**MARYLAND DEPARTMENT OF NATURAL RESOURCES**

**PROJECT INFORMATION FORM**

**Please enter information for the highlighted fields, as indicated below:**

**Project Name:** Filled out by Applicant

**Project Number:** (Filled out by DNR)

**Applicant Name:** Filled out by Applicant

**Applicant Address:** Applicant’s Address and Address Where the Project is Occurring

**Land Unit:** Name of Maryland State Park, Forest, Wildlife Management Area, etc.

**County:** Name of Maryland County

**Region:** (Filled out by DNR)

**Project Lead:** Who is Responsible for the Project in Your Organization – Provide Direct Contact Information Below

**Project Type:** (Filled out by DNR)

**Customer Type:** Name of Your Organization and Indicate if Public, Private, Academic, or Non-Profit

**Request Type:** (Filled out by DNR)

**Critical Area:** (Filled out by DNR)

**Master Plan:** Attach Any Relevant Plans or Other Documents

**Date Prepared:** Date of Application Preparation

**Prepared By:** Indicate the Name of Who Prepared the Application

**Contact Phone:** Provide Your Contact Information

**Contact E-Mail:** Provide Your Contact Information

**Review Due:** (Filled out by DNR)

**Project Description:** Please provide a detailed description of your organization’s project (who, what, when, where, why). Please include any plans or relevant information that will assist the project review process, including a location or vicinity map and a site detail map.

**General Site Conditions:** Please provide a detailed description of the site (flat, hilly, mountainous, developed etc.) and where your organization’s project is proposed. Highlight any relevant environmental information (forested, wetlands, floodplain, riparian areas etc.). Is the project site on (or eligible for) the National Register of Historic Places? Etc.

**Project Considerations:** Please provide any additional information (i.e. special conditions) that may be relevant for project review. Some examples may include, but are not limited to, mandated projects by the State or federal government such as sewer upgrades or utility enhancements, interest in the project by local officials, tight timeframes due to funding, etc.

**Detailed Instructions for Submitting Projects for Internal Review**

**Internal Project Review - Project Information Form:** Applicants should fill out the highlighted areas on the Maryland Department of Natural Resources (DNR) application as indicated; DNR Project Information Form (PIF). The top part is information we need for the DNR electronic database. It allows us to generate reports and track our workload.

Project Description: This is the “who, what, where, when, why, and how” of the project. It should include information such as: How long the project will last? Where is the project located? How are you proposing to access the site, and how often? Who will be involved? Are there environmental impacts? Is the project temporary or permanent? Is a public right-of- way or construction easement needed? And most importantly, why is the project needed?

General Site Conditions: Describe the existing physical features of the site such as topography, soils, vegetation, drainage, etc. This will help our reviewers to get a “feel” for the site and surrounding area as well as locate it on our own mapping system in order to document land use changes. If there are known sensitive environmental areas (e.g. wetlands, floodplain, streams, creeks, rivers, etc.), please let us know on the form. Is the project site on (or eligible for) the National Register of Historic Places? Etc.

Project Considerations: Include anything else that a reviewer might need to know: Is there a special event planned and the project must be completed by a certain date? Is there a local official pushing for it or a “friends” group that is involved? Will an outside entity be doing the work (contractor), and if so, who is it? Is this project mandated (i.e. a consent order or other legal requirement to complete the project)?

**Location Map or Vicinity Map:** This should be a map of the general area or vicinity with some specific landmarks, such as major and minor roads and towns. It can be an ADC Map, a Google Map, a street map, with a circle on it, or map generated from a State GIS system such as MERLIN: <http://dnrweb.dnr.state.md.us/MERLIN/>. We need to know how to get to the site from locations outside of the immediate property boundaries. Some reviewers may not be familiar with every DNR property, so please include a complete street address with zip code on the map or PIF. If there is no street address, provide a note and give the address of a nearby location.

**Site Plan:** This is a plan view drawing of the project showing the specific project site. It is very helpful if it is drawn to scale. It should match what is written in the PIF as far as dimensions, connections to other infrastructure, and impacts to the landscape as far as clearing, grading, etc. It should have a North arrow. It can include notes as needed to make things clear. If a researcher is setting up a net or trap structure, a drawing or photo of the equipment is helpful. If infrastructure work is planned, please include specifications.

The project review process generally takes 30 to 60 days. If you have questions regarding this process, contact Shane Johnston, Project Review Gatekeeper, at 410-260-8387 or by email at: Shane.Johnston@maryland.gov. **Please submit all three documents to the appropriate manager of the Land Unit where the project will occur. Please carbon copy Shane Johnston at** **Shane.Johnston@maryland.gov****.**