



<b>For Agency Use Only:</b> Received _____ Due _____ RUSH Inv _____ Search Radius _____mi. ER / All Map'd _____ NoR / NoF / NoE / Std / Sub Let _____ Log out _____	#Sec _____ Contact Rqsted? _____ #EOs _____ Survey Rqsted? _____ #Com _____ Related ERDB# _____
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## NATURAL HERITAGE INFORMATION SYSTEM (NHIS) DATA REQUEST FORM

Please read the instructions on page 3 before filling out the form. Thank you!

### WHO IS REQUESTING THE INFORMATION?

Name and Title \_\_\_\_\_

Agency/Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

(Street) (City) (State) (Zip Code)

Phone \_\_\_\_\_ e-mail \_\_\_\_\_ Responses will be sent via email.

If you prefer US Mail check here:

### THIS INFORMATION IS BEING REQUESTED FOR A:

- Federal EA     State EAW     PUC Site Application     Watershed Plan
- Federal EIS     State EIS     Local Government Permit     Research Project
- NEPA Checklist     AUAR
- Other (describe) \_\_\_\_\_

### INFORMATION WE NEED FROM YOU:

- 1) **Enclose a map** of the project boundary/area of interest (topographic maps or aerial photos are preferred).
- 2) Please **provide a GIS shapefile\*** (NAD 83, UTM Zone 15N) of the project boundary/area of interest.
- 3) List the following locational information\* (attach additional sheets if necessary):

For Agency Use: Region / MCBS Status	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%; text-align: left;">County</th> <th style="width: 15%; text-align: left;">Township #</th> <th style="width: 15%; text-align: left;">Range #</th> <th style="width: 55%; text-align: left;">Section(s) (please list <b>all</b> sections)</th> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	County	Township #	Range #	Section(s) (please list <b>all</b> sections)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	For Agency Use: TRS Confirmed <input type="checkbox"/>
County	Township #	Range #	Section(s) (please list <b>all</b> sections)																			
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- 4) Please provide the following information (attach additional sheets if necessary):

Project Name: \_\_\_\_\_

Project Proposer: \_\_\_\_\_

Description of Project (including types of disturbance anticipated from the project): \_\_\_\_\_

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Describe the existing land use of the project site. What types of land cover/habitat will be impacted by the proposed project?

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List any waterbodies (e.g., rivers, intermittent streams, lakes, wetlands) that may be affected by the proposed project, and how they may be impacted (e.g., dewatering, discharge, riverbed disturbance).

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To your knowledge, has the project undergone a previous Natural Heritage review? If so, please list the correspondence #: ERDB # \_\_\_\_\_. How does this request differ from the previous request (e.g., change in scope, change in boundary, project being revived, project expansion, different phase)?

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To your knowledge, have any native plant community or rare species surveys been conducted within the site? If so, please list:

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List any DNR Permits or Licenses that you will be applying for or have already applied for as part of this project:

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### INFORMATION WE PROVIDE TO YOU:

1) The response will include a Natural Heritage letter. If applicable, the letter will discuss potential impacts to rare features.

- Check here if this information is being requested for a formal environmental review document (e.g., EAW, EIS) **and** your company/agency has a staff ecologist who will be making the impact determination **and** you do not want DNR staff to provide any interpretation of impacts.

2) The response will also include an Index Report of known aggregation sites and known occurrences of federally and state-listed plants and animals\*within an approximate one-mile radius of the project boundary/area of interest.

- Check here if you would also like geologic features and rare species with no legal status included in the report.

3) If desired, a Detailed Report that contains more information on each occurrence can be obtained. Please note that the Detailed Report may contain specific location information that is protected under *Minnesota Statutes*, section 84.0872, subd. 2, and, as such, the Detailed Report may not be included in any public document (e.g., an EAW). The Index Report and Natural Heritage letter can be included in any public environmental review document.

- Check here if you would also like to receive a Detailed Report.

### FEES / TURNAROUND TIME

There is a fee\* for this service. Requests generally take **3-4 weeks** from date of receipt to process, and are processed in the order received. Rush requests\* are processed in 2 weeks or less if workloads allow, but are not guaranteed.

- Check here to RUSH this request. You will be charged an additional \$50.

I have read the entire form, and the information supplied above is complete and accurate. I understand that material supplied to me from the Minnesota Natural Heritage Information System is copyrighted and that I am not permitted to reproduce or publish any of this copyrighted material without prior written permission from the Minnesota DNR. Further, if permission to publish is given, I understand that I must credit the Minnesota Division of Ecological Resources, Minnesota Department of Natural Resources, as the source of the material.

Signature  
(required)

Note: Digital signatures representing the name of a person shall be sufficient to show that such person has signed this document.

Mail or email completed form to:

Lisa Joyal, Natural Heritage Review Coordinator  
Division of Ecological Resources  
Minnesota Department of Natural Resources  
500 Lafayette Road, Box 25  
St. Paul, Minnesota 55155  
[lisa.joyal@state.mn.us](mailto:lisa.joyal@state.mn.us)

Form is available at  
[http://files.dnr.state.mn.us/eco/nhnrp/nhis\\_data\\_request.pdf](http://files.dnr.state.mn.us/eco/nhnrp/nhis_data_request.pdf)

Revised July 2009

# Instructions for the Natural Heritage Information System (NHIS) Data Request Form

The Division of Ecological Resources maintains the Natural Heritage Information System (NHIS), a collection of databases that provides information on Minnesota's rare plants and animals, native plant communities, and other rare features. The NHIS is continually updated as new information becomes available, and the Minnesota County Biological Survey (MCBS) is a major source of this information.

- Use this form to request information on rare features within an approximate one-mile radius of an area of interest. You may reproduce this form for your own use or to distribute. An **electronic copy** of the form is available at the DNR's web site at [http://files.dnr.state.mn.us/eco/nhnrp/nhis\\_data\\_request.pdf](http://files.dnr.state.mn.us/eco/nhnrp/nhis_data_request.pdf)
- If you are interested in obtaining the Rare Features Database electronically as a GIS shapefile, do not fill out this form. Please see [http://files.dnr.state.mn.us/eco/nhnrp/natural\\_heritage\\_data.pdf](http://files.dnr.state.mn.us/eco/nhnrp/natural_heritage_data.pdf) for more information on this option.

## WHO IS REQUESTING THE INFORMATION?

- The person whose name is entered on the form under the "Who is Requesting the Information" section must sign the form as an acknowledgment of the State of Minnesota's copyright on all generated reports. All correspondence and invoices will be sent to this person. Please do not ask us to send this information to a different party.
- Please include a complete mailing address. Responses will be sent via email unless you specify differently.

## INFORMATION WE NEED FROM YOU:

- Include a legible map (topographic maps or aerial photographs are preferred) clearly showing:
  - 1) location and boundaries of the project,
  - 2) associated infrastructure, and
  - 3) any waterbodies that may be affected by the proposed project.
- If the project boundary is large **or** complex, please provide a **GIS shapefile** (NAD 83, UTM Zone 15) of the project boundary/area of interest. Do not include any buffers. An additional "digitizing fee" may be charged for projects that require a substantial amount of time to digitize.
- Provide a complete list of sections that the proposed project or area of interest falls within. Do not include any buffer area. Please double-check this information. Incorrect sections can delay the processing of your request, and may result in an invalid review.
- Please provide a detailed **project description**, attaching separate pages to the form if necessary. Identify the type of development (e.g., housing, commercial, utility, ethanol facility, wind farm) being proposed, the size and # of units (if applicable), construction methods, and **any associated infrastructure** such as access roads, utility connections, and water supply and/or discharge pipelines.
- We cannot begin processing data requests until we receive all parts of the request, including a map and a completed, signed form.

## INFORMATION WE PROVIDE TO YOU:

- The Natural Heritage review and database reports are valid for environmental review purposes for one year, and they are only valid for the project location and description provided on the form. Please contact Lisa Joyal at [lisa.joyal@state.mn.us](mailto:lisa.joyal@state.mn.us) if project details change or if a data update is needed.
- Please note that the Natural Heritage review and database reports do not address/contain locations of the gray wolf (*Canis lupus*), federally-listed as threatened and state-listed as special concern, or Canada lynx (*Lynx canadensis*), federally-listed as threatened, as these species are not currently tracked in the Natural Heritage Information System.

## FEES / TURNAROUND TIME:

- There is a fee for this service. All fees are subject to change. The current fee schedule is available at [http://files.dnr.state.mn.us/eco/nhnrp/natural\\_heritage\\_data.pdf](http://files.dnr.state.mn.us/eco/nhnrp/natural_heritage_data.pdf). The minimum charge is \$90.00, and increases based on the time it takes us to process the request (dependent upon project size and the results of the query). Please do not include payment with your request; an invoice will be sent to you.
- There is generally a **3-4 week turn-around time** to process requests. Rush requests (2 week turn-around) are charged an additional \$50. The two-week turnaround is not guaranteed, and the option of a rush request is not always available depending on current workloads.

PLEASE SEE NEXT PAGE FOR ADDITIONAL SOURCES OF INFORMATION

ADDITIONAL SOURCES OF INFORMATION:

- The DNR Rare Species Guide (<http://www.dnr.state.mn.us/rsg/index.html>) is the state's authoritative reference for Minnesota's endangered, threatened, and special concern species. It is a dynamic, interactive source that can be queried by county, ECS subsection, watershed, or habitat.
- The DNR Data Deli (<http://deli.dnr.state.mn.us/>) allows users to download GIS shapefiles of MCBS Sites of Biodiversity Significance, MCBS Native Plant Communities, MCBS Railroad Rights-of-Way Prairies, and Scientific and Natural Area Boundaries.
- Questions? Please contact Lisa Joyal at 651-259-5109 or [lisa.joyal@state.mn.us](mailto:lisa.joyal@state.mn.us).