

**U.S. Fish and Wildlife Service
New York Field Office**

Checklist for Project Review Submittals

This document is solely intended to help project sponsors/applicants/agencies with making sure all information is included with submittals to New York Field Office (NYFO) staff for Endangered Species Act review. Depending on the type of project, more or less detailed information may be appropriate.

Project name: _____

Are any federal agencies involved with funding or permitting or conducting the activity (e.g., Corps, HUD)? Yes [which one(s)] _____
No ___ Unsure ___

Are you a designated non-federal representative for any involved federal agency?
Yes ___ No ___

Please check the boxes for the information you are including (as applicable for your project):

- Site map** (e.g., topographic or aerial map of project location/outline action area)
- Draft project design plans** (include any applicable stormwater and wastewater management plans, utilities, access roads, plan views/cross sections, etc.)
- Color photos of the proposed project site** (include photos that are historic and/or depict current conditions onsite, representative photos of vegetation onsite and habitat for federally-listed species, include map of where photos were taken, etc.)
- Wetland delineations** (if any wetland impacts are proposed), (include data forms and map of delineated areas, etc.)
- Proposed mitigation for wetlands/streams** (if applicable/available) (include report, design plans, map indicating location of mitigation area, etc.)
- Map of vegetative cover types**
- Soils map**
- Table of current vs. proposed future acreage of vegetation types**

___ **Any species-specific information needs** (see website for more information on surveys, fact sheets, etc.)

___ **List of all federally-listed species identified in IPaC for action area** (This can be done using the Species Conclusion Table found at:
<http://www.fws.gov/northeast/nyfo/es/section7.htm>)

___ **Assessment of whether each species is known to occur or has the potential to occur at the site** (suitable habitat?)

___ **Copies of any applicable species documents** (include data forms, survey results report, maps of the survey areas, photos of habitat and/or species present, surveyor information/qualifications, etc.)

___ **Impact analysis for federally-listed species within/near proposed project site** (describe any activities that may result in impacts to a federally-listed species)

___ **Effects determinations** (“no effect,” “may affect,” “may affect, but not likely to adversely affect,” “no take,” “no jeopardy,” etc.)

___ **Proposed conservation measures** (provide conservation measures that are intended to avoid, minimize or mitigate for federally-listed species impacts)