



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

Birding Area Nomination Form Guidelines

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

The Birding 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 Birding 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/birding_areas.html

Step 3: Open and Complete the Birding Area Nomination Form

Open the Important Birding Area Nomination Form (from the IBBA website Important Birding Areas page) and type into the fields as needed. **Please note** – Once you begin filling in the information you must finish and print 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 completion of the form using your computer is preferable (it's much easier to read), nominators can also print the form, and fill-in the information by hand if necessary.

Step 4: Print the Completed Form

Once you have finished entering all your data, print the completed form (you will want to print **several copies** for future reference). You will need to send one printed copy to the IBBA Coordinator via US Mail.

Step 5: Send the Completed Form and other materials to the IBBA Coordinator

Please label all nomination forms and supporting 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. We encourage you to send any other information that will tell us more about the site, such as published or unpublished reports, survey data, field notes, slides, photographs, etc.

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@njaudubon.org or 609-861-0700. All nominations will be reviewed by the NJ IBBA Technical Committees.

Detailed Instructions for Completion of the Birding 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.

4a. Directions to 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 4b.

4b. Specific Directions to birding areas within the site

If available, please include a map of the site with birding areas circled or list relevant pages in A Guide to Bird Finding in NJ by Bill Boyle, or another birding publication.

If including a map, use 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 clearly outlined. Be sure to write the site name and your name on the map. *Enclose this map with your nomination form and other materials and send to the IBBA Coordinator.*

5. Approximate Size in Acres

Give acreage of site. State if this is a known size or estimate. If unknown, leave blank or approximate using maps or local contacts familiar with the site.

6. Habitat Types

Using the following definitions, indicate all habitat types found at the site.

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, not under tidal influence.
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.

7. Describe the general appearance/scenery

Use this space to briefly describe the general appearance and scenery of the site, or expand upon the habitat information given in question 6. You may also list any notable plant or animal (excluding birds) species associated with the site, especially rare or endemic species.

8. – 11. Birding Opportunities

These questions are designed to assess the overall birding experience available at the site. Please check ONE answer for each question. If you are uncertain, check the answer that fits best based on your experiences (or others, including birding publications) at the site.

12. Commonly Seen Bird Groups

Indicate all the most commonly seen bird groups for the site based on the following categories:

Waterbirds	Including Terns, Gulls, Herons, Egrets
Landbirds	Including Songbirds, Woodpeckers, Cuckoos
Waterfowl	Including Ducks, Geese, Swans
Shorebirds	Including Plovers, Sandpipers, Turnstones
Marsh Birds	Including Bitterns, Rails, Coots
Raptors	Including Eagles, Hawks, Owls
Other	List any group not included above

13. Bird Species Table

For each line in the table, list a specific bird species (or group – i.e. warblers) that can be viewed at the site, the best season or seasons for viewing them (Wintering, Breeding, Spring Migration, Fall Migration), and the average reliability of viewing the species. Reliability describes the overall probability of seeing that particular species/group during an outing at the site with the following categories: High (more than 75% of outings), Medium (between 50-75% of outings), Low (Less than 50% of outings).

14. Rare or especially attractive species

Indicate if there are any species that are rare or endangered, either at the state or local level, or any species that have a special appeal or symbolic meaning (i.e. Bald Eagle) and list those species in the space provided.

15. – 18. Site Sensitivity

This section is used to assess the sensitivity of the nominated site and the possible impacts of human visitation. Please check ONE answer for each question. If you are uncertain, check the answer that fits best based on your knowledge (or others, including birding publications) of the sensitivity of birds and habitat at the site.

19. Ownership Types

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

20. – 22. Access and Improvements

This section is used to assess the legality of birding activities at the site, as well as accessibility, road conditions, and parking considerations. Please give detailed explanations when needed.

23. Improvements and Facilities Table

Please check one choice for each of the facilities/improvements available at the site and give a brief comment or description if applicable.

24. – 25. Community Support

These questions are used to assess the degree to which the surrounding community actively supports birding activities at the site. Please check one choice for each question and give details of community support if possible.

26. – 27. Safety/Conflicts

Please check one choice for each question and, if applicable, explain any potential safety hazards or conflicts between birders and other groups.

28. Land Ownership Details

If known, provide name(s) and contact information for land owners. Please download the Working with Landowners document from the IBBA website Important Birding Areas page for important information.

29. Land Use

Using the following definitions, indicate all types of land use found at the site.

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.

30. Additional Comments or Supporting Information

Please give any additional supporting information that you have not already indicated in the form in the space provided. For instance, you could list overall diversity of species using the site, its importance as a feeding or roosting site, notable off-season activity, and published reports or local news articles.

Please also include names and contact information for advocacy groups for the site, additional avian data, maps, photos, field notes, etc. If you need more space for your nomination, send a text documents to the IBBA Coordinator via email, or use additional paper sheets and send them via US Mail with your other application materials. Be sure the documents have your name and the site name on them.

NJAS's New Birding and Wildlife Trails Project

Those nominating sites for New Jersey's Important Birding Areas should also be aware of the Birding and Wildlife Trails project. Your Important Birding Area nomination form can also be considered for inclusion in the Delaware Bayshore Birding and Wildlife Trails initiative if the site is located in Cape May, Cumberland or Salem County. For more information, contact Lillian Armstrong, Director of Birding and Wildlife Trails, lillian.armstrong@njudubon.org, 609-861-0700, ext. 22.

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 - After entering all your data, print several copies of the completed form.
(Refer to Page 1 of this document for submission details.)*