



# Project Review Checklist

| Step    | Item   | Required      | Date completed/ Notes |
|---------|--|---------------|-----------------------|
| 1 and 2 | Official Species List from IPaC (will include map showing the action area)         | Yes           |                       |
| 3       | NCDENER-Heritage Program database results or correspondence.                       | If Applicable |                       |
| 4       | Habitat Assessments or Species Surveys   | If Applicable |                       |
| 6       | Bald Eagle Conclusion Table  | Yes           |                       |
| 7       | NLEB   | Yes           |                       |
| 8       | Species Conclusion Table   | Yes           |                       |
| 9       | Online project review request letter or Online project review certification letter | Yes           |                       |
| 10      | Other documentation to support your conclusions                                    | If Applicable |                       |

## Instructions

Submit project review packages electronically to [Raleigh@fws.gov](mailto:Raleigh@fws.gov). Please indicate in your email subject title if you are submitting a "Review Request Letter" or a "Self-Certification Letter." All project reviews will receive a return receipt to inform you that your project has been successfully submitted to this office. Please note that any single email, including attachments, must be smaller than 25 MB. If a single email would be larger than 25 MB, please spread out multiple attachments among several emails (use the same subject name and project reference in all emails related to an individual project). If this is not practical, please mail a hard copy or DVD containing the project review package to our office:

Raleigh Field Office  
 P.O. Box 33726  
 Raleigh, NC 27636-3726

Maintain a complete copy of the project review package in your files since it will become an integral part of your official record of compliance.

## Contact us

If you have questions or comments concerning this process, please contact Leigh Mann at (804) 824-4520 extension 10 or via email at [Raleigh@fws.gov](mailto:Raleigh@fws.gov).

<http://Raleigh.fws.gov>

**Federal Relay Service  
 for the deaf and hard-of-hearing  
 1 800/877 8339**

**U.S. Fish and Wildlife Service  
<http://www.fws.gov>  
 1 800/344 WILD**

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