



2012	For Agency Use Only:	#Sec _____ Contact Rqsted? _____
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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?

Mr. _____
 Ms. _____

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 or Route Application Watershed Plan BER
 Federal EIS State EIS Local Government Permit Research Project
 NEPA Checklist Other (describe) _____
 Check here if this project is funded through any of the following grant programs: Lessard-Sams Outdoor Heritage Council (L-SOHC), Conservation Partners Legacy (CPL), or Legislative-Citizen Commission on Minnesota Resources (LCCMR).

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 / MBS Status	County Township # Range # Section(s) (please list all sections)	For Agency Use: TRS Confirmed <input type="checkbox"/>
	_____ _____ _____	

- 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): _____

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

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

Does the project have the potential to affect any groundwater resources (e.g., groundwater appropriation, change in recharge, or contamination)?

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)?

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

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

INFORMATION WE PROVIDE TO YOU:

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

- Check here if you are interested in a list of rare features in the vicinity of the area of interest but you do **not** need a review of potential effects to rare features. Please list the reason a review is not needed:
-

2) Depending on the results of the query or review, the response may 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. The Index Report and Natural Heritage letter can be included in any public environmental review document.

3) A Detailed Report that contains more information on each occurrence may also be requested. 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).

- Check here if you would like to request a Detailed Report. Please note that if the results of the review are 'No Effects' or a standard comment, a Detailed Report may not be available.

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.

I have read the entire form and instructions, and the information supplied above is complete and accurate. I understand that material supplied to me from the 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 DNR. Further, if permission to publish is given, I understand that I must credit the Minnesota Division of Ecological and Water 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, Endangered Species Review Coordinator
Division of Ecological and Water Resources
Minnesota Department of Natural Resources
500 Lafayette Road, Box 25
St. Paul, Minnesota 55155
Review.NHIS@state.mn.us

[Online version of the form](#)

Revised March 2, 2012

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

The Division of Ecological and Water 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 (MBS) 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.
- If you are interested in obtaining the Rare Features Database electronically as a GIS shapefile, do not fill out this form. Please see [this Natural Heritage Data document](#) 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 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*), 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. See page 4.

FEES / TURNAROUND TIME:

- There is a fee for this service. All fees are subject to change. The [current fee schedule](#) is available online. 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.

PLEASE SEE NEXT PAGE FOR ADDITIONAL SOURCES OF INFORMATION

ADDITIONAL SOURCES OF INFORMATION:

- The DNR [Rare Species Guide](#) 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.
- Information on the gray wolf (*Canis lupus*):
[DNR website gray wolf Species Profile](#)
[USFWS website Monitoring Report](#)
- Information on the Canada lynx (*Lynx Canadensis*):
[DNR website Canada Lynx Species Profile](#)
[USFWS website Canada Lynx profile](#)
- [Minnesota's Comprehensive Wildlife Conservation Strategy](#) is an action plan focused on managing Minnesota's native animals whose populations are rare, declining, or vulnerable to decline. It identifies Species in Greatest Conservation Need and the Key Habitats that support them.
- [The Minnesota Geospatial Commons](#) allows users to download GIS shapefiles of MBS Sites of Biodiversity Significance, MBS Native Plant Communities, MBS Railroad Rights-of-Way Prairies, and Scientific and Natural Area Boundaries.
- Information on [MBS Site Biodiversity Significance Ranks](#)
- Information on [MBS Native Plant Communities](#)
- Questions? Please contact Lisa Joyal at 651-259-5109 or lisa.joyal@state.mn.us.