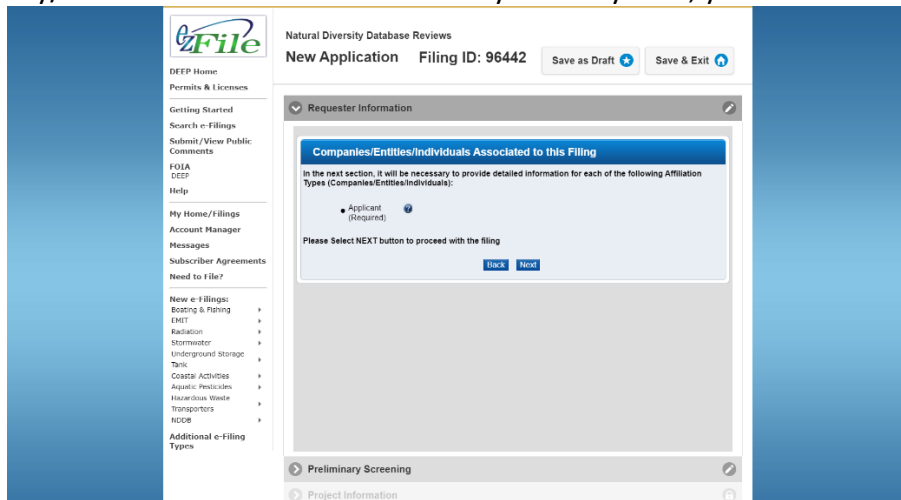
2. Click Natural Diversity Database (NDDB), which will bring you to the NDDB home page.



3. Go to New e-Filings and choose NDDB Filing under NDDB.



4. You will be prompted to fill out the sections of the application, following the prompts. The first section is Requester Information. If your Company/Contact information is not already in the system, you can Add New.



- The Preliminary Screening section will prompt you to answer questions regarding funding and permitting.

Natural Diversity Database Reviews  
New Application Filing ID: 96442 Save as Draft Save & Exit

- Requester Information
- Preliminary Screening**
- Project Information
- Site Information

Does your project utilize Federal Funds or require a Federal Permit?

Yes  No

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

Yes  No

Does your project require a state permit/license/registration/authorization?

Yes  No

- The Project Information section will prompt you to enter the project name and the category/subcategory types.

Natural Diversity Database Reviews  
New Application Filing ID: 96442 Save as Draft Save & Exit

- Requester Information
- Preliminary Screening
- Project Information**
- Site Information
- Preliminary Results
- Upload Documents

Please enter a project name to be used in correspondences:

What is the project category?

What is the project type?

What is the project sub-type?

Natural Diversity Database Reviews  
New Application Filing ID: 96442 Save as Draft Save & Exit

- Requester Information
- Preliminary Screening
- Project Information**
- Site Information
- Preliminary Results
- Upload Documents

Please enter a project name to be used in correspondences:

Project XXXX XXXX

What is the project category?

Construction, Development

What is the project type?

Bridge and Culvert Work

What is the project sub-type?

Modifications/Repairs: In water and Upland

7. Site Information. If the site does not have an address, ezFile will prompt you to enter information on the site and project site location.

8. At the end of the Site Information section, select upload a shape file or draw the project components.

If you are drawing the project components, click the black Draw button.

9. This will bring you to the Draw Map screen. Draw polygon(s) to represent the area of work, staging area, access path, discharge and affected areas, other impacted areas, and/or site boundary.

You can create multiple polygons. Label each and add relevant comments.

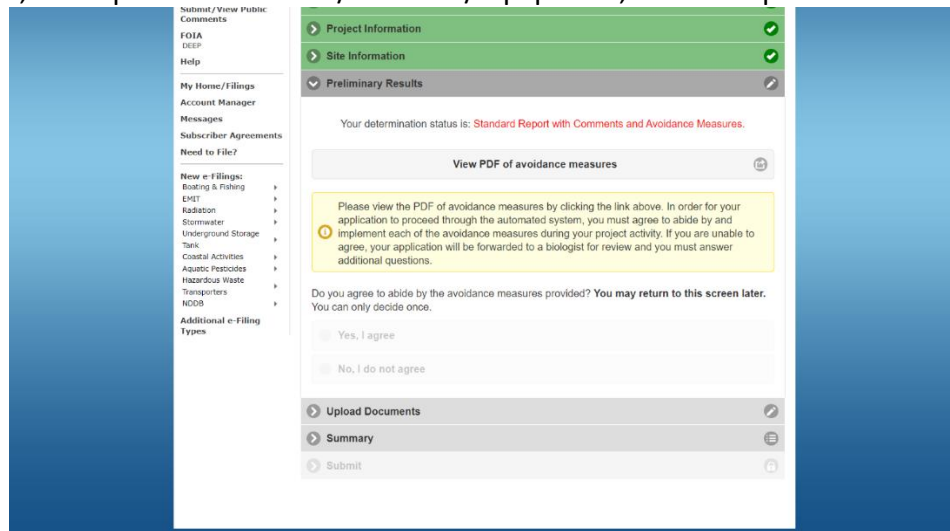
Right click any polygon to edit, move, scale, or delete it.

10. The Preliminary Results section provides a determination status. There are different statuses that can be applied to the project site and information entered.

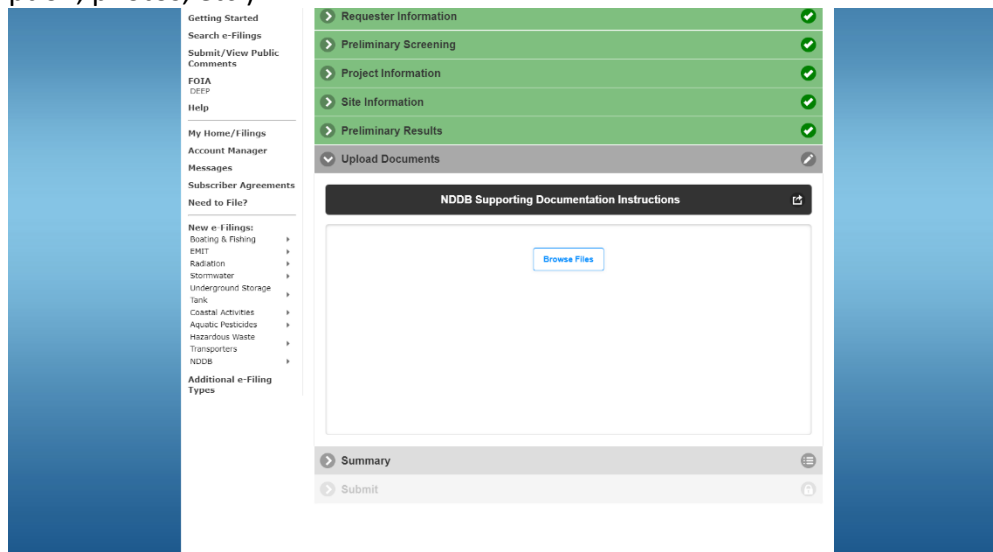
**No Species Identified:** No further action will be necessary.

**Standard Report with Comments and Avoidance Measures:** There will be a link to view the PDF of avoidance measures for the species potentially impacted. You may be prompted to agree to the avoidance measures provided (see screenshot below as an example).

**Requires Biologist Review:** The screen will prompt you to fill out additional information on the project area, description of activities/methods/equipment, and anticipated schedule.



11. After the above sections are complete, upload attachments (i.e. site map, project description, photos, etc.)



12. Submit the application.

13. If there are no species in the project area or are standard measures of avoidance, you will receive an email notification with the NDDB letter within a few minutes. **The completed application will be found under Finalized Filings at the ezFile home page.** Draft applications will be found under Open Filings.









## Renewal Process

1. If a renewal is required, confirm whether the project scope/work has been modified since the previous NDDB application
2. Select “Renew Filing” of the filing.

Filter finalized filings by type: All

Search Filing ID:

**Finalized Filings**

Type	ID	Permit ID	Start Date	End Date	Status	Info
NDDB	93901	202212402	12/21/2022	12/21/2024	Issued	   
NDDB	93819	202212290	12/20/2022	12/20/2024	Issued	   

Showing 1 to 2 of 2 entries

3. The screen below will appear, asking for you to select the type of renewal.

**Action type for Filing 93901**

Please select the type of renewal:

Renew **\*\*\* This option can only be used for the same project and the same site with NO modifications.**

Copy Forward

4. Copy Forward will prompt you to select which information from the original application you would like to copy in the draft copy. You can utilize this if submitting for another bridge or site location within the same project.

**Select Information to Copy Forward**

Requester Information

Preliminary Screening

Project Information

Ensure each copied section is correct and fill out the remaining sections by following **NDDB Application Submittal** Steps 4 – 11 and submit the renewal application.

## Subscriber Agreement Signup

This is for consultants submitting NDDB applications on behalf of a town for Municipal Projects.

1. After logging into ezFile, the home screen will appear.

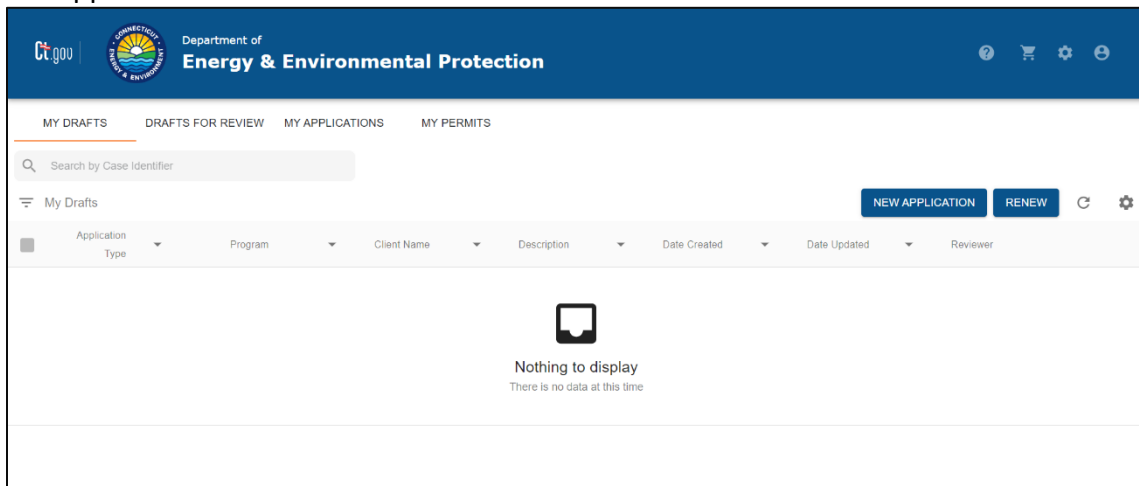
The first step is registering your company in the ezFile system if it is not already.

Click either of the bottom three boxes (Hazardous Waste Transporters, Aquatic Pesticides, Coastal Activities) to bring you to applications home screen.

This is only to add your company to the ezFile list of clients. This must be done before doing the Subscriber Agreement.

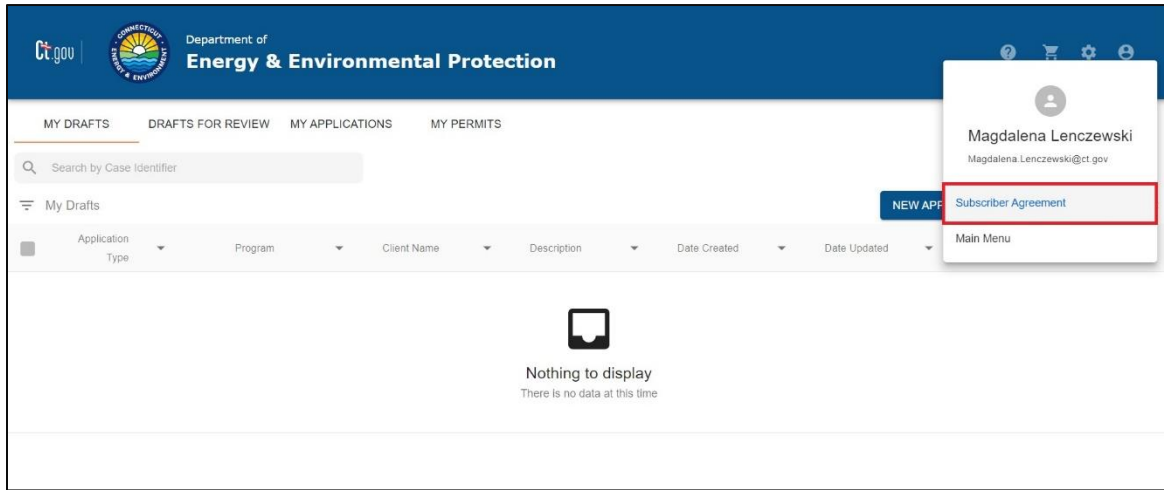


2. The applications home screen looks like this:

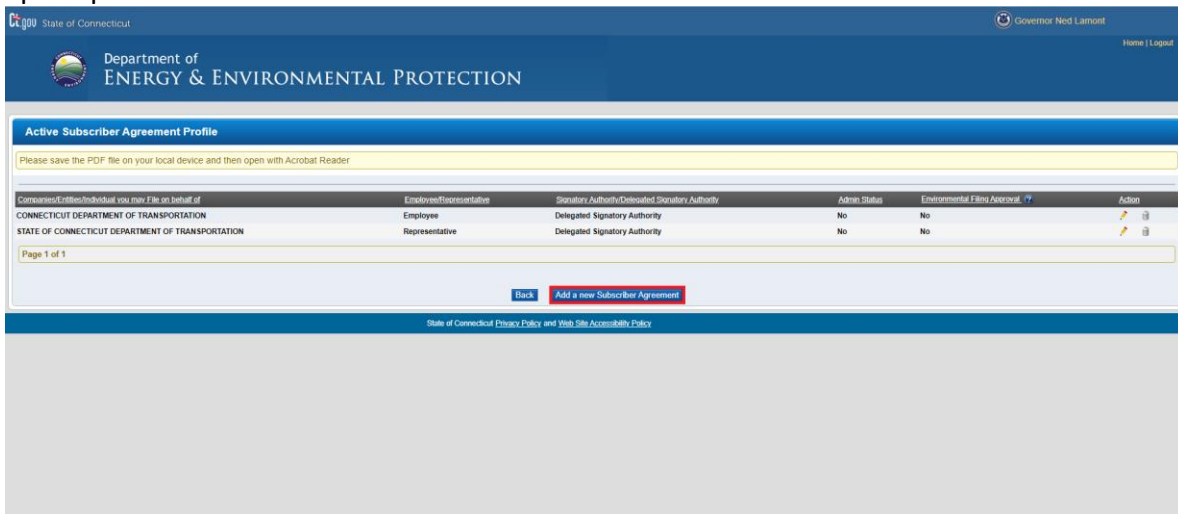




3. Click the Profile icon in the top right corner and then click Subscriber Agreement



4. The Active Subscriber Agreement Profile will show all of the current subscriber agreements on file. To add a new Subscriber Agreement, click the button below the list and follow the prompts.



5. Choose your name:



6. For consultants, choose “to file on behalf of Company/Entity/Individual”

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### Subscriber Agreement

Who should this SA be associated with?

- Magdalena Lenczewski to file on behalf of Magdalena Lenczewski
- Magdalena Lenczewski to file on behalf of Company/Entity/Individual

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7. Type the company's name to see if it is currently listed within ezFile. If it is not listed, check off that it cannot be found and then click the Add New button.

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### Search for Company/Entity/Individual

Select client type to filter by:

Enter Company/Entity/Individual name:  [Reset](#)

Can't find Company/Entity/Individual name, select here  [Add New](#)

OR

Secretary of the state (SOTS ID)  [LookUp](#)

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8. Choose the Client Type:

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### Select Client Type

What is the Client Type of the On Behalf Of?

Select a Client Type:

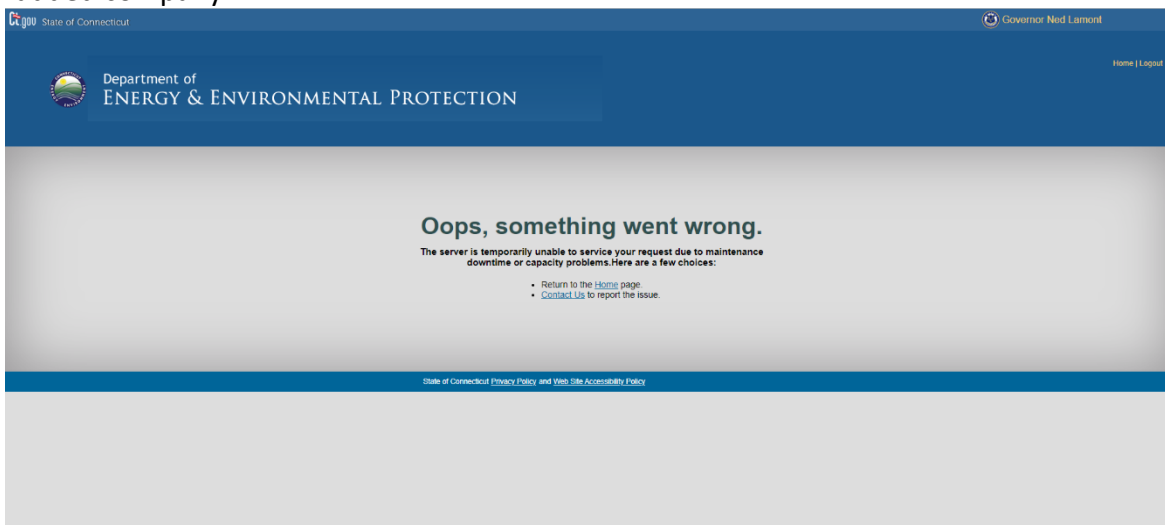
- Business Entity
- Club / Group / Association
- Federal Agency
- Individual
- Tribes

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9. Fill in the new Entity Name and click Next:

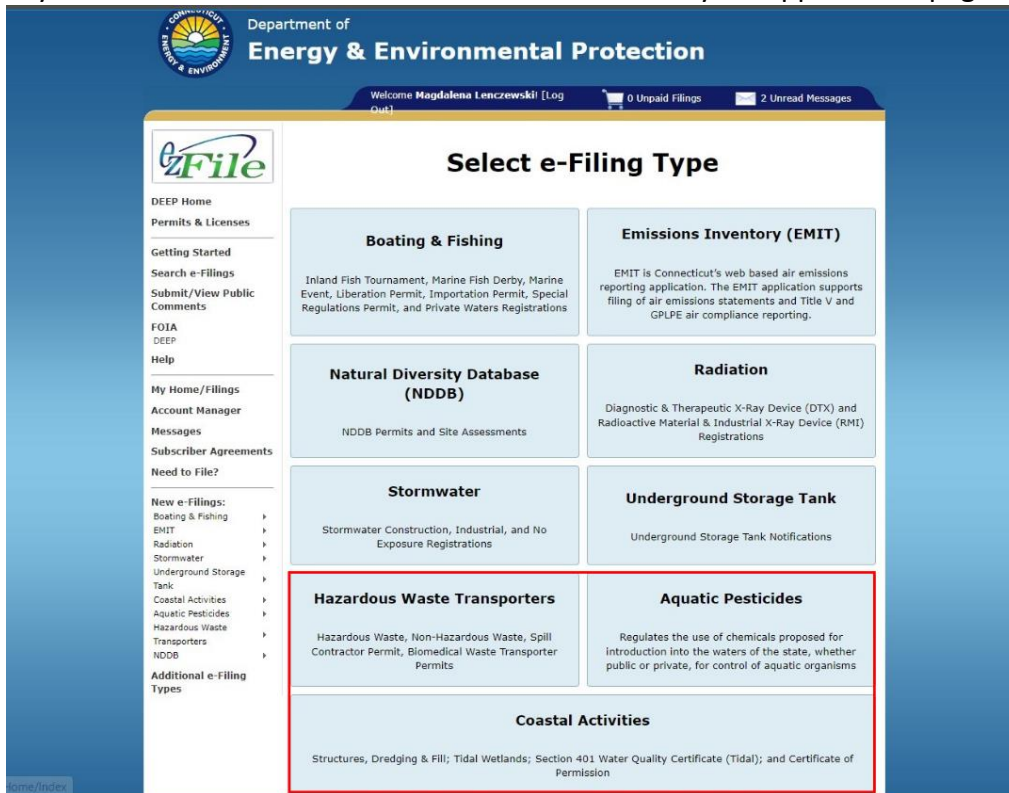
The screenshot shows a web form titled "Add New Client - Company/Entity" within the Department of Energy & Environmental Protection interface. The form includes a header with the state logo and navigation links. The main content area contains a dropdown menu for "Is the business registered with the Secretary of the State (SOTS)?" set to "No", a text input field for "Entity Name" containing "Consultant XYZ, Inc.", and another text input field for "Tax ID". At the bottom of the form are "Back" and "Next" buttons.

10. You will receive an error screen, but the company has been added to the list of clients within the ezFile system. The next step is adding the subscriber agreement to the newly added company.

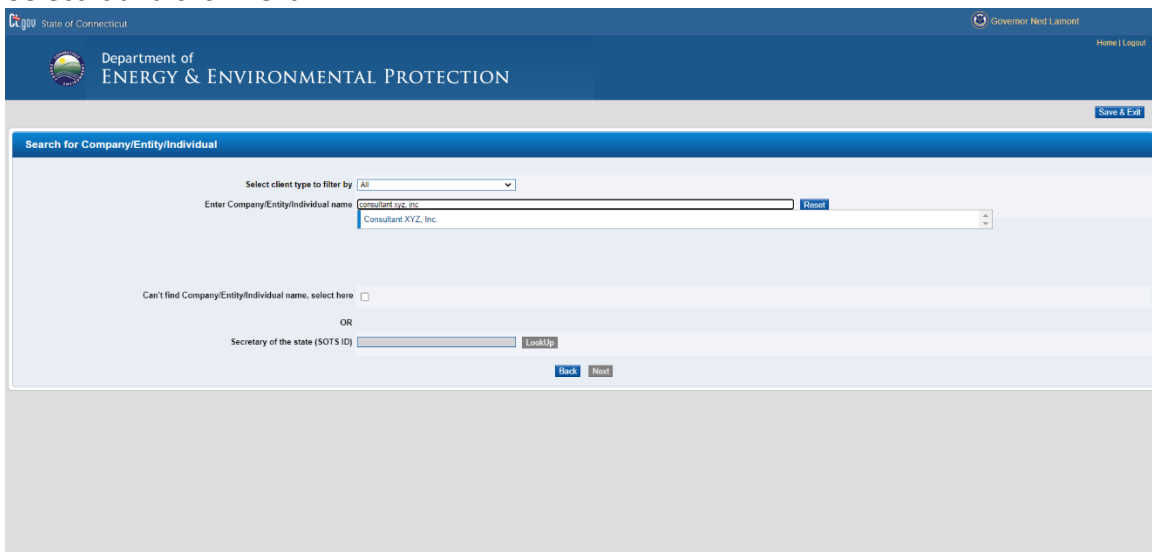


From here, click Home in the upper right-hand corner.

11. You will likely become signed out of your profile so sign in, which will return you to the home screen. Your company has been added to the ezFile client list. **The next step is to add a Subscriber Agreement to your profile under the company's name.** Click any one of the three circled boxes below to return to your applications page.



12. Follow Steps 1 – 7. The company name will now appear in the search list. Select it and click Next.



13. Click Next to continue.

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**Subscriber Agreement**

You have selected : Consultant XYZ, Inc.  
If this is correct, select the Next button, otherwise select the Back button to choose different Company/Entity/Individual

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14. Click NO to being a Signatory Authority for your company.

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**Subscriber Agreement**

Is Magdalena Lenczewski the Signatory Authority for Consultant XYZ, Inc. ?  Yes  No

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15. You can choose either Employee or Representative:

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**Subscriber Agreement**

Is Magdalena Lenczewski an Employee or Representative for Consultant XYZ, Inc. ?  Employee  Representative

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State of Connecticut Ethics Policy and Web Site Accessibility Policy

16. For the valid Delegatory Signatory Authority, you MUST select YES.

The screenshot shows the 'Subscriber Agreement' form for Question 16. The header includes the State of Connecticut logo, 'Department of ENERGY & ENVIRONMENTAL PROTECTION', and 'Governor Ned Lamont'. The question text is: 'I Magdalena Lenczewski have valid Delegated Signatory Authority for Consultant XYZ, Inc. provided to me in writing in the form of a dated and signed document that I possess and agree to maintain in my files and make available upon request.' Below the text are two radio buttons: 'Yes' (selected) and 'No'. At the bottom of the question area are 'Back' and 'Next' buttons. A footer link reads 'State of Connecticut Privacy Policy and Web Site Accessibility Policy'.

17. You MUST select NO to requesting to be an Administrator.

The screenshot shows the 'Subscriber Agreement' form for Question 17. The header is identical to the previous form. The question text is: 'Is Magdalena Lenczewski requesting to be an Administrator for Consultant XYZ, Inc.?' Below the text are two radio buttons: 'Yes' and 'No' (selected). At the bottom of the question area are 'Back' and 'Next' buttons. A footer link reads 'State of Connecticut Privacy Policy and Web Site Accessibility Policy'.

18. Accept the conditions

The screenshot shows the 'Subscriber Agreement' form for Question 18. The header is identical to the previous forms. The question text is: 'I, Magdalena Lenczewski, accept the terms and conditions of the Subscriber Agreement Language.' Below the text is a scrollable box containing the following text: 'Subscriber Agreement: A Subscriber Agreement allows persons to use an eSignature to submit Electronic Filings to the Connecticut Department of Energy and Environmental Protection ("DEEP") and the Public Utilities Regulatory Authority (PURA). A. Terms and Conditions: 1. DEFINITIONS: Whenever used in this Subscriber Agreement or any documents incorporated into this Subscriber Agreement by reference, the following terms shall be defined as follows: 1.1 Administrator: An individual who has authority to act on behalf of a Person to receive notifications of submissions of new Subscriber Agreements and to manage Subscribers, including terminating Subscriber Agreements. An individual may request Administrator status when submitting a Subscriber Agreement or by editing an active Subscriber Agreement.' Below the scrollable box is a checked checkbox labeled 'Accept'. At the bottom of the question area are 'Back' and 'Next' buttons. A footer link reads 'State of Connecticut Privacy Policy and Web Site Accessibility Policy'.

19. The answer to environmental filings MUST be NO:

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**Subscriber Agreement**

Does Magdalena Lenczewski anticipate processing [environmental filings](#) on behalf of Consultant XYZ, Inc. with DEEP?  Yes  No

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20. At this stage, you can select yes or no. Selecting Yes will prompt you to enter other employees in your company that will be submitting NDDB applications. Selecting No will continue with your individual Subscriber Agreement.

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**Subscriber Agreement**

Subscriber(s) selected for this Subscriber Agreement include the following:  
Magdalena Lenczewski

Do you wish to add another Subscriber for Consultant XYZ, Inc.?  Yes  No

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21. A confirmation that the Subscriber Agreement has been successfully created will appear. You can click Done.

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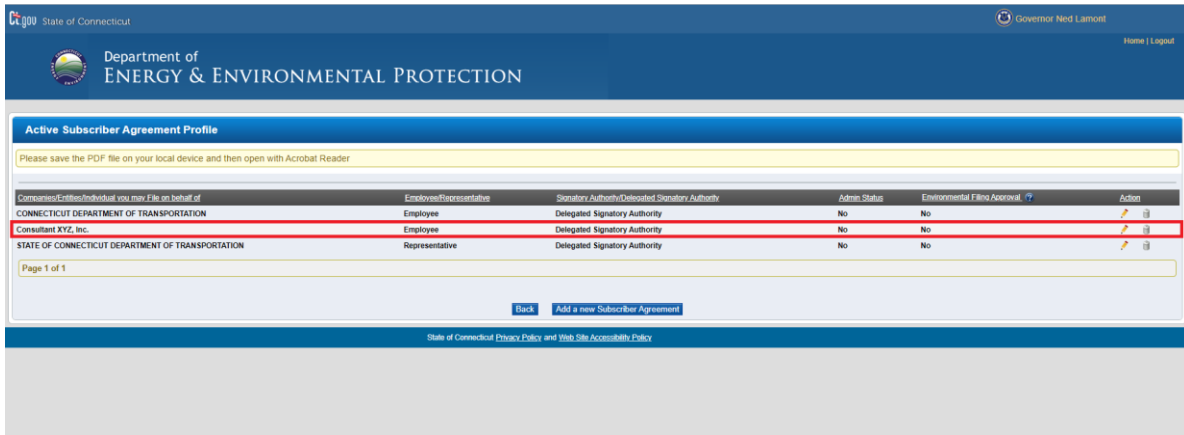
**Subscriber Agreement**

The Subscriber Agreement for Consultant XYZ, Inc. has been successfully created.

[View Subscriber Agreement Summary](#) [Create a new Subscriber Agreement](#) [Done](#)

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22. Check that the new Subscriber Agreement is found under your Active Subscriber Agreement Profile (See Steps 1-3). You should see a line item with your company's name like the screen below:



At this point, clicking the NDDDB button on the ezFile Home Screen will bring you to new and draft applications. Your company will be listed under the Company/Entity/Individuals in the Request Information section. Though the company name is now added, you will be prompted to add Address, Phone, and Contact Person information to continue the application.

**This information should be of the employee submitting the NDDDB application.**





You will work your way through the required sections of the NDDB Application until getting to the Submit tab. Prior to submitting the application, you must agree to the terms in the Certifier Agreement.

Messages  
Subscriber Agreements  
Need to File?

New e-Filings:  
Boating & Fishing >  
EMIT >  
Radiation >  
Stormwater >  
Underground Storage >  
Tank >  
Coastal Activities >  
Aquatic Pesticides >  
Hazardous Waste >  
Transporters >  
NDDB >

Additional e-Filing Types

Upload Documents ✓  
Summary ✓  
Submit

Do you agree to the following terms? Please note: if you do not agree, you will not be able to submit.

**CERTIFIER AGREEMENT:**  
I understand and agree that it is my responsibility:

- To protect my account and electronic signature from compromise, not allow any other person, entity or organization to use my account or electronic signature;
- To change my electronic signature if there is reason to believe they have or will become known to any other person entity or organization;
- To promptly report to Connecticut DEEP any evidence of the loss, theft, or other compromise of my account or electronic signature within one business day of becoming aware of such occurrence;
- To notify Connecticut DEEP, in writing, if there is any change in my role or status that affects my authorization to submit electronic records using my account and electronic signature on behalf of any

I agree  
 I do not agree

Disclaimer: Your application will not be reviewed/processed until it is completely and successfully submitted.

View/Print PDF of Application

Submit

With your valid Subscriber Agreement, the screen will look like below. You will then be able to submit your NDDB application.

Messages  
Subscriber Agreements  
Need to File?

New e-Filings:  
Boating & Fishing >  
EMIT >  
Radiation >  
Stormwater >  
Underground Storage >  
Tank >  
Coastal Activities >  
Aquatic Pesticides >  
Hazardous Waste >  
Transporters >  
NDDB >

Additional e-Filing Types

Summary ✓  
Submit

Do you agree to the following terms? Please note: if you do not agree, you will not be able to submit.

**CERTIFIER AGREEMENT:**  
I understand and agree that it is my responsibility:

- To protect my account and electronic signature from compromise, not allow any other person, entity or organization to use my account or electronic signature;
- To change my electronic signature if there is reason to believe they have or will become known to any other person entity or organization;
- To promptly report to Connecticut DEEP any evidence of the loss, theft, or other compromise of my account or electronic signature within one business day of becoming aware of such occurrence;
- To notify Connecticut DEEP, in writing, if there is any change in my role or status that affects my authorization to submit electronic records using my account and electronic signature on behalf of any

I agree  
 I do not agree

✓ The Subscriber Agreement for client Consultant XYZ, Inc. is valid.

Disclaimer: Your application will not be reviewed/processed until it is completely and successfully submitted.

View/Print PDF of Application

Submit