Guidance for the DEEP NDDB ezFile process
for use by State Local Bridge (SLBP) and LOTCIP funded projects, and
Federal Local Bridge Projects (FLBP) that will have Town oversight in construction.

CTDEEP ezFile NDDB Process

Once a project area is determined to be located within an NDDB area, it may require an NDDB application submittal through CTDEEP's ezFile e-filing system.
ezFile Account

- Create an account here: DEEP's ezFile Portal. (ct.gov)
- If you have issues creating an account, contact the CTDEEP IT Department for troubleshooting

NDDB Application Submittal

1. After signing in to ezFile, you will be brought to the home screen.
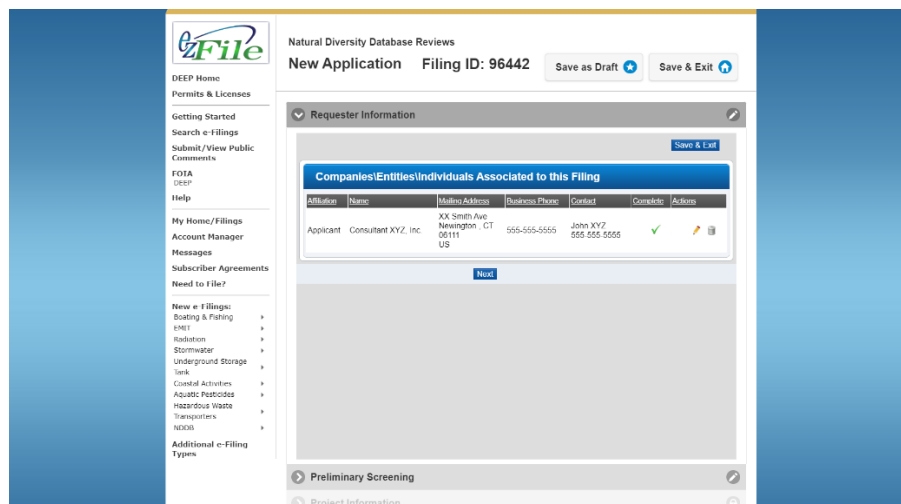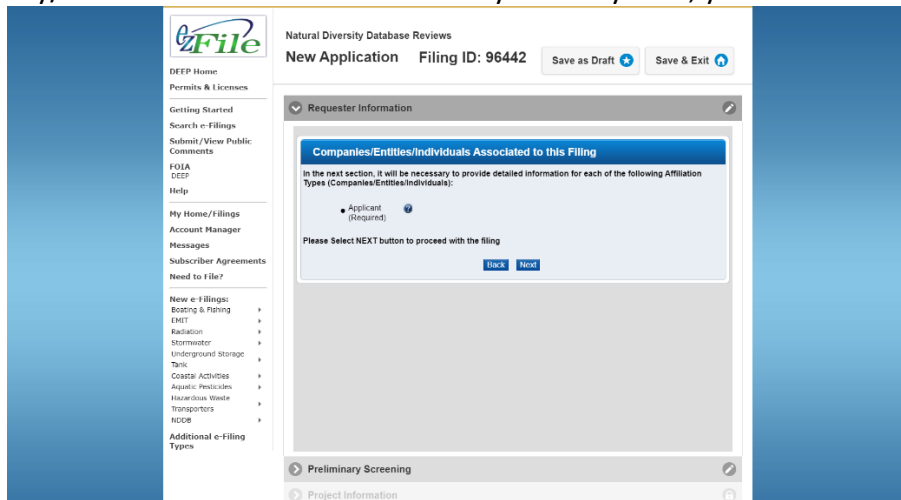

2. Click Natural Diversity Database (NDDB), which will bring you to the NDDB home page.

3. Go to New e-Filings and choose NDDB Filing under NDDB.

4. You will be prompted to fill out the sections of the application, following the prompts.
The first section is Requester Information.
If your Company/Contact information is not already in the system, you can Add New.

5. The Preliminary Screening section will prompt you to answer questions regarding funding and permitting.

6. The Project Information section will prompt you to enter the project name and the category/subcategory types.

7. Site Information. If the site does not have an address, ezFile will prompt you to enter information on the site and project site location.

8. At the end of the Site Information section, select upload a shape file or draw the project components.
If you are drawing the project components, click the black Draw button.

9. This will bring you to the Draw Map screen. Draw polygon(s) to represent the area of work, staging area, access path, discharge and affected areas, other impacted areas, and/or site boundary.
You can create multiple polygons. Label each and add relevant comments.
Right click any polygon to edit, move, scale, or delete it.

10. The Preliminary Results section provides a determination status. There are different statuses that can be applied to the project site and information entered.

No Species Identified: No further action will be necessary.

Standard Report with Comments and Avoidance Measures: There will be a link to view the PDF of avoidance measures for the species potentially impacted. You may be prompted to agree to the avoidance measures provided (see screenshot below as an example).

Requires Biologist Review: The screen will prompt you to fill out additional information on the project area, description of activities/methods/equipment, and anticipated schedule.
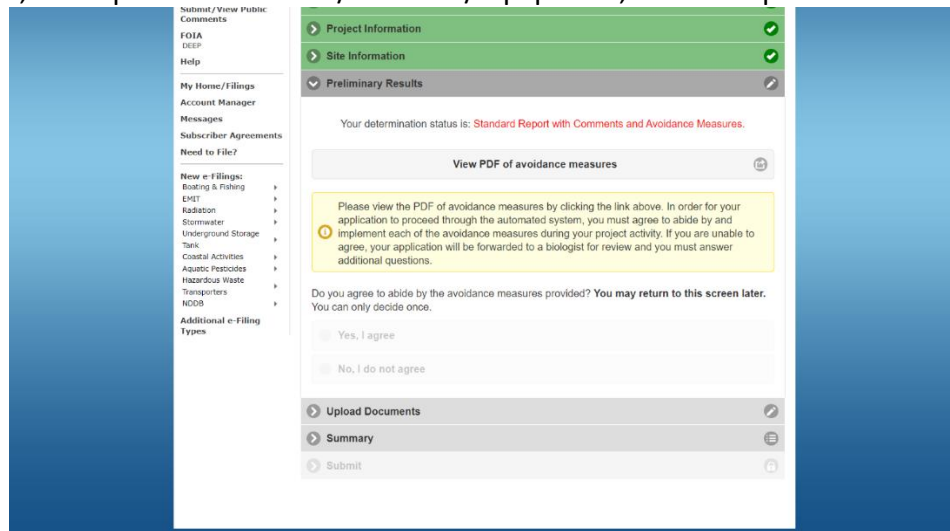
11. After the above sections are complete, upload attachments (i.e. site map, project description, photos, etc.)
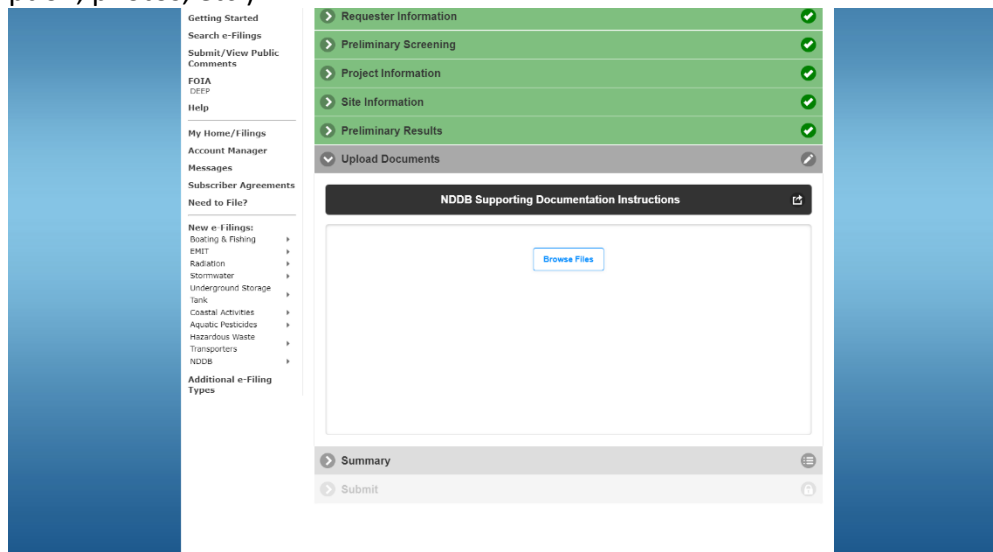
12. Submit the application.

13. If there are no species in the project area or are standard measures of avoidance, you will receive an email notification with the NDDB letter within a few minutes.
The completed application will be found under Finalized Filings at the ezFile home page.
Draft applications will be found under Open Filings.

Renewal Process

1. If a renewal is required, confirm whether the project scope/work has been modified since the previous NDDB application
2. Select "Renew Filing" of the filing.

3. The screen below will appear, asking for you to select the type of renewal.

4. Copy Forward will prompt you to select which information from the original application you would like to copy in the draft copy. You can utilize this if submitting for another bridge or site location within the same project.

Ensure each copied section is correct and fill out the remaining sections by following **NDDB Application Submittal** Steps 4 – 11 and submit the renewal application.

Subscriber Agreement Signup

This is for consultants submitting NDDB applications on behalf of a town for Municipal Projects.

1. After logging into ezFile, the home screen will appear.

The first step is registering your company in the ezFile system if it is not already.

Click either of the bottom three boxes (Hazardous Waste Transporters, Aquatic Pesticides, Coastal Activities) to bring you to applications home screen.

This is only to add your company to the ezFile list of clients. This must be done before doing the Subscriber Agreement.

2. The applications home screen looks like this:
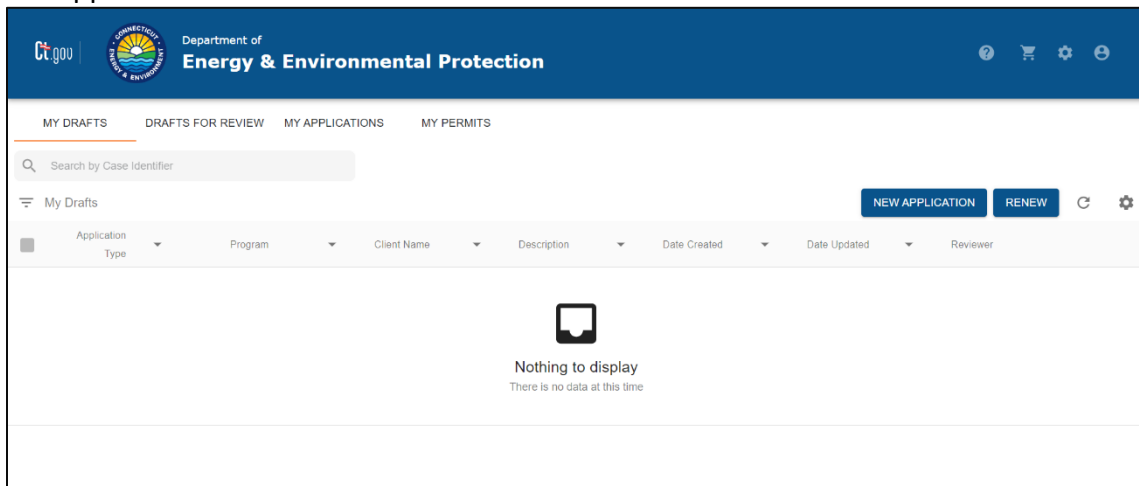
3. Click the Profile icon in the top right corner and then click Subscriber Agreement
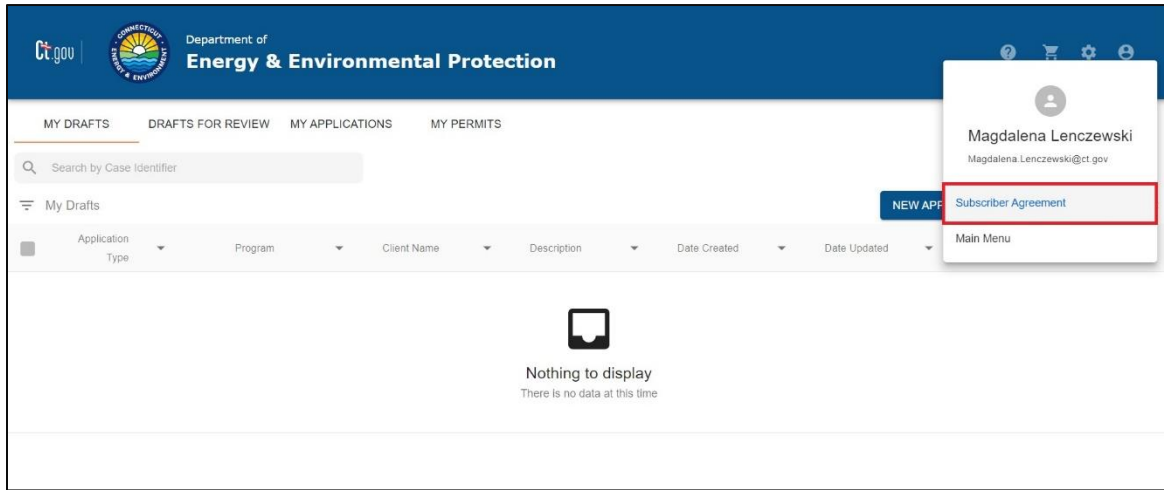
4. The Active Subscriber Agreement Profile will show all of the current subscriber agreements on file. To add a new Subscriber Agreement, click the button below the list and follow the prompts.
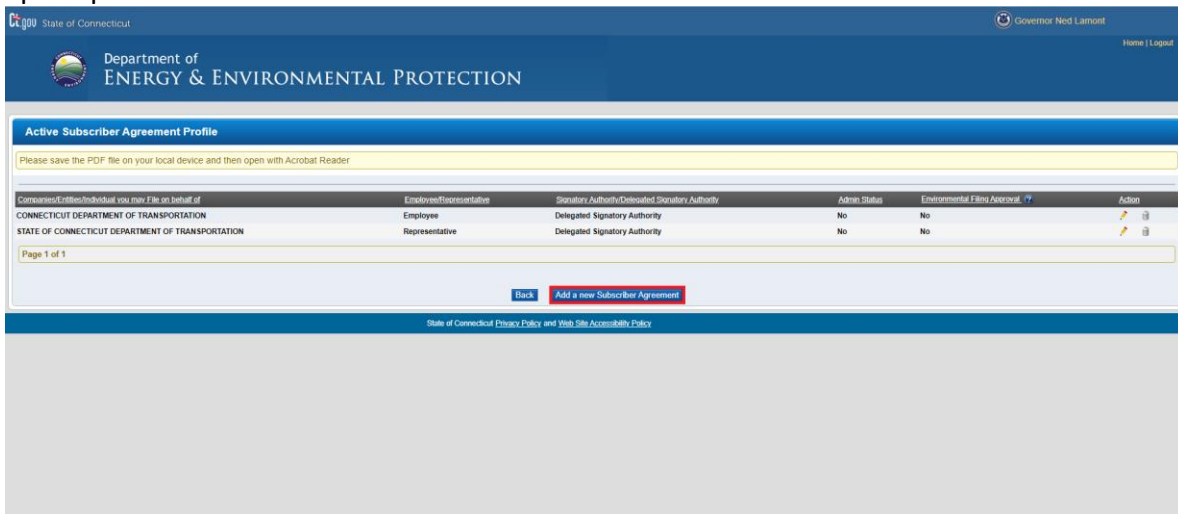
5. Choose your name:

6. For consultants, choose "to file on behalf of Company/Entity/Individual"

7. Type the company's name to see if it is currently listed within ezFile. If it is not listed, check off that it cannot be found and then click the Add New button.

8. Choose the Client Type:

9. Fill in the new Entity Name and click Next:

10. You will receive an error screen, but the company has been added to the list of clients within the ezFile system. The next step is adding the subscriber agreement to the newly added company.
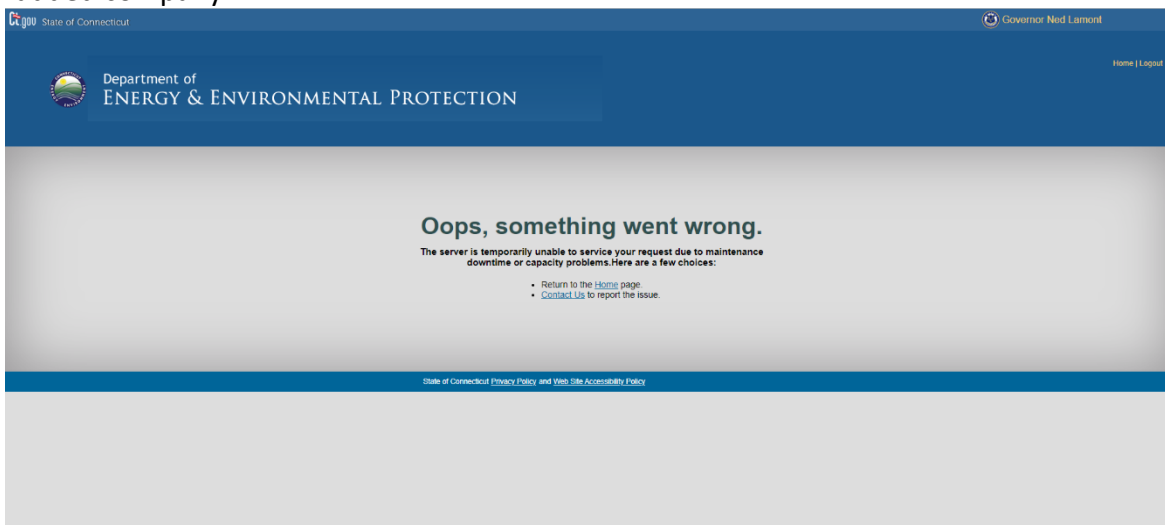
From here, click Home in the upper right-hand corner.

11. You will likely become signed out of your profile so sign in, which will return you to the home screen. Your company has been added to the ezFile client list.
The next step is to add a Subscriber Agreement to your profile under the company's name.
Click any one of the three circled boxes below to return to your applications page.
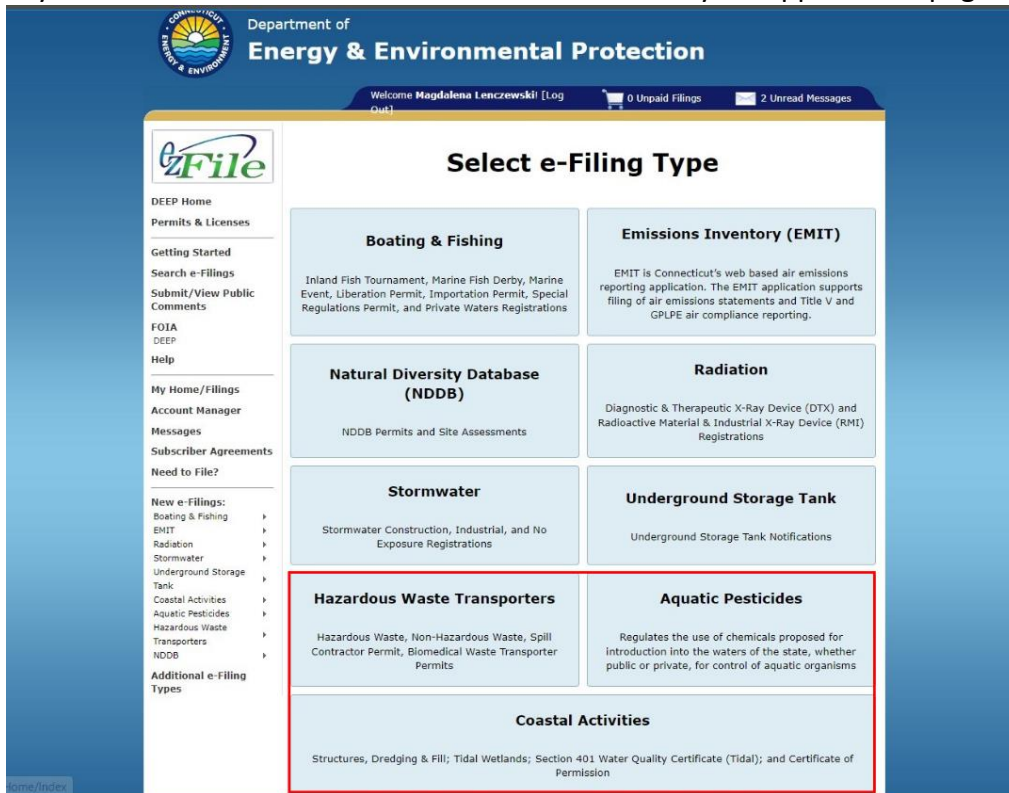
12. Follow Steps 1 – 7. The company name will now appear in the search list.
Select it and click Next.
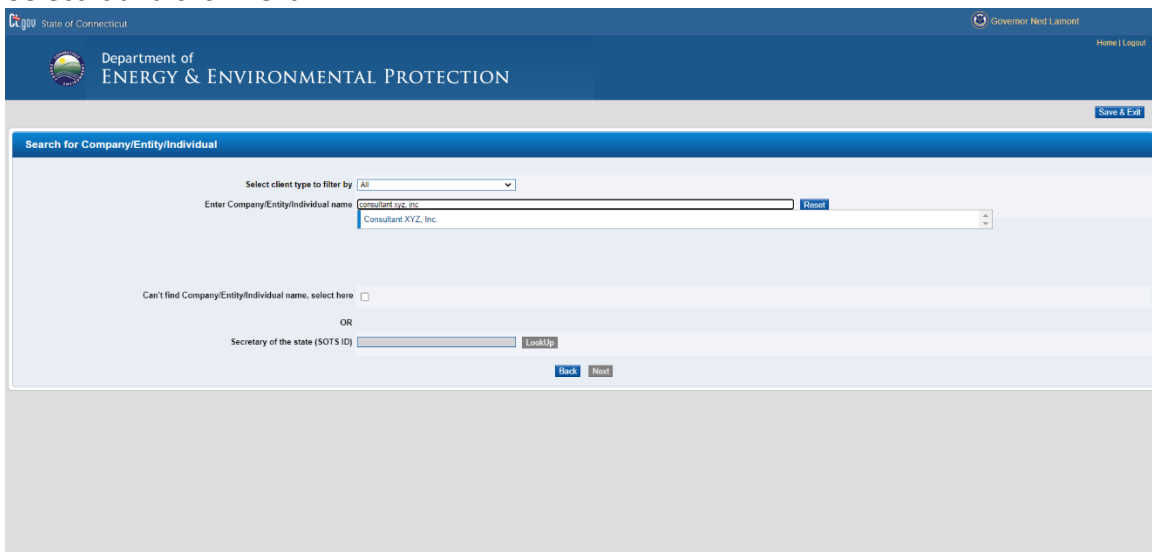
13. Click Next to continue.

14. Click NO to being a Signatory Authority for your company.

15. You can choose either Employee or Representative:

16. For the valid Delegatory Signatory Authority, you MUST select YES.

17. You MUST select NO to requesting to be an Administrator.

18. Accept the conditions

19. The answer to environmental filings MUST be NO:

20. At this stage, you can select yes or no. Selecting Yes will prompt you to enter other employees in your company that will be submitting NDDB applications. Selecting No will continue with your individual Subscriber Agreement.

21. A confirmation that the Subscriber Agreement has been successfully created will appear. You can click Done.

22. Check that the new Subscriber Agreement is found under your Active Subscriber Agreement Profile (See Steps 1-3). You should see a line item with your company's name like the screen below:
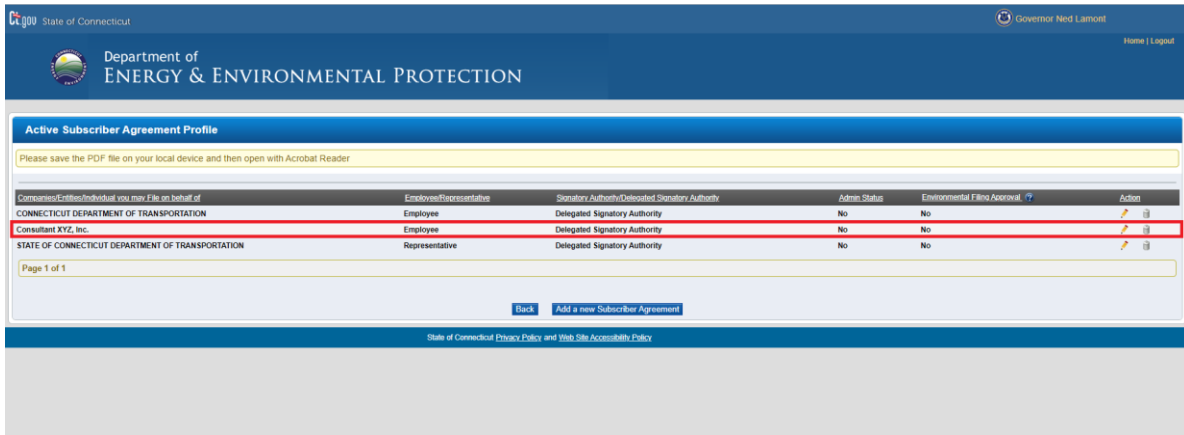
At this point, clicking the NDDB button on the ezFile Home Screen will bring you to new and draft applications. Your company will be listed under the Company/Entity/Individuals in the Request Information section. Though the company name is now added, you will be prompted to add Address, Phone, and Contact Person information to continue the application. This information should be of the employee submitting the NDDB application.

You will work your way through the required sections of the NDDB Application until getting to the Submit tab. Prior to submitting the application, you must agree to the terms in the Certifier Agreement.

With your valid Subscriber Agreement, the screen will look like below. You will then be able to submit your NDDB application.