

**INSTRUCTIONS FOR COMPLETING
A "REQUEST FOR PROJECT EVALUATION"
(ESSENTIAL HABITATS OF ENDANGERED AND THREATENED SPECIES)**

Formal MDIFW review of projects proposed within Essential Habitats is initiated upon submission of a "**Request For Project Evaluation**" (MDIFW Form EHR4/03) by a state agency or municipality. **Both the project applicant and the agency or municipal official reviewing the project must provide information on the form.**

Please read the following instructions carefully before completing a request form. Contact the appropriate MDIFW Regional Wildlife Biologist if you have questions or require assistance.

1. **Please type or print clearly.** Illegible or incomplete forms will be returned.
2. The **project applicant**¹, or representative, must complete, sign and date **Section A** (see both sides of form) and provide the appropriate agency or municipal official with **3 copies** of each of the following items:
 - a. a copy of that portion of the official MDIFW Essential Habitat map that denotes the affected Essential Habitat and clearly shows project boundaries; and
 - b. a copy of the **final** project application, permit, and/or license as recommended for approval by the town or state. If none of these items exist for the project, a site map must be provided (scale: 1" = 200'). **Conditions agreed to as safeguards for the Essential Habitat must be itemized** in the permit application, site plan, or other project documentation.

Additional project documentation is generally not required but, if included, may enable a more rapid review by the Department.

3. An appropriate **representative of the state agency or municipality** reviewing or proposing the project must complete, sign, and date **Section B**, and ensure that all information and attachments required from the applicant are provided.
4. The completed form and all attachments should be sent to:

**Maine Department of Inland Fisheries and Wildlife
Attn: Environmental Coordinator/EH Review
284 State Street, State House Station #41
Augusta, Maine 04333-0041**

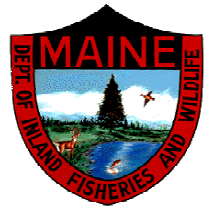
¹In cases where a state agency or municipality is proposing to fund or carry out a project within an Essential Habitat, the agency or municipality is considered the project applicant.

5. The reviewing agency or municipality and the project applicant should each retain a copy of the completed form and all attachments. This will facilitate response to any additional inquiries from MDIFW staff during the project evaluation.

The completed "*Request For Project Evaluation*" and all attachments will be retained on file by MDIFW and referenced to ensure that approved projects are carried out as described. **Projects that deviate from information provided on the form may be referred to the State Attorney General's Office as possible violations of the Maine Endangered Species Act.**

REQUEST FOR PROJECT EVALUATION

ESSENTIAL HABITATS OF ENDANGERED AND THREATENED SPECIES



INSTRUCTIONS:

- Please type or print clearly. Incomplete or illegible forms will be returned.
- The project applicant must complete, sign, and date Section A (see both sides).
- An appropriate state agency or municipal representative must complete, sign, and date Section B (see reverse).
- Send completed form and all required attachments to: **Maine Department of Inland Fisheries and Wildlife, ATTN: Environmental Coordinator/EH Review, State House Station #41, Augusta, Maine 04333-0041.**
- For assistance, contact the appropriate MDIFW Regional Wildlife Biologist.

SECTION A (to be completed by project applicant or representative)

1. Name of project applicant: _____
 Mailing address: _____
 _____ Telephone: _____

2. Name of property owner: _____
 Mailing address: _____
 _____ Telephone: _____

3. Project location: Town Tax Map# _____ Lot# _____
 Township: _____ County: _____

4. Are permit(s) or license(s) required for this project? _____ Yes _____ No
 If Yes, please list: _____

5. Attachments: Each of the following items must be sent **in triplicate** with this form:
- a) a photocopy of that portion of the official MDIFW map denoting the affected Essential Habitat and clearly showing project boundaries (maps are available in all MDIFW and affected town offices, and at www.mefishwildlife.com); **and**
 - b) a copy of the **final** project application, permit, and/or license as recommended for approval; if none of these items exist for the project, the applicant must provide a site map (scale: 1" = 200')

Additional project documentation is generally not required but, if included, may enable a more rapid review by MDIFW.

6. Are any of the following activities associated with this project?
- | | | | | |
|---|-------|----|-------|-----|
| a) subdivision plan or residential development? | _____ | No | _____ | Yes |
| b) exterior construction or repair of buildings? | _____ | No | _____ | Yes |
| c) road or trail construction or maintenance? | _____ | No | _____ | Yes |
| d) recreational activities? | _____ | No | _____ | Yes |
| e) alteration of soils or vegetation? | _____ | No | _____ | Yes |
| f) timber harvests or forest management? | _____ | No | _____ | Yes |
| g) agriculture or agricultural management? | _____ | No | _____ | Yes |
| h) alterations to wetlands, open waters, submerged lands, dunes, islands, or alpine areas? | _____ | No | _____ | Yes |
| i) modifications to shoreland zones (uplands within 250 feet of any wetland or water body)? | _____ | No | _____ | Yes |

****SEE REVERSE: APPLICANT MUST COMPLETE SECTION A****

Section A (continued)

7. Briefly describe the nature and extent of project activities. Address each item answered by a "yes" in the previous question and provide details of those activities proposed within the Essential Habitat. (If additional space is needed, complete on a separate page and attach to this form.):

8. What are the starting and ending dates of the project? If applicable, give dates for on-site planning, construction, and operational phases.

9. Please summarize and attach any additional facts regarding this project you wish to bring to the attention of MDIFW.

10. I certify that the information described within this form is complete and accurate to the best of my knowledge and belief.

Signature: _____ Date: _____

Section B (to be completed by agency or municipal representative)

1. Name of agency/municipality: _____
Mailing address: _____

Contact Individual: _____
Title: _____ Telephone: _____

2. This agency/municipality finds the project described herein meets our criteria for approval, but is partly or wholly within a designated Essential Habitat. I hereby request evaluation by MDIFW to determine if the project would significantly alter the Essential Habitat or violate protection guidelines adopted for the habitat.

Signature: _____ Date: _____

Section C (for use by MDIFW only)

Received by: _____ Date: _____
EHR#: _____ EH#: _____ Region: _____ CD: _____
EO#: _____ Town: _____ Agency: _____ Type: _____