**U.S. Fish and Wildlife Service**

Long Island Field Office

New York Field Office

**Checklist for Project Review Submittals[[1]](#footnote-1)**

This document is solely intended to help project sponsors/applicants/agencies/non-federal representatives (NFRs)/and consultants ensure that all pertinent information is included with project submittals to the Long Island and New York Field Offices (LIFO and NYFO, respectively) staff for review pursuant to the Endangered Species Act, and potentially other authorities under our jurisdiction (*e.g*., Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Bald and Golden Eagle Protection Act). Depending on the type of project, more or less detailed information may be appropriate. It is not required that this checklist be included with your project submittal.

**Project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IPaC[[2]](#footnote-2) project number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are any Federal agencies involved with funding, permitting, authorizing, or carrying out the activity?** (*e.g*., U.S. Army Corps of Engineers (USACE), Housing and Urban Development (HUD), Federal Communications Commission (FCC), Federal Highways Administration (FHWA))

**Yes [which one(s)] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_ Unsure \_\_\_\_**

**Are you a NFR for an involved Federal agency? Yes \_\_\_\_ No \_\_\_\_**

***Please check the relevant boxes below for information you are including with your project submittal:***

**\_\_\_\_ Site map** (*e.g*., topographic/aerial map of project location outlining the project’s action area)

**\_\_\_\_ Project location** (*e.g*., provide latitude/longitude, address)

**\_\_\_\_ Project design plans** (include plan view and cross-sectional drawings, applicable stormwater and wastewater management plans, utilities, access roads, etc., provide GIS shapefile [if available])

**\_\_\_\_ Project construction timeline** (include all phases of development from pre-construction activities to project completion, including any mitigation [if applicable])

**\_\_\_\_ Color photographs of the proposed project site** (including historic or current aerial photos that show representative vegetation (including habitat for any federally listed species), and a map showing where photos were taken, etc.)

**\_\_\_\_ Wetland delineations** (include reports with data forms, photographs and map showing delineated areas, including federal, state and local wetland boundaries) [if applicable]

**\_\_\_\_ Proposed mitigation for wetlands/streams/species** (include proposed mitigation (in narrative), reports, current site description (including photographs, topographic and/or aerial maps, proposed mitigation/design plans (plan view and cross section), map indicating location of photos, etc.) [if applicable and available]

**\_\_\_\_ Soils map** (include description of soils)

**\_\_\_\_ Map showing vegetation types within proposed project area**

**\_\_\_\_ Table of current vs. proposed future acreage of vegetation types** (include the amount of anticipated tree removal [in acres or number of trees] along with an aerial map/GIS shapefile outlining areas of proposed tree removal, also include post-project plantings if applicable).

**\_\_\_\_ Any federally listed species specific information** (see website links below in the Additional Information section for more information on species, surveys, fact sheets, etc., include bald eagle and migratory birds if applicable)

**\_\_\_\_ List of all federally listed species identified in IPaC[[3]](#footnote-3) for the action area** (species can then be added to the Species Conclusion Table found at: <https://www.fws.gov/media/species-conclusion-table>)

**\_\_\_\_ Assessment of whether each federally listed species is known to occur or has the potential to occur at or near the site** (Is potential suitable habitat present? Is critical habitat present? See Step 4 of the 7-Step process for species survey information: <https://www.fws.gov/office/new-york-ecological-services-field/new-york-project-reviews>)

**\_\_\_\_ Copies of any applicable federally listed species documents** (include data forms, survey results, written reports, federally listed species relocation plans, 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** (describeany activities that may result in beneficial, adverse, or negative impacts to a federally listed species)

**\_\_\_\_ Effects determinations** (indicate for each federally listed species identified by IPaC; “no effect,” “may affect,” “may affect, but not likely to adversely affect,” “likely to adversely affect” or “take” or “no take,” determinations)

**\_\_\_\_ Proposed conservation measures** (provide conservation measures that are intended to avoid, minimize, or mitigate for wetlands, streams or federally listed species impacts)

**Additional information:**

**Long Island Field Office:**

General webpage: <https://www.fws.gov/office/long-island-ecological-services>

Project review webpage: <https://www.fws.gov/office/new-york-ecological-services-field/new-york-project-reviews>

Federally listed species information webpage: <https://www.fws.gov/office/long-island-ecological-services/species>

Project submittal email address: fw5es\_nyfo@fws.gov

Contact information: 340 Smith Rd., Shirley, NY 11967; 631-286-0485

**New York Field Office:**

General webpage: <https://www.fws.gov/office/new-york-ecological-services-field>

Project review webpage: <https://www.fws.gov/office/new-york-ecological-services-field/new-york-project-reviews>

Federally listed species information webpage: <https://www.fws.gov/office/new-york-ecological-services-field/species>

Project submittal email address: fw5es\_nyfo@fws.gov

Contact information: 3817 Luker Rd., Cortland, NY 13045; 607-753-9334

1. Please use this checklist in conjunction with the LIFO and NYFO 7-Step process for submitting project review found here: <https://www.fws.gov/office/new-york-ecological-services-field/new-york-project-reviews> [↑](#footnote-ref-1)
2. More information regarding the U.S. Fish and Wildlife Service’s Information, Planning and Consultation (IPaC) program can be found here: <https://ipac.ecosphere.fws.gov/> [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)