

Appendix C. Individual Project Plan Application

To apply for a Permit²⁷⁷ under the Multi-Bat Species General Conservation Plan (GCP) for Routine Development Projects for the states of New York (NY), Pennsylvania (PA) and West Virginia (WV) for the Covered Species that includes the federally listed Indiana bat (*Myotis sodalis*; Endangered; IBAT) and northern long-eared bat (*Myotis septentrionalis*; Endangered; NLEB), as well as the tricolored bat (*Perimyotis subflavus*; Proposed Endangered; TCB), Project Proponents²⁷⁸ must submit a complete individual project plan (IPP) that includes all phases of a project. This document describes the IPP process and provides information on the development and submission of the application package. All components listed below must be completed, reviewed, and processed by a U.S. Fish and Wildlife Service (Service) local field office (see How to Submit below for contact information), in the appropriate aforementioned state, before a permit can be issued. The local field office can be contacted at any point during this process if you need assistance.

Applicant/Federal Agency Information

1. Enter your IPaC Project Code²⁷⁹ here: _____ (e.g., 202X-XXXXXXX). **Include a copy of your Official Species List.**
2. ___ By checking this box, I confirm that I have reviewed the GCP²⁸⁰, and all its appendices (A-H), and determined that my project is eligible to use this GCP. **Include a copy of your GCP Eligibility Key (appendix B) results as part of the final IPP submittal to verify eligibility.**
3. If IBAT and/or NLEB is identified on your IPaC Official Species List, **include the following IPaC-generated letters or PNDI receipts as part of the IPP submittal:**
 - A. If the IBAT is identified on your Official Species List:
 - a. For NY and WV only - the IPaC Northeast Endangered Species Determination Key²⁸¹ is applicable, **OR**

²⁷⁷ A Permit refers to an incidental take permit under Section 10(a)(1)(B) of the Endangered Species Act (ESA).

²⁷⁸ The GCP defines a Project Proponent as “a potential Applicant. For the purposes of this plan, a Project Proponent is any person planning to engage in activities within the GCP Plan Area that may result in take of a Covered Species. A Project Proponent is referred to as an Applicant at the time they submit a complete application.” “Person” is further defined in ESA section 3(13).

²⁷⁹ An Official Species List can be obtained from the Service’s Information for Planning and Consultation (IPaC) program website at: <https://ipac.ecosphere.fws.gov>.

²⁸⁰ The GCP and associated documents can be found here: <https://www.fws.gov/project/routine-development-gcp>

²⁸¹ This key is intended to streamline review of projects for potential effects to federally listed threatened and endangered species and designated critical habitat. This key covers many species in the Northeast Region.

- b. For PA only - a Pennsylvania Natural Diversity Inventory (PNDI) receipt from the Pennsylvania Conservation Explorer (PACE) Tool²⁸² if applicable

B. If the NLEB and/or TCB is identified on your Official Species List:

- For NY, PA, and WV - the IPaC NLEB and TCB Rangewide Determination Key²⁸³ is applicable.

4. Is the action authorized, permitted, funded, or being carried out by a Federal agency in whole or in part? (e.g., USACE, HUD, USDA) (see GCP appendix F)?

____ Yes [which agency(ies)]: _____

____ No

5. Applicant's contact information:

Name (first and last name): _____

Company: _____

Phone: _____

Email address: _____

6. Project Name: _____

7. County/State: _____

Individual Project Plan Checklist

The following information is necessary for the Service to understand the Applicant's project and determine if all the GCP requirements are being fulfilled. Please provide as much detail as possible to assist the Service in this review. Failure to provide sufficient information may result in increased review times or the need for resubmission.

8. Provide a detailed description of the proposed Covered Activities, including any and all related construction activities, staging areas, temporary workspaces, access roads, etc. Specify the total amount of acreage or linear miles within the project area and the total number of acres of ground disturbance that will result from the project.

²⁸² The PACE tool is a one stop shop for conservation planning and environmental review. This tool provides conservation information on biological diversity, protected lands, streams and other natural resources for planning purposes and allows users to screen a project for potential impacts to state and federally listed threatened endangered and special concern species. The PACE tool may send you to IPaC, as appropriate.

²⁸³ This key is intended to be applied to the entire range of the NLEB and TCB to streamline review of projects for potential effects to these species.

9. Provide a topographic or aerial map of the project location: include a large-scale map with context of the project within the surrounding area, a small-scale map specific to the project area, and outline the action area²⁸⁴ OR provide a shapefile that identifies the action area. Maps/shapefiles should include boundaries for all limits of disturbance.
10. Submit color digital images of the site taken prior to project impacts, the date the photograph was taken, and a map showing the location of established photograph points (latitude and longitude recorded in NAD83). There is no limit to the number of photographs that can be submitted, but at minimum, photographs must be taken in the four cardinal directions (North, South, East, and West) at the established photograph points (applicants can include photos that are historical and/or depict current conditions onsite, representative photos of vegetation onsite and habitat for Covered Species, etc.).
11. Provide an estimated project construction timeline. Also, include the proposed dates of tree removal/trimming/limbing/pruning/topping.
12. Provide any applicable results based on the most recent Service bat survey guidance²⁸⁵ or notification that the presence of the Covered Species will be assumed based on the presence of suitable habitat.²⁸⁶
13. Provide a list of conservation measures²⁸⁷ being applied to the project (see GCP section 4.4.1.1).
14. Provide an estimate of take using acres of suitable habitat as a surrogate, or number of individual trees removed. This estimate should include acreage of tree removal/trimming/limbing/pruning/topping (see GCP section 4.5).
15. Indicate the type, amount, and timing of mitigation, including associated costs and calculations (see GCP section 4.6 and Table 3).

²⁸⁴ The action area should include all areas to be affected directly or indirectly by the proposed action and not merely the immediate area involved in action.

²⁸⁵ <https://www.fws.gov/media/range-wide-indiana-bat-and-northern-long-eared-bat-survey-guidelines>. In accordance with the survey guidance, it is recommended that surveys be approved by the Service prior to their start.

²⁸⁶ As a reminder, Project Proponents proposing non-linear projects with greater than 25 acres of suitable habitat removal (including tree removal, trimming, topping, pruning, and/or limbing) must undertake P/A surveys to be considered eligible for this GCP.

²⁸⁷ Indicated as CMs in the GCP.

16. Indicate the type of mitigation funding assurances that will be implemented by checking one of the boxes below (see GCP section 4.8.1.1 and 5.0).

_____ Conservation Bank. *Note:* Documentation of credit purchase must be provided to the Service prior to the onset of any activities that have the potential to result in take of the Covered Species.

_____ In-Lieu Fee (ILF). *Note:* The Applicant must provide documentation of the contribution of fees into the ILF prior to the onset of any activities that have the potential to result in take of the Covered Species.

_____ Permittee-Responsible Mitigation (PRM). *Note:* Lands must be acquired, permanent conservation easement established, endowments established, and management plan completed and be approved by the Service prior to the onset of any activities that have the potential to result in take of the Covered Species.

_____ PRM Surveys. *Note:* All surveys shall be conducted prior to the onset of any activities that have the potential to result in take of the Covered Species. If surveys are negative for the presence of new Covered Species maternity colonies and/or hibernacula, another mitigation method must be chosen, and funding assurances secured. Please indicate the secondary mitigation option (see GCP Table 8):

_____ Other PRM Option. *Note:* Approval by the Service must be received prior to moving forward with this option. Please indicate the alternative mitigation being considered and submit available details in a separate document:

17. Provide a copy of the Regional Cultural Resources Consultation form or documentation of the State Historic Preservation Office concurrence to confirm that the National Historic Preservation Act section 106 requirements have been fulfilled (see GCP appendix E).
18. Provide a copy of the IPaC technical assistance/concurrence verification letters, local field office technical assistance/concurrence letters, and/or PNDI receipts, as applicable (see #4 above).
19. If ESA take coverage is obtained for the noncovered species through another mechanism, provide documentation.
20. Provide a copy of correspondence with state agencies indicating that all required environmental review has been completed, if applicable.

How to Submit

Please email IPP submittals to the appropriate local field office email address below, as electronic submissions are preferred. Please do not email project information directly to individual staff biologists. If you are unable to submit the project electronically, the IPP application can also be submitted by U.S. mail (addresses below). Please do not submit the same project through both email and U.S. mail. Include the following in the email subject line for each IPP application: **GCP IPP Application Review Requested: [Project title] [IPaC Project Code] [State – NY, PA, or WV]**.

Service Field Office Contacts:

New York Ecological Services Field Office

3817 Luker Rd.
Cortland, New York 13045-9385
607-753-9334
Email project submissions to: *fw5es_nyfo@fws.gov*

Pennsylvania Ecological Services Field Office

110 Radnor Rd., Suite 101
State College, Pennsylvania 16801-7987
814-234-4090
Email project submissions to: *IR1_ESPenn@fws.gov*

West Virginia Ecological Services Field Office

6263 Appalachian Highway
Davis, West Virginia 26260-8061
304-866-3858
Email project submissions to: *fw5_wvfo@fws.gov*

Next Steps

Following the receipt of a complete IPP, the Service will review the package for potential approval. The Service will notify Applicants via email if and when their IPP is approved. The Service will also correspond via email if the IPP is incomplete or has been denied for any reason. The Service will provide the Applicant/Federal agency with an explanation of why the IPP was deemed incomplete or not approved.

When the Applicant has been notified by the Service that the IPP is complete, they should go to the Service's ePermits website at <https://fwsepermits.servicenowservices.com/fws/> and begin filling out the Permit application.

Reporting

An annual report of Covered Activities undertaken under the terms of this GCP will be prepared by Permittees and submitted electronically through ePermits at:
<https://fwsepermits.servicenowservices.com/fws/>.

The total amount of take approved annually by the Service covered under individual incidental take permits (ITPs) using this GCP will be posted at <https://www.fws.gov/project/routine-development-gcp>. The amount of take will be updated on the website following each approval of an ITP or as Service end-of-year reports are made publicly available.

If the total take approved for ITPs reaches the total annual take analyzed under this GCP, no additional IPPs will be approved by the Service and notice will be provided on the GCP website.