



New Jersey Important Bird and
Birding Areas Program
www.njaudubon.org/conservation/IBBA

Bird Area Nomination Form Guidelines

Step 1: Download and Install Adobe Acrobat Reader (Free Software)

The Bird Area Nomination Form is in PDF format and is designed to be completed and submitted online using free software called Adobe Acrobat Reader. If you do not have this free software (you'll know because you will be unable to view the PDF files) you can download it easily from the Adobe Website at <http://www.adobe.com/products/acrobat/readstep2.html>

Step 2: Print and Read the Bird Area Nomination Form Guidelines (this document)

Be sure to print out and read the guidelines and detailed instructions beforehand so you can refer to it while completing the Nomination Form. All documents referred to in the instructions below are available for download from the IBBA website at www.njaudubon.org/conservation/IBBA/bird_areas.html

Step 3: Open and Complete the Bird Area Nomination Form

Open on the [Important Bird Area Nomination Form](#) (from the Important Bird Areas page) and type into the fields as needed. **Please note** – Once you begin filling in the information you must finish and submit the completed nomination form in one sitting – IT CANNOT BE SAVED and returned to later.

A separate nomination form should be submitted for each potential Important Bird Area. Please complete as much of the form as possible using the instructions below. Although online submission is preferable, nominators can also print the form, fill-in the information by hand, and send it to the IBBA Coordinator via US Mail if necessary.

Step 4: Print Copies, then Submit the Form Online

Before you submit the form, you will want to print some copies of the completed form for future reference. Once you have finished entering all your data click the **SUBMIT** button at the end of the form.

Step 5: Send One Completed Form other Supporting Materials to the IBBA Coordinator

Although you entered the data online, we also ask that you send ONE COMPLETED PAPER COPY of the form, along with other documents requested in the form (i.e. site maps). We also encourage you to send any other information that will tell us more about the site, such as published or unpublished reports, survey data, field notes, slides, photographs, etc.

Please label all materials (i.e. maps) with your name and the name of the site and send by **March 1, 2006** via US Mail to Cristina Frank, 600 Route 47 North, Cape May Court House, NJ 08210. If you are unsure about sources of information for your sites, or if you have any questions or concerns, contact the NJ IBBA

Coordinator at cristina.frank@njudubon.org or 609-861-0700. All nominations will be reviewed by the NJ IBBA Technical Committees.

Detailed Instructions for Completion of the Bird Area Nomination Form

1. Name of Site

The most widely used name for the site (alternative names should be given in brackets).

2. County(ies)

The name of the county or counties in which the site is located.

3. Town/Municipality

The name of the town(s) or municipality(ies) in which the site is located.

4. Location

Describe the north, east, south, and west boundaries of the proposed site. Give directions to the site from the nearest major town and highway. You will be asked to include a map of the area in question 8.

5a. Approximate Size in Acres

Give acreage of site. If unknown, leave blank or approximate using maps or local contacts familiar with the site.

5b. Accuracy of Acreage

Choose ONE of the following:

Good – Accurate to within 10%

Moderate – Accurate to within 50%

Poor – Definitely NOT accurate to within 50%

Unknown – Accuracy is unknown

6. Geographical Coordinates (center of site)

The geographical coordinates (latitude, longitude) of the approximate center of the site, expressed in degrees, minutes, and seconds, if possible. You can get this information from maps or using resources listed in question 8.

7. Elevation Range (in feet)

Approximate elevation range of the site in feet from lowest to highest. This is often measured using elevation contours on a USGS 7.5' series topographic map. For help and details, download the USGS publication - *Finding your way with Map and Compass*, from the Important Bird Areas page on the IBBA website.

8. Map used to delineate site

Use ONE of the following:

a. DeLorme New Jersey Atlas and Gazetteer (second edition, copyright 2001)

Indicate the page number or numbers on which the site is found and attach a photocopy of those pages with the site location and boundaries clearly outlined. Send this map via US Mail to the IBBA Coordinator.

b. USGS 7.5' Paper Topographic Quad

Indicate the Map Name and the scale (i.e. 1:24,000) and attach a photocopy of the map with the scale visible and latitude and longitude lines labeled, and the site location and boundaries clearly outlined. Send this map via US Mail to the IBBA Coordinator. See Sources of Information document on the Bird Areas website for ordering information.

c. TopoZone Website (www.topozone.com)

For those with more web and map experience, use this website to find and print out the site location on a topographic quad map. First, click on "View Maps" on the navigation bar at the top of the page. Then, using the "Place Name Search" and enter a town near your site. Choose the correct place name from the form shown or search again. There are helpful hints on the website. Once you find the correct map for your site, there are options on the left side of the page to help get a good quality printout that shows your entire site. Important: Be sure to change the Coordinate format to D/M/S and keep the coordinate datum set for WGS84/NAD83. Then, change the map size and view scale to make the map window larger and zoom in and out, respectively, until you have the view you want.

Print out the **entire** page, making sure all the settings you chose (on the left) and the quad name and lat/long (at the top) are clearly visible. Also look at the [Topozone Example Page](#) document on the Important Bird Areas webpage to see an example of a page to print out. After clearly marking the location and boundaries of the site on the map, *send this page via US Mail to the IBBA Coordinator.*

9. Bird Conservation Region

Open the [Map of NJ Bird Conservation Regions](#) document from the Important Bird Areas webpage to choose the region in which your site is located. If a site spans two regions, or you are unsure, choose the region encompassing the greatest proportion of the site.

10. Important Bird Areas Site Criteria

Read the [Important Bird Area Criteria](#) to determine if your site is eligible. Indicate ALL criteria that apply to your site.

11. Species Data Table

This is where you provide data to support the criteria you chose in question 10. List the most important bird species or species groups known to use the candidate site, according to the criterion (or criteria) to which these species or groups apply. Provide data from the **most recent year** available. However, if bird numbers fluctuate greatly from year-to-year, provide several years of data. If you provide totals for a species group (i.e. waterfowl), please indicate the most important species in the group in question 12 below. See the [Sources of Information](#) document for reference information and suggestions of where to find additional NJ bird data. **PLEASE SUBMIT MAPS OF ALL BIRD OBSERVATION LOCATIONS.**

Criterion	Provide the number of the site criterion that applies to the species/groups being documented. Be prepared to justify your choice with appropriate documentation.
Species/ Group	List the appropriate bird species or group using English (Common) names. Use only one line per species or group.
Activity	Indicate the activity/season of the species as B-Breeding, W-Wintering, SM – Spring Migration, FM – Fall Migration. If you have data for a given species during two seasons, please use a second line.
Last Year Present	Indicate the last year the species was/were present at the site (this should be data for the most recent year available and within the last 5 years).
List All Years Present	If known, list each year that the species has been present at the site over the past 10 years. (For example: 94-95, 98, 02-04)
Number of Birds	Give an approx. average number of <i>individuals</i> (not species) using the site during the season listed. If during the breeding season, instead list approx. number of <i>pairs</i> .
Data Quality	Choose one indicator of data quality for each record: 1 – Rough estimate/no quantitative data available, 2 – Reasonable estimate/based on incomplete data, 3 – Accurate estimate/based on reliable quantitative data.
References	For each record, choose the PRIMARY (best) source used to support your data. Choices are: 1 – Birds of NJ, 2 – North American Breeding Bird Survey, 3 – Christmas Bird Count, 4 – NJAS Records of NJ Birds, 5 – NJDEP Landscape Project, 6 – Personal observation (This could include you own or someone else's field notes), 7 – Other (Give detailed description in question 12 below). For each published source, please also provide the author, date, article title, publication title, and page number in question 12.

12. Additional Supporting Avian Data

In addition to information from several questions above, please give any additional supporting bird data of a general or summarized nature that you have not already indicated. For instance, you could include overall diversity of species using the site, its importance as a feeding or roosting site, notable off-season activity, and comments concerning the quality of existing data, additional published reports or local news articles.

13. Habitat Types

Using the following definitions, provide the approximate percent cover of the major vegetation types found at the site. **Be sure that the percent cover types add to 100%.**

Deciduous Woods	Forest cover dominated by broadleaf trees such as oak, maple or beech.
Coniferous Woods	Forest cover dominated by cone-bearing, needle leaf trees such as pine, hemlock or larch.
Mixed Woods	Forest consisting of at least several mature trees of each of the above two types.
Orchard	An area devoted to the cultivation of fruit or nut trees (includes all tree plantations).
Shrub/Scrub	Area containing woody plants of relatively low height and without obvious trunks.
Grassland	An area, such as a field or meadow, with grass or grass-like vegetation (includes pastures).
Cultivated Field	Land used for raising crops such as corn or soybeans.
Fallow Field	Land historically cultivated, but left unseeded during recent growing seasons.
Open Water	A body of water (salt or fresh) either natural or man-made that is at least 1 acre in area.
Beach/Dune	Rocky and sandy shores, also off-shore islands.
Tidal Wetland	Intertidal flats, estuaries/deltas, coastal bays, and salt marshes.
Non-tidal Wetland	Marshes, swamps, bogs, temporary/seasonal wetlands.
Stream Associated	Habitat located on or near the banks of a stream.
Urban/Suburban	Any area within the confines of concentrated human uses.
Other	List any other habitat type not listed above.

14. Habitat Summary

Use this space to briefly describe the major habitat characteristics of the site, or expand upon information given in question 13, including dominant cover types, topography, and hydrology. Also give the English and scientific names of any notable plant or animal (excluding birds) species associated with the site, especially rare or endemic species.

15. Threats

Classify each of the following threats as H (high), M (medium), L (low), or P (potential) according to the percentage of the resource that is predicted to be negatively affected if current trends continue.

Non-native Fauna/Flora	Areas that have experienced damage due to nonendemic wildlife such as domestic pets or displacement of native plants by exotic species.
Change in Hydrology	Alteration of site hydrology, including groundwater over-extraction, canal dredging, or filling-in wetlands.
Deer Overbrowsing	Negative effects on forest health due to deer overabundance including lack of an understory/shrub layer, no recruitment of young trees, etc.
Pollution	Contamination of soil, water, or the atmosphere by the discharge of harmful substances.
Cowbird Parasitism	Areas where cowbird parasitism is known to have a significant negative effect on the reproductive success of the bird community.
Stormwater Discharge	Adverse effects of increased stormwater runoff (rain or snowmelt that runs off impervious surfaces, draining untreated into water bodies) including erosion, flooding, water quality issues.
Succession	Habitat threatened by changes in site vegetation over time (often due to lack of management).
Commercial Development	Any commercial development and/or associated activity that has negative impacts on habitats and/or birds at the site, including shopping centers, golf courses, industrial/office parks, etc.
Non-compatible Agriculture	Any agricultural activity (or results of that activity) that has potential negative effects on birds or habitat at the site, including agricultural expansion or intensification, effects of irrigation or fertilizers, or changes in crop species/cultivation.
Residential Development	Any development of private/public housing and/or associated activity that has negative impacts on habitats and/or birds at the site, including tract housing, apartments, condominiums, etc.
Infrastructure Development	Activities associated with building of power lines, power plants, bridges, roads, dams, parks, pipelines, etc. having negative effects on birds and/or habitat at the site.
Forestry	Excessive or inappropriate forestry practices including timber harvests or management practices that have a permanent negative effect on bird habitats or birds at the site.
Recreation Development/Overuse	Activities related to human recreation with potential negative impacts on birds and/or habitats including nature trails through sensitive areas, ATVs, dirt bikes, mountain bikes, snowmobiles, hiking trails, unauthorized camping, etc.
Other	Any other activity or condition that poses a significant threat to birds and/or habitats at the site that is not listed above.

16. Threats and Conservation Measures Explanation

Use this space to briefly describe and prioritize the major threats to the birds and/or habitat characteristics of the site, expanding upon information given in question 15. Describe any conservation measures that have been taken, are in progress, or proposed that directly affect the site, including details of any protection for nature conservation established at or near the site, and proposals for legislation, protection or management.

If an officially approved management plan exists, give details on implementation timeline and people involved. Note any conservation measures such as restrictions on development, hunting closures, or beneficial management practices. If possible, give an assessment of the effectiveness of the above measures. If more space is needed, send in additional information via email or US Mail to the IBBA Coordinator.

17. Ownership Type(s)

Indicate the category or categories that best describe the ownership status of the site.

18. Ownership Information

Please provide site ownership information, if known. Please see the [Working with Landowners](#) document for important additional information.

19. Land Use(s)

Classify each land use category that occurs at the site as Primary (P) or Secondary (S). Primary land use activities are those in which a large portion of the resources and/or space at the site are utilized.

Agriculture/ Cultivation	Land currently used for commercial production of food or cash crops.
Pasture	Land used for the pasturing of domestic livestock.
Water Supply	Commercial or private water supply.
Recreation/Tourism	Land designated for human recreational use such as an urban or suburban park, neighborhood open space, etc.
Mining	Land used for extractive surface and/or sub-surface mining operations.
Residential Development	Any land area used for human habitation and associated activities.
Commercial Development	Any land area used in conjunction with a commercial enterprise (excluding pasture and cultivation).
Urban/Industry/Utility	Land associated with industrial uses such as utility right-of-ways, factory sites, hydroelectric power reservoirs, etc.
Forestry	Land used for commercial production of timber and/or timber products.
Fisheries/ Aquaculture	Waters and surrounding lands managed for fish production.
Wildlife Management/ Natural Areas/ Land Trusts	Areas such as wildlife sanctuaries, wildlife management areas, gamelands, state/federal forests, national parks, state parks, national recreation areas, natural areas, arboretums, environmental education areas, nature centers, land trust lands, etc.
Other	List any other land use activity that is not described above.

20. Additional Supporting Information

Please supply any other relevant information to support your nomination including names and contact information for existing or potential advocacy groups for the site, additional avian data, maps, photos, field notes, etc. Send information to the IBBA Coordinator via email or US Mail.

Questions? If you (or any interested parties you may encounter) need further assistance, call Cristina Frank, IBBA Coordinator at 609-861-0700, or email at cristina.frank@njudubon.org

Remember: Print several copies of the completed form BEFORE you hit the submit button.