

## IMPORTANT BIRD AREAS PROGRAM

### IBA Nomination Form

(updated March 2006)

Thank you for your interest and participation in the Important Bird Areas Program. Please complete as many sections of this form as possible. Detailed instructions may be found at the end of this document in the INSTRUCTIONS FOR COMPLETION OF IBA NOMINATION FORM.

Additional copies of this form, and the IBA criteria, are available on the Audubon Maryland-DC website at: [http://mddc.audubon.org/SciCon\\_IBAs\\_nominate.html](http://mddc.audubon.org/SciCon_IBAs_nominate.html).

Electronic submissions welcome. You can type in the spaces provided and extend each section as necessary.

Please submit this form to the Maryland-DC IBA Program Coordinator at the address below:

David Curson  
Director of Bird Conservation  
Audubon Maryland-DC  
2437 Eastern Avenue  
Baltimore MD 21224  
Tel: (410) 558 2473  
E-mail: dcurson@audubon.org

#### I. Nominator Information

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization/ Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email \_\_\_\_\_
2. Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization/ Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email \_\_\_\_\_

## II. Site Details

Site Name: \_\_\_\_\_

County/ Counties : \_\_\_\_\_

Area (specify units, acres or hectares): \_\_\_\_\_ Area Accuracy: \_\_\_\_\_  
( Choose: good, medium, poor, unknown)

Central Coordinates –      °      '      "      N/S      Central Coordinates –      °      '      "      E/W  
Latitude: \_\_\_\_\_      Longitude: \_\_\_\_\_

Ownership: \_\_\_\_\_  
(Choose from: federal, state, county, city, private, non-profit, other **AND** list details of ownership below)

*Note:* Please see Land Ownership Guidelines before continuing with nomination.  
These guidelines are located at the end of the instructions for completing the nomination form

### Land Ownership Details:

Please provide landowner's name, address, phone number and e-mail address, and specify if owner is aware of nomination. Whenever possible and/or practical landowners/managers should be contacted before a site is nominated. If the site is a protected area please give manager's name and contact information.

Owner's

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: _____	Email: _____
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Contacted?      Comments:  
(Y/N)      \_\_\_\_\_

Is the site protected? \_\_\_\_\_ Does the site have a management plan? \_\_\_\_\_

Designation (eg. State Park, County Forest etc) ? \_\_\_\_\_

Is this site accessible to the public? \_\_\_\_\_

Special restrictions on conditions of public access, if any (specify):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Directions to site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief general site description (habitat, location, prominent features, and any other helpful information):

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**IIIA. Ornithological Importance - IBA Criteria**

Mark with an “X” all the criteria which you think qualify the site as a state-level IBA. Refer to “Criteria for site selection” for full description (available from Audubon Maryland-DC’s Director of Bird Conservation at the address at the front of this document).

Category	Mark criteria that apply	Category	Mark criteria that apply
<b>MD-DC 1: Bird species at risk</b>		3c – Shorebirds/rails	
<b>MD-DC 2: Species assemblages</b>		3d - Wading birds	
2a – Rare habitats		3e - Raptors	
2b - Representative habitats		3f – Migratory landbirds	
<b>MD-DC 3: Significant concentrations</b>		3g – Single species concentration	
3a - Waterfowl		<b>MD-DC 4: Research and monitoring</b>	
3b - Seabirds			

Briefly explain how the site meets the criteria marked above:

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Note: please provide specific data in the “Species Population Data” form on the following page(s)

**IIIB. Source Details**

Detail the sources of data noted in the “Species Population Data” form (IIIC) section below. If additional space is needed, attach an extra sheet.

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### IIIC. Ornithological Importance - Species Population Data

Each record should represent a count or estimate of a species population at a site in a given year. Data can be presented for each species by date of count or season. See Instruction IIIC for more details and descriptions of codes.

Species Name	Season or Month/ Day of Observation	Year	Relative Abundance <sup>1</sup>	Counts and estimates		Principal Data Collector	Source <sup>4</sup>
				Number of birds	Details of count <sup>2</sup> / How estimate was derived <sup>3</sup>		

<sup>1</sup> **Relative abundance:** Abundant = A, Common = C, Frequent = F, Uncommon = U, Rare = R, Unknown = Un SEE INSTRUCTIONS.

<sup>2</sup> **Details of count:** Specify what was counted, coverage of count, e.g. length of transect, proportion of suitable habitat covered etc. SEE INSTRUCTIONS.

<sup>3</sup> **How estimate was derived:** e.g. Extrapolation of sample count, regular casual birding visits etc. SEE INSTRUCTIONS.

<sup>4</sup> **Source:** Enter the number of the source in this box, and list corresponding details of the sources in Source Details (IIIB) section. Sources may include published reports, surveys, personal observations, or field notes.

### III.C. Ornithological Importance - Species Population Data (continued)

Species Name	Season or Month/ Day of Observation	Year	Relative Abundance <sup>1</sup>	Counts and estimates		Principal Data Collector	Source <sup>4</sup>
				Number of birds	Details of count <sup>2</sup> / How estimate was derived <sup>3</sup>		

#### IV. Habitat Details

Estimate the % of the total area that is made up of the following habitat types. If you are not able to estimate percentages, then please indicate whether it is a major or minor habitat type. Not all of the habitat categories are mutually exclusive. Select the category which best fits the habitat type.

<p style="text-align: center;"><b>Forest</b></p> <p>_____ Deciduous forest</p> <p>_____ Oak-hickory</p> <p>_____ Northern hardwood forest</p> <p>_____ Hemlock</p> <p>_____ Pine</p> <p>_____ White Pine/ Red Pine</p> <p>_____ Mixed conifer</p> <p>_____ Mixed northern hardwood/coniferous Forest</p> <p>_____ Mixed deciduous/coniferous Forest</p> <p>_____ Conifer plantation</p> <p style="text-align: center;"><b>Shrubland</b></p> <p>_____ Coastal Scrub</p> <p>_____ Old field/shrub</p> <p>_____ Shrub-scrub habitat</p> <p style="text-align: center;"><b>Woody wetlands</b></p> <p>_____ Cypress swamp</p> <p>_____ Loblolly Pine hammock</p> <p>_____ Montane coniferous wetland</p> <p>_____ Riparian corridor</p> <p>_____ Riparian or floodplain forest</p> <p>_____ Shrub swamp</p> <p style="text-align: center;"><b>Herbaceous wetlands</b></p> <p>_____ Emergent freshwater wetland</p> <p>_____ Cattail marsh</p> <p>_____ Bog (peatland)</p> <p>_____ Tidal freshwater marsh</p> <p>_____ Brackish marsh (tidal)</p> <p>_____ Saltmarsh (tidal)</p>	<p style="text-align: center;"><b>Grassland</b></p> <p>_____ Grassland</p> <p style="text-align: center;"><b>Open Water</b></p> <p>_____ Lake</p> <p>_____ Reservoir</p> <p>_____ Natural lake (oxbow/meander scar)</p> <p>_____ Pond</p> <p>_____ River</p> <p>_____ Stream</p> <p>_____ Marine</p> <p>_____ Marine nearshore</p> <p>_____ Marine Shelf</p> <p style="text-align: center;"><b>Bare Rock/Sand/Clay</b></p> <p>_____ Bare ground</p> <p>_____ Coastal beach</p> <p>_____ Coastal dune</p> <p>_____ Cliff (sand/clay)</p> <p>_____ River bank</p> <p>_____ Rocky outcrops</p> <p>_____ Tidal mudflat</p> <p style="text-align: center;"><b>Cultivation</b></p> <p>_____ Orchard/vinyard</p> <p>_____ Grass/ hay field</p> <p>_____ Non-native pasture</p> <p>_____ Row crops</p> <p>_____ Small grains</p> <p>_____ Fallow field</p> <p>_____ Mown grass</p> <p>_____ <b>Other (specify)</b> _____</p>
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#### V. Land Use

Estimate the % of the total area that is made up of the following land uses. If you are not able to estimate percentages, then please indicate whether it is a major or minor land use. Since multiple uses may occur in an area the total may exceed 100%.

<p>_____ Agriculture</p> <p>_____ Fisheries/ aquaculture</p> <p>_____ Forestry</p> <p>_____ Hunting</p> <p>_____ Military</p> <p>_____ Nature conservation/ research</p>	<p>_____ Tourism/ recreation</p> <p>_____ Mining/Extraction /landfill</p> <p>_____ Urban/industrial/ Transport</p> <p>_____ Water management</p> <p>_____ Other (specify) _____</p> <p>_____ Unknown</p>
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Please add additional details of land use:

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## VI. Threats

Check each threat to the site and circle or underline the presumed importance level. You may enter brief notes to clarify threats. However, detailed explanations of threats should be given below.

Check Here	Threat	Importance				Notes
		Low	Medium	High	Unknown	
	Abandonment/ reduction of land management	Low	Medium	High	Unknown	
	Afforestation	Low	Medium	High	Unknown	
	Agricultural intensification/ expansion	Low	Medium	High	Unknown	
	Aquaculture/ fisheries	Low	Medium	High	Unknown	
	Burning of vegetation	Low	Medium	High	Unknown	
	Deforestation	Low	Medium	High	Unknown	
	Disease	Low	Medium	High	Unknown	
	Disturbance to birds	Low	Medium	High	Unknown	
	Drainage	Low	Medium	High	Unknown	
	Dredging/ canalization	Low	Medium	High	Unknown	
	Extraction industry	Low	Medium	High	Unknown	
	Filling-in of wetlands	Low	Medium	High	Unknown	
	Forest browsing/grazing	Low	Medium	High	Unknown	
	Forest management	Low	Medium	High	Unknown	
	Industrialization/ urbanization	Low	Medium	High	Unknown	
	Infrastructure	Low	Medium	High	Unknown	
	Introduced species	Low	Medium	High	Unknown	
	Natural events	Low	Medium	High	Unknown	
	Pollution	Low	Medium	High	Unknown	
	Recreation/ tourism	Low	Medium	High	Unknown	
	Unsustainable exploitation	Low	Medium	High	Unknown	
	Other (specify)	Low	Medium	High	Unknown	
	Unknown	Low	Medium	High	Unknown	

Provide detailed explanations of threats and any measures being taken to address them:

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Is habitat restoration or enhancement of this site needed? \_\_\_\_\_

If so, what actions need to be taken (e.g., fencing, planting, stream bank stabilization, erosion checks, exotic species management, etc.)?

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**VII. Research/other interests**

Is there any current or historical ornithological research or monitoring at the site? Please give details:

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Are there any areas of similar habitat adjacent or nearby the site, which should be considered for potential inclusion with the site? If so, please mark these on your site map and provide any useful details below (e.g., owner's name, potential source of bird data etc.):

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Local individuals/groups with an interest in this site:

Group	_____	Group	_____
Contact	_____	Contact	_____
Address	_____	Address	_____
City/State/Zip	_____	City/State/Zip	_____
Phone	_____	Phone	_____
Type of interest	_____	Type of interest	_____
Group	_____	Group	_____
Contact	_____	Contact	_____
Address	_____	Address	_____
City/State/Zip	_____	City/State/Zip	_____
Phone	_____	Phone	_____
Type of interest	_____	Type of interest	_____

PLEASE ATTACH MAP OF THE SITE WITH PROPOSED BOUNDARY CLEARLY MARKED.

Preferred format is a photocopy from the appropriate ADC county atlas. USGS topo maps are also acceptable but these are more outdated and thus inaccurate than the ADC county atlases.

PLEASE RETURN FORM TO THE IBA COORDINATOR AT THE ADDRESS ON THE FRONT PAGE.

*ON BEHALF OF THE BIRDS  
THANK YOU!*



## Instructions for Completing the Maryland-DC IBA Nomination Form

**READ AND MAKE SURE YOU UNDERSTAND THE SITE NOMINATION CRITERIA AND THE INSTRUCTIONS BELOW.** Please submit one form to the address above for each site that you think matches one or more of the criteria.

**OBTAIN A MAP OF THE AREA WHERE YOUR SITE IS LOCATED.** Send the map indicating your site (including approximate boundaries) along with the rest of the nomination materials. Keep a copy of the map for your records. Preferred format is a photocopy from the appropriate ADC county atlas. USGS topo maps (7.5' series, 1:24 000 scale) are also acceptable but these are more outdated and thus inaccurate than the ADC county atlases. USGS topo maps can be ordered by calling 1-800-USA-MAPS or on the web at [www.usgs.gov](http://www.usgs.gov). They may also be available locally, depending on where you live.

### INSTRUCTION I - Nominator Information

List the primary contact first. Additional pages may be attached if more than two individuals or groups are involved in the nomination.

### INSTRUCTION II - Site Details

**Site Name:** Use the official name of the site or, if no official name exists, use the most common name by which the site is known. For larger sites, use the name of the largest single unit within the area, or most easily recognized name, such as a national forest, lake, or other geographic feature.

**Area:** For many public sites (parks, refuges) this information, and much of the other information needed for this form, is available from the land manager. Report area in hectares if possible. Multiply acres by 0.4047 to convert to hectares.

**Area Accuracy:** Indicate how accurate the size figure is. Choose from the following descriptions.

Accuracy	Description
Good	Accurate to within 10%
Medium	Accurate to within 50%
Poor	Definitely not accurately to within 50%
Unknown	

**Central Coordinates:** Report coordinates as degrees (°), minutes (′), seconds (″) (N/S, E/W).

**Ownership:** Please see land ownership guidelines at the end of these instructions.

**Restrictions on public access:** public access may be restricted in terms of certain areas, certain dates and times, or condition of use, e.g. scientific research only. State if a permit is required and who issues permits.

**Directions to site:** Explain how to get to the principal access point of the site.

### INSTRUCTION IIIA - IBA Criteria

**IBA Criteria: IMPORTANT.** After carefully reviewing the criteria for site selection (available from Audubon Maryland-DC's Director of Bird Conservation at the address at the front of this document), check the box or boxes for the criteria that you think your site meets.

**General Ornithological information:** Briefly summarize how your site meets each of the criteria you marked. Example: "This is an exceptional migratory corridor for raptors with an average of 12,000 birds of 8 species each fall."

### INSTRUCTION IIIB – Source Details

List the sources of data for entries in the following section, IIIC. For preferred format see examples below:

1. COX, J.A. 1987. *Status and Distribution of the Florida Scrub Jay*. Florida Ornithological Society Special Publication Number 3. Gainesville, FL.
2. Farley, G.H. and S. Newland. 1999. Notes on breeding passerines at Quivira National Wildlife Refuge, summer 1999. Personal Field Notes.

### INSTRUCTION IIIC – Species Population data

Which species do we need data on? Let the “criteria for site selection” be your guide. Provide data for any species or species-groups listed in the criteria. For example, if you are nominating a forest area that also supports shrubland birds, then include data for birds listed under forest habitats and shrubland habitats in Category 2 of the criteria. If you are nominating a site with mixed-species concentrations, e.g. waterfowl, provide data for each species separately.

Whether you provide counts of estimates, including actual numbers for each species you list is essential to our ability to evaluate the site – a simple species list does not tell us much! Please report data for different years on separate lines – counts over a single season for a species can be summarized on one line. Thorough and accurate data will help in reviewing the site’s nomination. Lack of data will not necessarily diminish the importance of the site as an IBA. Rather, it may draw attention to needs such as increased avian monitoring at the site.

**Season or Month/ Day of Observation:** If your data for this species is a summary or average of several counts over a season simply give the season. If the data relates to a single date give the date (month/day).

**Year of Observation:** Please report data for different years on separate lines.

**Relative Abundance:** When complete counts cannot be obtained, such as when a species is dispersed throughout its habitat or if you visit only part of a site, relative abundance may be the best guide to the numbers of birds present. Use the scale below to describe relative abundance.

Code	Relative Abundance	Description
A	Abundant	Encountered in large numbers and through most areas of preferred habitat.
C	Common	Encountered in small numbers and through most areas of preferred habitat.
F	Frequent	Often, but not always, met within preferred habitat.
U	Uncommon	Encountered sporadically in preferred habitat.
R	Rare	Rarely seen, often implying less than 10 or so records.
Un	Unknown	Not possible to assess abundance on available information.

**Counts and estimates:** Ideal data would be a complete and accurate count of the population of each species that you list. This is rarely possible for most species – for these try to provide counts of some kind and also an estimate of the total population. Use different lines for counts and estimates. For migrating raptors, please provide a cumulative total for an entire season.

**Details of count:** Report what was counted, which technique was used, the area or distance covered by the count, and whether the number is a total or an average, e.g. “singing males on a 3km transect”, “average # of individuals per point count over 12 points, 3 visits each”, or “Christmas Bird Census total; 40% of site’s suitable habitat covered”. Use the metric system, e.g. “5 individuals/km”.

How estimate was derived:

**Source:** For each line in the species data table, enter the source number that corresponds with the listed source in section, IIIB – Source Details.

### INSTRUCTION VII. Research/other interests

**Local individuals:** Please fill in the information as indicated. Include birders with an especially high level of interest in the site, bird clubs and other groups that regularly hold field trips to the site, landscape/historical preservation groups active at the site, developers with a known commercial interest etc.

**IF YOU ARE HAVING DIFFICULTY, CONTACT AUDUBON MARYLAND-DC’s DIRECTOR OF BIRD CONSERVATION.** The form should be as complete as possible, but **does not have to be 100% complete to submit it.** Do the best you can. If you need more information or assistance please contact David Curson, Director of Bird Conservation, Audubon Maryland-DC, 2437 Eastern Avenue, Baltimore, MD 21224.

## **LAND OWNERSHIP GUIDELINES**

The cooperation and participation of private landowners and public land managers is key to the success of the IBA Program. When considering any site as an Important Bird Area, whether public or private, great discretion should be exercised in order to respect the right and authority of landowners and managers, and to avoid the creation or perception of potential conflict. The IBA Program offers potential recognition and assistance for good land stewardship, and should be used to foster trust and cooperation with landowners and managers.

Please keep the following points in mind when nominating a site:

- Whenever possible and/or practical, private landowners and/or public land managers should be notified in person if their land is being considered as a potential IBA.
- Whenever possible and/or practical, private landowners and/or public land managers should be invited to participate in the IBA process.
- Whenever possible and/or practical, private landowners and/or public land managers should be given every opportunity to participate in any discussions concerning their land, especially conservation planning or habitat management.
- Volunteers should never trespass on private property or enter public lands unauthorized, where authorization is required; always respect property rights and posted signs; and never engage in activities likely to arouse suspicion or hostility.
- If you encounter any negative reaction, or even anticipate such a reaction, on the part of a landowner or land manager, contact the IBA Coordinator. Do not try to pursue contact on your own if you are unsure of the response.