NRTR GUIDANCE AND TEMPLATE INSTRUCTION SHEET

This Natural Resource Technical Report (NRTR) Guidance and Template is to be used for all NRTRs submitted to Environmental Coordination and Permitting (ECAP), Division staff, or for Locally Administered Projects (LAP).

This instruction sheet is intended to assist the writer and should not be included with the NRTR submittal. For questions on how to collect and submit the NRTR information please see

[Preparing Natural Resource Technical Reports.](https://connect.ncdot.gov/resources/Environmental/EAU/ECAP/Documents/Preparing%20Natural%20Resource%20Technical%20Reports.pdf)

Hidden Text/Guidance

This template document uses the “Hidden Text” feature of Microsoft Office to assist the writer in proper completion of the NRTR. Hidden text can be enabled and disabled by going to File > Options > Display and then check/uncheck Hidden Text. It is highly recommended that you enable the guidance text if this is your first time working with this document.

* The blue hidden text explains the type of information needed for each section or table and includes hyperlinks to data sources as appropriate.
* The red example text sections provide example language. This language is not intended to be copied and pasted exactly as stated and should be modified to change the specifics as it pertains to your project.
* The yellow highlighted areas are data entry fields.

Format

Use text formatting (i.e. font, size, bold, italics, etc.) specifically as presented in this template. Follow the header and footer format as shown.

Draft

Until the NRTR is considered Final, the word DRAFT shall be included on the Cover Page and in the header of each page of the NRTR.

For questions on this guidance and template contact ECAP@ncdot.gov.

May 2024

NATURAL RESOURCES TECHNICAL REPORT

[Insert Project Description]

**[Insert County Name] County, North Carolina**

**STIP [insert STIP No.]**

Federal Aid Project No. [insert Federal Aid Project No.] (If no Federal Aid Number, then leave off)

**WBS Element No. [insert WBS number]**

**(For LAP projects, replace NCDOT logo with City or Town logo. Do not use consulting firm logo.)**

****

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**Environmental Coordination and Permitting**

**(If applicable, replace ECAP name with Division X or City of X)**

**[Insert date of submittal, month and year]**

# 1.0 INTRODUCTION

**GUIDANCE: In this section, provide a brief description of the project and study area including the project length for new location and widening projects. If the road has a State Road (SR) number, include it as well.**

**If this is an NRTR update that replaces a previous report due to age or study area change, include the statement “This NRTR Update replaces the previous [insert date month andyear]NRTR in its entirety.”**

**Example Text:** The North Carolina Department of Transportation (NCDOT) proposes to [insert project description here] **(Sample language: replace bridge number [insert bridge number] on [insert road name] over [insert stream name]; widen [insert road name] from [insert road name]to [insert road name] for [insert number of miles] miles)**(STIP [insert number]) in [insert county] County. The following Natural Resources Technical Report (NRTR) has been prepared to assist in the preparation of the appropriate environmental documentation.

# 2.0 METHODOLOGY

**GUIDANCE: In this section, state that work was performed according to the approved NCDOT Environmental Coordination and Permitting (ECAP) procedures, with reference to the most recent NRTR guidance and template document. State the dates of all fieldwork conducted, including any jurisdictional determination (JD) onsite meetings with the regulatory agencies. If field verification meetings were not held, or were not necessary, include a statement to that effect. If a JD package has been submitted, include the date of submittal. If a JD letter from one or both agencies was received, please mention it here and include it as an appendix.**

**Example Text:** All work was conducted in accordance with the NCDOT Environmental Coordination and Permitting Group’s *Preparing Natural Resources Technical Reports* procedure and the latest *NRTR Guidance and Template* dated [insert latest template date, month and year]. Field work was conducted on [insert all dates of field work]. Water resources identified in the study area were verified by the U.S. Army Corps of Engineers (USACE) and the North Carolina Division of Water Resources (NCDWR) on [insert date]. Documentation of this jurisdictional determination is provided in the appendix.A list of the principal personnel contributing to fieldwork and document preparation is provided in the appendix.

# 3.0 TERRESTRIAL COMMUNITIES

**GUIDANCE: In this section, include a table that lists the terrestrial communities, three (3) dominant plant species in each community, the acreage of each community (to the nearest tenth of an acre), and the total acreage of all communities. Communities should utilize** [**North Carolina Natural Heritage Program (NCNHP) classifications**](https://www.ncnhp.org/references/publications/guide-classification-natural-communities-north-carolina-4th-approximation) **or** [**NatureServe**](https://www.explorenaturalcommunities.org/natural-communities?items_per_page=All) **when possible. If the entire community is a wetland, use the** [**North Carolina Wetland Assessment Method (NCWAM) classification**](https://www.deq.nc.gov/about/divisions/water-resources/data-resources/ncwam-manual)**. If various corridors are proposed, the table will contain coverage area columns for each of the separate corridors for comparison.**

**Example Text:** Terrestrial communities that have been identified in the study area are detailed in the table below. Terrestrial community data are presented in the context of total coverage of each type within the study area.

Table 1. Coverage of terrestrial communities in the Study Area.

|  |  |  |
| --- | --- | --- |
| **Community** | **Dominant Species (scientific name)** | **Coverage (ac.)** |
| (Example) Community Name 1 | common name 1 (*Scientific name*)common name 2 (*Scientific name*)common name 3 (*Scientific name*) | X.X |
| (Example) Community Name 2 | common name 1 (*Scientific name*)common name 2 (*Scientific name*)common name 3 (*Scientific name*) | X.X |
|  |  |  |
|  | **Total** |  |

# 4.0 PROTECTED SPECIES

## **4.1 Endangered Species Act Protected Species**

**GUIDANCE: For consultants, do not provide biological conclusions for aquatic or bat species (with the exception of northern long-eared bat in Divisions 1-8 – see next paragraph). These biological conclusions will be provided by the NCDOT Biological Surveys Group (BSG) or ECAP. For Division Projects and LAP projects, discuss this with your NCDOT project manager. The responsibility for red-cockaded woodpecker (RCW) surveys will be determined on a case-by-case basis during the NRTR scoping process.**

**For the northern long-eared bat (NLEB) in Divisions 1-8, use the latest standard language developed by BSG and summarized from the Programmatic Biological Opinion. This can be found in the** [**NLEB Programmatic Language**](https://connect.ncdot.gov/resources/Environmental/EAU/BSG/Documents/Bats/NLEB%20Programmatic/NLEB%20PBO%20Div1-8%20document%20blurb%2020221216.docx) **[NLEB Programmatic Language](https://connect.ncdot.gov/resources/Environmental/EAU/BSG/Documents/Bats/NLEB%20Programmatic/NLEB%20PBO%202021-30%20Div1-8%2011232020.docx)and should be included prior to Section 4.2. For projects in Divisions 9-14 contact your NCDOT ECAP coordinator or Division contact.**

**This section of the NRTR will contain a table that is inclusive of the current listing of federally Threatened or Endangered species as listed on USFWS** [**IPaC**](https://ecos.fws.gov/ipac/) **(Information for Planning and Consultation) queried using the project study area[National Marine Fisheries Service (NMFS) website](https://www.fisheries.noaa.gov/southeast/consultations/north-carolina). Species listed as “Proposed” on the IPaC list should also be included in the table/document.**

**Within the table, Habitat Present will be designated as Yes, No, or Undetermined. Undetermined will be used if a site visit / habitat assessment has not yet occurred.**

**The Biological Conclusion column will contain the conclusion rendered for each species based on habitat assessment and field surveys. Biological Conclusions will be one of the following:**

* **“No Effect”**
	+ **No suitable habitat is present for the target species.**
	+ **Suitable habitat for the target species is present within the study area and a survey of suitable habitat, conducted during the appropriate survey window, results in the target species not being found (plants only).**
* **“May Affect - Not Likely to Adversely Affect”**
	+ **The target species or its Critical Habitat occurs within the project study area and the effects of the project are expected to be insignificant.**
	+ **Potential habitat for the target species exists in the project study area, but no individuals are found to be present during surveys (animals only).**
	+ **Effects of the action are likely to be beneficial.**
* **“May Affect - Likely to Adversely Affect”**
	+ **The target species or its Critical Habitat occurs within the project study area and the proposed project may cause adverse effects to individuals of the target species or Critical Habitat.**
	+ **The target species is assumed to be present and the proposed project may cause adverse effects to individuals of the species.**
* **“Not Required”**
	+ **The target species does not require a biological conclusion (e.g., those species that are proposed for listing or are listed as SAT).**
* **“Unresolved”**
	+ **If surveys are needed and have not yet been completed as of the NRTR due date.**

**For each species listed, identify the optimal survey window (which can be found on the** [**NCDOT Connect Site**](https://connect.ncdot.gov/resources/Environmental/EAU/ECAP/Documents/Protected%20Species%20Protocols%20-%20Survey%20Windows%20-%20Habitat%20Descriptions.pdf)**[NCDOT Connect Guidance](https://connect.ncdot.gov/resources/Environmental/Pages/NES-Procedures-Manual.aspx)). Include scientific names in parentheses of any species listed in the biological conclusion.**

**The biological conclusion for each species will contain:**

1. **a clear description of the suitability of observed habitats in the study area, including why they do or do not meet the requirements of the species. Since a habitat description will not be included in this document, you may need to include a limited portion of the habitat requirements in the biological conclusion to defend your biological conclusion. Habitat requirements for each species can be found on the** [**NCDOT Connect Site**](https://connect.ncdot.gov/resources/Environmental/EAU/ECAP/Documents/Protected%20Species%20Protocols%20-%20Survey%20Windows%20-%20Habitat%20Descriptions.pdf)**, the** [**USFWS website**](https://www.fws.gov/)**, and/or the** [**NMFS website**](https://www.fisheries.noaa.gov/southeast/consultations/north-carolina)**[NMFS website](https://www.fisheries.noaa.gov/southeast/consultations/north-carolina).**
2. **a description of the survey methodology used if habitat is present (date(s) of survey, personnel, hours spent on survey, visit to known occurrences, etc.).**
3. **a statement of the results of the field survey if one was conducted.**
4. **a statement identifying only when the species has any known records from the NHP database within 1.0 mile from the study area (include the publication date of the database used or, if using the NHP workroom, include the date it was checked).**
5. **If the species is being handled by BSG and the surveys are not yet complete, the biological conclusion paragraph should state, “This information will be provided by the NCDOT Biological Surveys Group (BSG)” followed by the statement identifying any nearby NHP records (see item 4 above). If the surveys have been completed by BSG, the biological conclusion paragraph should state, “See [insert date] survey memo for information about this species” followed by the nearby NHP record statement.**

**If the study area occurs within an area designated as Critical Habitat for any species as described on the current USFWS IPaC listing, then a description of the critical habitat will be included, and a Biological Conclusion will be rendered as it relates to potential impacts to the Critical Habitat.**

**Example Text**: The United States Fish and Wildlife Service (USFWS) and the National Oceanic and Atmospheric Administration (NOAA) **(if applicable)** list(s) the following federally protected species under the Endangered Species Act (ESA) as potentially occurring within the study area. For each species, a discussion of the presence or absence of suitable habitat is included along with a Biological Conclusion rendered based on the results of habitat assessments and surveys conducted within the study area.

Table 2. ESA federally protected species within the Study Area. (IPaC: [insert date checked])

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Scientific Name** | **Common Name** | **Federal****Status** | **Habitat****Present** | **Biological****Conclusion** |
| Scientific name | common name | T | Yes | No Effect |
| Scientific name | common name | E | Undetermined | Unresolved |
|  |  |  |  |  |

IPaC - Information for Planning and Consultation

(only include the abbreviations below that are used in the table)

E - Endangered; P – Proposed; T – Threatened; SAT - Similarity of Appearance (Threatened)

MA-NLAA - May Affect, Not Likely to Adversely Affect

MA-LAA - May Affect, Likely to Adversely Affect

NE - No Effect

**Example Text:**

[**Insert common name]**

USFWS optimal survey window: [insert optimal survey window(s)]

Biological Conclusion: [insert Biological Conclusion]

[Discussion and description of presence (or absence) of suitable habitat and whether species was identified in the study area (unless BSG is handling this species).] A review of NHP records on or updated [insert appropriate date] indicates [amount] known occurrences within 1.0 mile of the study area.

## **4.2 Bald and Golden Eagle Protection Act**

**GUIDANCE:**  **Please refer to the Bald Eagle Survey Protocols on the** [**NCDOT Connect site**](https://connect.ncdot.gov/resources/Environmental/EAU/ECAP/Documents/Protected%20Species%20Protocols%20-%20Survey%20Windows%20-%20Habitat%20Descriptions.pdf)**. Habitat assessments and survey results will then be described in a similar fashion as Section 4.1. However, no biological conclusion will be rendered. Include a statement of a review of the NHP database for known occurrences within 1.13 miles of the project study area.**

**Example Text**: The Bald and Golden Eagle Protection Act is enforced by the USFWS. Golden eagles do not nest in North Carolina. Habitat for the bald eagle primarily consists of mature forests in proximity to large bodies of open water for foraging. Large dominant trees are utilized for nesting sites, typically within 1.0 mile of open water.

A desktop-GIS assessment of the project study area, as well as the area within a 1.13‑mile radius of the project limits, was performed on [insert date] using [insert date if known] color aerials. No water bodies large enough or sufficiently open to be considered potential feeding sources were identified. Since foraging habitat was not found within the review area, a survey of the project study area and the area within 660 feet of the project limits was not conducted. Additionally, a review of the North Carolina Natural Heritage Program (NHP) database on [insert date] revealed no known occurrences of this species within 1.13 miles of the project study area.

## **4.3 Essential Fish Habitat**

**GUIDANCE: This section is only required for projects in Divisions 1-3. This section will identify the occurrence of any National Marine Fisheries Service (NMFS) designated Essential Fish Habitat (EFH) in the study area.**

* **Information can be found at:** [**https://www.habitat.noaa.gov/apps/efhmapper/**](https://www.habitat.noaa.gov/apps/efhmapper/)
	+ **GIS Data can be found at:** [**https://www.habitat.noaa.gov/application/efhinventory/index.html**](https://www.habitat.noaa.gov/application/efhinventory/index.html)
* **If EFH is in your study area, then a table will be included with the following columns: species and life stage.**
* **Species will be provided as common name only.**
* **Life stages which occur will be categorized as Egg, Larva, Juvenile, or Adult.**
* **Data for Table 3 are provided by NMFS for each designated EFH.**
* **Text following Table 3 will describe the potential impacts to the designated EFH which may occur as a result of project construction.**
* **If no designated Essential Fish Habitat occurs in the study area, include a definitive statement to that effect.**

**Example Text**: The National Marine Fisheries Service (NMFS) has identified [insert stream name] as an Essential Fish Habitat. Table 3 lists the fish species that may occur in the study area that are managed by NMFS; including the life stages which are reported to occur.

Table 3. Managed fish species reported to occur in the Study Area.

|  |  |
| --- | --- |
| **Species** | **Life Stage** |
| (Example) Red drum | Egg, Larva, Juvenile, Adult |
|  |  |
|  |  |

# 5.0 WATER RESOURCES

**GUIDANCE:**

* **Include a table which identifies all the perennial and intermittent streams in the study area (Table 4).**
* **Identify unnamed tributaries as “UT to [insert the first named stream downstream from the UT] in the table below.**
* **The Map ID for unnamed tributaries will follow the format SA, SB, SC…, for all unnamed features.**
* **Named streams will utilize the stream name as the Map ID (not SA, SB, SC…). [See Consultant GPS-CADD](https://inside.ncdot.gov/stage/connect/resources/Environmental/EAU/ECAP/Documents/Consultant%20GPS%20CADD.pdf)**
* **Units for bank height, bankfull width, or depth in Table 4 may be changed if needed.**
* **Any lakes with an NCDWR Index Number (e.g. Catawba River (Lake Norman)) will be included in Table 4.**
* **Any surface water ponds, either connected to a stream or wetland feature, or isolated, will be identified in Table 5. Pond names will follow the format PA, PB, PC… unless it is a named pond or lake. If the surface water is connected to a stream feature, then the Map ID of this feature will be identified in Table 5. The area of each surface water within the study area will be identified.**
* **If there are any Tributaries to Waters of the U.S. (features with an ordinary high-water mark (OHWM) that are not classified as streams), they will be identified in Table 5 as a surface water. Tributary names will follow the format TA, TB, TC…**
* **Add a paragraph identifying any streams within the study area or within 1.0 mile (as the crow flies) downstream of the study area that are: on the 303(d) list (and include the cause of impairment), High Quality Waters (HQW), Water Supply (WS) I&II, or Outstanding Resource Waters (ORW). Add statement that none are present, if applicable.**
* **Add a paragraph identifying other aquatic resources including:**
	+ **If the project is in Divisions 11, 13 or 14, indicate if the project area is located in a trout watershed (see USACE[website](http://www.saw.usace.army.mil/Missions/Regulatory-Permit-Program/Agency-Coordination/Trout.aspx) for trout watershed locations).**
	+ **If the project is in Divisions 1, 2 or 3, indicate any primary nursery areas. (Data can be viewed on the** [**DMF Interactive Map for Current Rules**](https://www.deq.nc.gov/about/divisions/marine-fisheries/rules-proclamations-and-size-and-bag-limits/rules/interactive-map-current-rules)**)**
	+ **If the project is in Divisions 1, 2, 3, 4, 6 or Wake County, indicate any anadromous fish spawning areas. (Data can be viewed on the** [**DMF Interactive Map for Current Rules**](https://www.deq.nc.gov/about/divisions/marine-fisheries/rules-proclamations-and-size-and-bag-limits/rules/interactive-map-current-rules)**)**
	+ **If no such designations occur for the specific regional designations above, include a definitive statement to that effect.**
	+ **State any correspondence from the NCWRC or NCDMF, if applicable.**
* **If Table 4 is four (4) or more pages long, it may be included as an appendix.**

**Example Text**: Water resources in the study area are part of the [insert basin name] basin (U.S. Geological Survey (USGS) Hydrologic Unit [insert 8-digit HUC code(s)]). Streams that have been identified in the study area are detailed in the table below.

Table 4. Streams located in the Study Area.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Stream Name** | **Map ID** | **NCDWR Index Number** | **Best Usage Classification** | **Bank Height (ft)** | **Bankfull width (ft)** | **Depth (in)** |
| (Example) Named stream | Named stream  | 1-2-(3) | WS-IV; NSW | 4 | 8 | 10 |
| (Example) UT to named stream | SA | 1-2-(3) | WS-IV; NSW | 1 | 2 | 3 |
|  |  |  |  |  |  |  |

**Example Text**: [Insert stream name] has been designated as an Outstanding Resource Water (ORW) from its source to its confluence with [insert steam name]. There are no designated High Quality Waters (HQW) or water supply watersheds (WS-I or WS-II) present in, or located within 1.0 mile downstream of, the study area.

The North Carolina [insert latest year of Final 303d list] Final 303(d) list of impaired waters identifies [insert stream name] within the study area as an impaired water due to [insert reason for impairment].

The [insert agency name] has identified streams in the study area as [insert trout, anadromous fish, or primary nursery] waters.

**Example Text:** Open surface waters that have been identified in the study area are detailed in the table below.

Table 5. Open surface waters located in the Study Area.

|  |  |  |
| --- | --- | --- |
| **Surface Water** | **Map ID of Connection** | **Area (ac) in Study Area** |
| (Example) PA | SA | 0.3 |
| (Example) PB | N/A | 0.2 |
| (Example) TA | WA | 0.1 |

# 6.0 REGULATORY CONSIDERATIONS

## **6.1 Clean Water Act Waters of the U.S.**

**GUIDANCE:**

* **Include a table which identifies all the perennial and intermittent streams in the study area (Table 6).**
* **Map ID column will be the same as that used in Table 4.**
* **Length is to the nearest linear foot for each stream in the study area.**
* **Classification column will be designated as either Perennial or Intermittent.**
* **Buffer data will be presented as Subject or Not Subject, as per the relevant NCDWR Riparian Buffer Protection Rule and** [**NRCS/USGS mapping**](https://experience.arcgis.com/experience/a16078049de54d42a2bc384b9ceda91f)**.**
* **If a project is within more than one 8-digit HUC, then split Table 6 by HUC or add a HUC column.**
* **If multiple project corridors are proposed, add a separate length column for each corridor.**
* **If Table 6 is four (4) or more pages long, then it may be included as an appendix.**
* **If there are more than four (4) figures, it may be appropriate to add a column titled “Figure Number”.**
* **The temperature designation of the streams – cold, cool, warm – will be identified in the text. This information can be found on the NCDOT ECAP Connect site** [**here**](https://connect.ncdot.gov/resources/Environmental/EAU/ECAP/Documents/Stream%20Temperature%20Layer.kmz)**. If no perennial or intermittent streams occur in the study area, a definitive statement to that effect will be included.**
* **See the** [**ECAP Website**](https://connect.ncdot.gov/resources/Environmental/EAU/ECAP/Pages/default.aspx)**[Jurisdictional Determination Package Guidance](https://connect.ncdot.gov/resources/Environmental/EAU/ECAP/Documents/Jurisdictional%20Determination%20Package%20Guidance%20%26%20QA%20Checklist.pdf)** **for instructions on what to include in the separate JD package.**

**Example Text**: The streams detailed in the table below were identified in the study area. North Carolina Stream Assessment Method (NCSAM)(if applicable) and NCDWR stream identification forms are included in a separate Jurisdictional Determination (JD) Package. All streams in the study area have been designated as [insert warm, cool, or cold] water streams for the purposes of stream mitigation.

Table 6. Status of streams in the Study Area.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Map ID** | **Length (ft.)** | **Classification** | **NCSAM Rating** | **River Basin Buffer** |
| (Example) Named stream | 200 | Perennial | N/A | Subject |
| (Example) SA | 40 | Intermittent | Low | Not Subject |
|  |  |  |  |  |
| **Total** |  |

**GUIDANCE:**

* **All wetlands within the study area are to be delineated according to the** [**1987 Corps Wetland Delineation Manual and appropriate Regional Supplements**](https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/reg_supp/)**.**
* **Each wetland will be identified on water resource mapping with a unique Map ID in the form WA, WB, WC…, where each wetland is coded sequentially from one terminus of the project to the other if possible.**
* **All wetlands will be classified and rated using** [**NCWAM**](https://ribits.ops.usace.army.mil/ords/f?p=107:27::::::) **and included in Table 7.**
* **The Hydrologic Classification column will identify each wetland site as either Riparian, Non-riparian, or Tidal.**
* **For projects located in Divisions 1-3, all CAMA wetlands should be noted with an asterisk and identified as such with a footnote to the wetland characteristics table.**
* **Table 7 will include a column that depicts the area (to the nearest hundredth of an acre) of wetlands in the study area.**
* **If a project is within more than one 8-digit HUC, then split Table 7 by HUC or add a HUC column.**
* **If multiple project corridors are proposed, add a separate acreage column for each corridor.**
* **If Table 7 is four (4) or more pages long, then you may include it as an appendix.**
* **If there are more than four (4) figure sheets, it may be appropriate to add a column titled “Sheet Number”.**
* **If no wetlands occur in the study area, include a definitive statement to that effect.**
* **See the** [**Jurisdictional Determination (JD) Package guidance**](https://connect.ncdot.gov/resources/Environmental/EAU/ECAP/Documents/Jurisdictional%20Determination%20Package%20Guidance.pdf) **for instructions on what to include in the separate JD package.**

**Example Text**: [Insert number of wetlands] wetlands were identified within the study area. All wetlands in the study area are located within the [insert basin name] basin [USGS Hydrologic Unit [insert 8-digit HUC]]. USACE wetland determination forms and NCWAM forms for each site are included in a separate Jurisdictional Determination Package.

Table 7. Characteristics of wetlands in the Study Area.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Map ID** | **NCWAM Classification** | **Forested** | **NCWAM Rating** | **Hydrologic Classification** | **Area (ac.) in Study Area** |
| (Example) WA | Headwater Forest | Y | High | Riparian | 0.52 |
| (Example) WB | Seep | N | Medium | Non-Riparian | 0.01 |
| (Example) WC1 | Salt/Brackish Marsh | N | Medium | Riparian | 0.02 |
|  |  |  |  | **Total** |  |

1Wetland also jurisdictional under the Coastal Area Management Act (CAMA)

## **6.2 N.C. River Basin Buffer Rules**

**GUIDANCE: In this section, identify any N.C. River Basin Riparian Buffer Rules that apply to streams in the study area. Refer to Table 6 to identify which specific streams from Table 4 are Subject or Not Subject to buffer rules. If any specific surface waters from Table 5 are subject to buffers, identify them in this section. If no buffer rules apply to any streams in the study area, include a definitive statement to that effect.**

**Example Text**: Streamside riparian zones within the study area are protected under provisions of the [insert specific buffer name](**e.g., Neuse River Buffer Rules**) administered by NCDWR. Potential impacts to protected stream buffers will be determined once a final alignment and design have been determined.

## **6.3 Rivers and Harbors Act Section 10 Navigable Waters**

**GUIDANCE: In this section, identify any streams or open surface waters which have been designated as** [**Navigable Waters under Section 10 of the Rivers and Harbors Act**](http://www.saw.usace.army.mil/Missions/Regulatory-Permit-Program/Jurisdiction/)**. If no streams or surface waters have been designated as Navigable Waters, include a definitive statement to that effect.**

**Example Text**: [Insert stream or surface water name here] has been designated by the USACE as a Navigable Water under Section 10 of the Rivers and Harbors Act.

## **6.4 Coastal Area Management Act Areas of Environmental Concern**

**GUIDANCE: This section is only required for projects in Divisions 1-3. This section will identify any Coastal Area Management Act (CAMA) wetlands or other** [**Areas of Environmental Concern (AEC)**](http://deq.nc.gov/about/divisions/coastal-management/coastal-management-permit-guidance/areas-of-concern) **in the study area along with their AEC designation. CAMA wetlands will reference the Map ID code and the Water Resources figure (Figure 4). If the project county is not under jurisdiction of CAMA, or if no AECs occur in the study area, then a definitive statement to that effect will be included.**

**Example Text**: There were [insert number of CAMA AECs in study area] Coastal Area Management Act (CAMA) Areas of Environmental Concern (AEC) identified in the study area. [insert stream name] is a designated Public Trust Water, and a CAMA coastal marsh is present at wetland site [insert wetland name].

##  **6.5 Coastal Barrier Resources System**

**GUIDANCE:** **This section is only required for projects in Divisions 1-3. The Coastal Barrier Resources Act will be addressed in this section. Identify any units of the** [**Coastal Barrier Resources System**](https://www.fws.gov/cbra/maps/Mapper.html) **which are present in the study area. If no units have been designated, a definitive statement to that effect will be included.**

**Example Text**: [insert number of CBRS units in study area] Coastal Barrier Resources System (CBRS) units exist within the study area. [insert unit name] is present within the study area.

# 7.0 REFERENCES

**GUIDANCE: Only include the relevant references used for this project. Use a consistent format for each reference. An example format for references follows:**

**Agency name. Year. Title of document referenced. Date updated (if appropriate).**

[**http://includethelinktogettothedocumentyoureferencedhere**](http://includethelinktogettothedocumentyoureferencedhere)

**Lastname, X.X., X.X. Lastname, and X.X. Lastname. Year. Title of book or reference. City: Publishing company (if applicable). ### pp.**

**APPENDICES**

**GUIDANCE: After the main body of the NRTR, include the following items in this order (no need for appendix headings):**

1. **Figures**
2. **Responsibilities of Contributors**
3. **[Insert taxa, e.g. Mussel, Fish, etc.] Survey Report (if applicable)**
4. **Jurisdictional Determination Letter (if applicable)**

**FIGURES**

**GUIDANCE:**

* **Figures should be rendered on either 8.5x11or 11x17 page sizes as appropriate.**
* **Figure 1 – Vicinity Map**
	+ **Use the map provided by the NCDOT project manager.**
	+ **If a vicinity map is not provided, one can be created. Components shall include project information (STIP, County, description), north arrow, scale, coordinates of the project, inset(s) identifying the county and/or location within the county, and a map showing nearby roads with the study area overlaid or project circled.**
* **Figure 2 - Topographic Map**
	+ **Topographic map shall be shown on latest** [**USGS Quadrangle Maps**](https://ngmdb.usgs.gov/topoview/viewer/#4/40.00/-100.00)**.**
	+ **Should include a Quadrangle Map or Source reference.**
	+ **Major streets/highways should be labeled.**
	+ **The study area shall be shown in red.**
* **Figure 3 and 4 - Terrestrial Communities Map and Water Resources Map**
	+ **Figures 3 and 4 shall be depicted on most recently available aerial photography.**
	+ **The study area shall be shown in red.**
	+ **Streams shall be depicted in a shade of blue. Distinguish perennial streams from intermittent streams by different shades of blue. If visibility is an issue with the blue colors, consult the project manager.**
	+ **Wetlands shall be depicted and filled in green, or if using ArcMap 10 the wetlands or swamp hatching may be used.**
	+ **All surface waters identified in Table 5 (ponds and Tributaries of the U.S.) should be depicted on the water resources map.**
	+ **Ponds shall be depicted in a different shade of blue other than the streams.**
	+ **If the project is very large and there are multiple community and water resource maps, please include an index map, match lines, or a reference frame.**
	+ **If endangered plant boundaries (EPBs) are mapped within the project study area during NRTR fieldwork, they shall be depicted on the water resources map, as applicable.**

#### Responsibilities of Contributors

**GUIDANCE: Use format below for personnel that worked on the NRTR. Include all names of staff that worked on document.**

**Standardized Format:**

|  |  |
| --- | --- |
| **Contributor** | **Responsibility** |
| **Stream Determinations** | **Wetland Delineations** | **Terrestrial Community ID** | **ESA Assessments** | **Document Preparation** | **QA/QC Review** | **Other** |
| Erin Cheely | ✓ | ✓ | ✓ |  |  | ✓ |  |
| Jason Dilday | ✓ | ✓ |  | ✓ |  | ✓ |  |
| Rob Crowther | ✓ | ✓ | ✓ |  | ✓ |  |  |
| Deanna Riffey | ✓ | ✓ |  | ✓ | ✓ |  |  |
| Jeff Hemphill |  |  |  | ✓ |  |  |  |
| William Barrett |  |  |  | ✓ |  |  |  |