



Project Review

Checklist

Step	Item	Required	Date Completed / Notes
1 & 2	Official Species List from IPaC (must include map showing the action area)	Yes	
3	NC DNCR-Natural Heritage Program database results or correspondence	If applicable	
4	Habitat assessments and/or species surveys	If applicable	
5	IPaC DKey technical assistance letter, consistency letter, or concurrence letter	Yes	
6	Bald eagles and migratory birds	If applicable	
7	Species conclusions table	Yes	
8	Online project review request letter	If applicable	
Other documentation to support your conclusions	Helpful information includes site plans and a description of all planned activities (methods, equipment, materials, time of year, avoidance and minimization measures, etc.)	If applicable	

Instructions

Submit project review packages electronically to Raleigh@fws.gov. Please indicate in your email subject title that you are submitting a review request, and include the IPaC code. All project reviews will receive a return receipt to inform you that your project has been successfully submitted to this office. Any single email, including attachments, must be smaller than 25 MB. If a single email is larger, please zip attachments or spread out multiple attachments among several emails. We can also provide a fileshare link upon request. Please use the same subject name and IPaC code in all emails related to the project.

The USFWS will make efforts to respond within 30 days of receipt, but 50 CFR Part 402.13 provides a 60-day review period for informal consultations. Do not assume concurrence if you have not received a project-specific response. If your project changes, or if new information is discovered, you should provide the new information to the USFWS. We recommend that you maintain a complete copy of the project review package in your files.

Contact Us

If you have questions or comments concerning this process, please contact us at 919-856-4520 or Raleigh@fws.gov.

Federal Relay Service for individuals with hearing or speech disabilities: Dial 711

Raleigh Field Office:
<https://www.fws.gov/office/easter-n-north-carolina-ecological-services>

USFWS headquarters:
<https://www.fws.gov>

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