

Detailed Instructions for Submitting Projects for Internal Review

Internal Project Review - Project Information Form: Applicants should fill out the highlighted areas on the Maryland Park Service (MPS) application as indicated; **MPS Project Information Form (PIF)**. The top part is information we need for the MPS 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 Park and/or 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? Etc.

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.

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)? Etc.

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 use generated map 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 Park boundaries. Some of our reviewers may not be familiar with every park, so please include a complete street address with zip code on the map or PIF. If there is no street address at the site, 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 within the Park. 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.

***Note: Provide the following additional information: 1) a Location / Vicinity Map; 2) Detailed Site Plan Map / Aerial; 3) Related Plans or Documents. Submit documents to the appropriate Land Unit Manager where the project will occur. Send completed Project Information Forms to mppsprojectreview.dnr@maryland.gov.**