



NERR CANDIDATE SITE PROPOSAL INSTRUCTIONS

GENERAL INSTRUCTIONS: Complete the SITE PROPOSAL FORM and the SITE PROPOSAL CHECKLIST. Provide one (1) hard copy and one (1) electronic copy of the SITE PROPOSAL FORM, SITE PROPOSAL CHECKLIST and all attachments. Please note narrative and map requirements below. The submittal deadline is **4:00 PM, MAY 15, 2013**.

REQUIRED ATTACHMENTS

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| <ul style="list-style-type: none"> • COMPLETED SITE PROPOSAL FORM • COMPLETED SITE PROPOSAL CHECKLIST | <ul style="list-style-type: none"> • CANDIDATE SITE NARRATIVE DESCRIPTION • CANDIDATE SITE CORE AREA AND BUFFER ZONE MAP |
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OPTIONAL ATTACHMENTS (ENCOURAGED)

- Site photos (maximum of 10)
- Letters of support from property owners, surrounding property owners and/or other stakeholders
- Bibliography of past research, data or reports documenting candidate site’s resources
- Other materials that document the candidate site’s conformance with the site selection criteria

INSTRUCTIONS FOR CANDIDATE SITE NARRATIVE DESCRIPTION: Provide one (1) hard copy and one (1) electronic copy of a narrative that describes the candidate site, its core area and buffer zone. The narrative should address the SITE SELECTION CRITERIA by describing the candidate site’s:

- Ecosystem/ecological characteristics; *and*
- Value of the site for research, monitoring and resource protection; *and*
- Suitability of the site for training, education and interpretation; *and*
- Extent of publicly owned core lands, acquisition and management considerations; *and*
- Suitability for climate change impact research.

Note: SITE SELECTION CRITERIA and scoresheets are available at: <http://planning.hawaii.gov/czm/>

INSTRUCTIONS FOR CORE AREA AND BUFFER ZONE MAP: Provide one (1) hard copy and one (1) electronic copy of a scaled map that depicts the candidate site’s CORE AREA and BUFFER ZONE. Required paper maps SHOULD BE PRINTED TO A REPRODUCIBLE GRAPHIC RESOLUTION AND SHOULD NOT EXCEED 11” BY 17” paper size. The required electronic map should include GIS files or Google Maps or Google Earth files that define the proposed boundaries of the core area and the buffer zone. GIS files should be compatible with ArcGIS version 10.1 or earlier. Or, if composed in Google Maps or Google Earth, a .kml or .kmz file(s) should be provided.

Note: instructions for creating a Google Map can be found on-line at:

http://www.google.com/earth/outreach/tutorial_mymaps.html

SUBMITTAL AND DEADLINE:

Submit all materials by **4:00 PM, MAY 15, 2013**.
Materials may be mailed or hand-delivered to:
Hawaii CZM Program, Office of Planning
Attn: Rebecka Arbin
235 S. Beretania St. 6th Floor
P. O. Box 2359
Honolulu, HI 96804

QUESTIONS? Please Contact:

Hawaii CZM Program, Office of Planning
Rebecka Arbin
Rebecka.J.Arbin@dbedt.hawaii.gov
(808) 587-2831

**Hawaii National Estuarine Research Reserve (NERR)
Candidate Site Proposal Form & Checklist**



SITE PROPOSAL FORM

CANDIDATE SITE INFORMATION

ESTUARY NAME: _____

ISLAND (*circle one*) Kauai Oahu Molokai Maui Lanai Hawaii

NAME OF WATERBODIES ON SITE: _____

LAND AREA TAX MAP KEYS (TMKs): _____

EXISTING LAND & WATER USE(S) (*if necessary, describe in narrative*):

LAND OWNER(S) NAME AND CONTACT INFORMATION (*if multiple owners, list primary land owner on form and provide name and contact information for additional owners in narrative*)

Core Areas are owned in whole or in part by State or County Agency (*circle one*): Yes No Approximate %age _____

Owner Name: _____ Contact Person: _____

Contact Phone Number: _____ Email: _____

Mailing Address: _____

CANDIDATE SITE LAND OWNER(S) HAVE BEEN CONTACTED (*circle one*): Y N

LETTERS OF LAND OWNER(S) SUPPORT ARE ATTACHED (*circle one*): Y N

ADJACENT LAND OWNER(S) NAME AND CONTACT INFORMATION (*if necessary, use additional sheets or describe in narrative*) _____

ADJACENT LAND OWNERS HAVE BEEN CONTACTED (*circle one*): Y N

PROPOSAL CONTACT INFORMATION

Name: _____ Title: _____

Signature: _____

Agency/Affiliation: _____

Phone Number: _____ Email: _____

Mailing Address: _____



SITE PROPOSAL CHECKLIST

REQUIRED MATERIALS:

- ___ SITE PROPOSAL FORM (one hard copy, one electronic)
- ___ SITE PROPOSAL CHECKLIST (one hard copy, one electronic)
- ___ CANDIDATE SITE NARRATIVE (one hard copy, one electronic)
- ___ CANDIDATE SITE CORE AREA AND BUFFER ZONE MAP (one hard copy, one electronic)

OPTIONAL MATERIALS (*list below*):

APPLICATION CHECKLIST:

___ Candidate site narrative addresses all site criteria

CANDIDATE SITE NARRATIVE DESCRIBES:

- ___ ecosystem/ecological characteristics; *and*
 - ___ value of the site for research, monitoring and resource protection; *and*
 - ___ suitability of the site for training, education and interpretation; *and*
 - ___ extent of publicly-owned core lands, acquisition and management considerations; *and*
 - ___ suitability for climate change impact research.
- ___ The Candidate Site Core Area and Buffer Zone map is printed to scale on paper no larger than 11"x17"
- ___ Electronic copy of the Candidate Site Core Area and Buffer Zone map is provided
- ___ Electronic GIS files of the Candidate Site's Core Area and Buffer Zone boundaries are provided in ArcGIS version 10.1 or earlier or in .kml or .kmz files