

<p>ADIRONDACK PARK AGENCY Division of Regulatory Programs PO Box 99, 1133 NYS Route 86 Ray Brook, New York 12977 Telephone (518) 891-4050 www.apa.ny.gov</p>		<p>APPLICATION FOR MAJOR PROJECTS</p> <p>General Information Request</p>
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Applicability: This General Information Request, together with a Supplemental Information Request, is the application for an Adirondack Park Agency permit for a variety of Major Projects. The General Information Request seeks general information about the project site and proposal while the Supplemental Information Request is specific to the type of project being proposed. The Agency may also request pertinent additional information based on the information contained in the application.

Instructions: Please answer all questions and provide all applicable attachments. For assistance in completing this application or to request a pre-application, please refer to the Agency’s website or contact the Agency’s Regulatory Programs division at (518) 891-4050. The application with applicable attachments should be in PDF or similar format and submitted by email to

APAsubmissions@apa.ny.gov.

Electronic copies of plans must be fully scalable. If unable to submit via email, hard copy submissions will be accepted but delays may occur. After the Agency receives your signed application, you will receive a Notice advising you of the date the application was received, the Agency file number, and the name of the Environmental Program Specialist (EPS) assigned to review your application.

By law, the Agency is required to respond to your application within fifteen days of its receipt, identifying any additional information necessary for a complete application. The Agency will make every effort to conduct a site visit within these fifteen days. **However, the combined site visit and application review may not be possible within fifteen days**, especially depending on weather and project complexity.

Site visits conducted early in the application process help to ensure that proposals are well designed from the beginning, minimize the need for follow-up information requests from the Agency, and result in a more efficient review.

Please indicate if you agree to extend the response deadline until fifteen days after a site visit.

YES NO

Application review will not begin until the Agency has received all the information necessary to review the proposed project. Please note that a site visit may be required before the permit application can be considered complete. Depending on the site conditions and the details of the proposed project, other studies, plans, and details may be required in addition to the materials requested in this application.

1. Project Applicant(s)*:

Name(s): _____

Mailing Address: _____

Phone (daytime): _____

Email: _____

2. Current Property Owner(s): ()**

(check above if same as Project Applicant)

Name(s): _____

Mailing Address: _____

Phone (daytime): _____

Email: _____

* A project sponsor is a person having a legal interest in property who makes application to the Agency for the review of a project proposed on such property. Documentation demonstrating such legal interest must be provided, such as a current deed or purchase contract.

** List all names on the current deed of record.

3. Project Sponsor's Legal Interest in Project Site (check the one that applies):

- Owner Signed purchase agreement holder
 Lessee Option holder Other (Identify: _____)

4. Project Sponsor's Authorized Representative: By filling in the name and address below and signing this application, the project sponsor is authorizing the person named below to act as his/her agent in all matters relating to this permit application before the Adirondack Park Agency. The project sponsor acknowledges that all contact regarding the application will be through his/her Authorized Representative. The project sponsor is, however, ultimately responsible for the accuracy of the information contained in this application and for compliance with all terms and conditions of any permit issued to him/her by the Agency.

Name: _____

Mailing Address: _____

Phone (daytime): _____ Email: _____

5. Prior Agency Contact: Identify any previous Agency action (permit, variance, jurisdictional inquiry, enforcement case, or wetland flagging) by file number and/or any contact with Agency staff regarding this project site. Please indicate if staff has visited the project site.

Staff Name(s): _____

Date of Contact: _____

File #(s): _____

6. **Project Site Location/Identification** (a project site is generally considered to be all adjoining properties owned by the current landowner(s) including properties separated by a public road):

Street address: _____

Town(s): _____ County: _____

Size: _____ acres (includes all adjoining properties owned by the landowner)

Tax Map Designation (from the tax bill for the property):

Section: _____ Block: _____ Parcel: _____

Section: _____ Block: _____ Parcel: _____

Section: _____ Block: _____ Parcel: _____

7. **Adjacent Properties:** Provide, as **Attachment A**, a complete and current list of the names and addresses of all landowners whose property adjoins the project site with the tax map references (tax map section, block, and parcel numbers) based on the latest completed tax assessment roll. This list must include landowners whose property would otherwise adjoin the project site but is located across a public road or right-of-way from the site. Attached is a sheet which should be used to provide the required list of adjoining landowners. (This information is typically available from the Real Property Tax Services at County Offices or from the Town/Village assessors.)

8. **Deed(s):** Provide, as **Attachment B**, a complete copy of the current recorded deed(s) for the project site containing the recording information. Copies are available from the County Clerk's Office. Also, if the project sponsor has an executed contract or agreement to purchase or lease the project site, please provide a copy in order to establish the project sponsor's legal interest in the project site. (The purchase price and other confidential information may be blackened out.)

9. **Deed Restrictions and Easements:**

- a. Describe and provide, as **Attachment C**, any current deed restrictions or easements associated with the project site.
- b. Attach, as **Attachment D**, any proposed deed language that will restrict further subdivision or development on the project site and any other proposed deed restrictions or easements.

10. **Project Description:** Provide a brief description of the proposed project:

Which of the following types of new land use and development does the project include?
Check all that apply and attach the appropriate completed Supplemental Information Request.

- | | |
|---|---|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Commercial Use |
| <input type="checkbox"/> Multiple Family Dwelling | <input type="checkbox"/> Public or Semi-Public Building |
| <input type="checkbox"/> Individual Mobile Home | <input type="checkbox"/> Industrial Use |
| <input type="checkbox"/> Mobile Home Court | <input type="checkbox"/> Forestry Use |
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Forestry Use Structure |

- | | |
|---|---|
| <input type="checkbox"/> Sawmill, Chipping Mill, Pallet Mill or similar Wood Using Facility | <input type="checkbox"/> Watershed Management or Flood Control Project |
| <input type="checkbox"/> Agricultural Use or Structure | <input type="checkbox"/> Marina, Boat Yard & Boat Launching Site |
| <input type="checkbox"/> Agricultural Service Use | <input type="checkbox"/> Commercial Seaplane Base |
| <input type="checkbox"/> Tourist Accommodation | <input type="checkbox"/> Commercial or Private Airport |
| <input type="checkbox"/> Tourist Attraction | <input type="checkbox"/> Sewage Treatment Plant |
| <input type="checkbox"/> Ski Center | <input type="checkbox"/> Waste Disposal Area |
| <input type="checkbox"/> Golf Course | <input type="checkbox"/> Junkyard |
| <input type="checkbox"/> Campground | <input type="checkbox"/> Private Road |
| <input type="checkbox"/> Commercial Sand and Gravel Extraction | <input type="checkbox"/> Municipal Road |
| <input type="checkbox"/> Private Sand and Gravel Extraction | <input type="checkbox"/> Public Utility Use |
| <input type="checkbox"/> Mineral Extraction or Structure | <input type="checkbox"/> Major Public Utility Use |
| <input type="checkbox"/> Group Camp | <input type="checkbox"/> Accessory Use or Accessory Use Structure to any of the above |
| <input type="checkbox"/> Cemetery | <input type="checkbox"/> Construction in or adjacent to a jurisdictional wetland |
| <input type="checkbox"/> Open Space Recreational Use | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Game Preserve or Private Park | |
| <input type="checkbox"/> Hunting and Fishing Cabin or other Private Club Structure | |

11. Project Site History: As part of its review of the project, Agency staff must understand the history of the project site. If the project site was part of a larger parcel on May 22, 1973 (the enactment date of the Adirondack Park Agency Land Use and Development Plan), the exact property boundaries of the larger parcel and the size of all buildings on that date must be established.

a. State the current acreage of all connected lands owned by the current landowner, even if the parcels have different deeds and/or tax map numbers and even if they are larger than the project site: _____ acres

b. As of May 22, 1973, did the owner at that time own any adjoining property, including properties on the opposite sides of public roads?

No

Yes - If Yes, provide the Tax Map References of these adjoining properties:

Section: _____ Block: _____ Parcel: _____

c. Has any portion of the total as it existed on May 22, 1973 been conveyed, sold, given away or otherwise subdivided since that date?

No

Yes - If Yes, provide the following information for those lots or parcels. Attach additional sheets if necessary:

Lot Number (from current tax map)	Date of Conveyance	Lot Size (sq. ft. or acres)	Was Conveyance by Gift or Sale?

- i. Provide, as **Attachment E**, a complete copy of all recorded deeds (not just abstracts) for the above conveyances back through May 22, 1973.
- ii. Provide, as **Attachment F**, a full scale copy of a survey map or the current real property tax map clearly showing the property boundaries of the project site and any tax parcel or lot that the project site was part of on May 22, 1973.
- iii. Are there buildings on the total contiguous landholding now owned by the present landowner?
 - No
 - Yes - If Yes, provide the following information. Attach additional sheets if necessary:

Date of Construction	Size (sq. ft.)	Height (ft.)	Type/Use (single family dwelling, store, garage, etc.)

- iv. Describe any other structures which existed on the property as of August 1, 1973 which have since been removed or destroyed and their use (residential, commercial, etc.). Include the date that the structure was removed or destroyed:

Check if no buildings or structures removed or destroyed since August 1, 1973

12. Historic Resources: Does the project site have any buildings that are more than 50 years old, or does the project site or surrounding area contain any structures or districts which are listed or deemed eligible to be listed on the State or National Register of Historic Places or does the project site involve any known archeological resources?

- No
- Yes*, to any of the above criteria.

*If Yes, provide a location map, project description, site plan map, and recent photographs keyed to the location map to the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) as part of consultation required by the State Historic Preservation Act. Please be advised that the Agency cannot deem an application as complete until the OPRHP's determination and/or recommendations for historic resource impact mitigation have been provided to the Agency.

13. Shoreline: Shoreline means that line at which land adjoins water of lakes or ponds or navigable (by boat or canoe) rivers and streams. There are minimum shoreline vegetation cutting restrictions, lot widths, structure setbacks, sewage disposal system setbacks and

shoreline access requirements under the Adirondack Park Agency Act and regulations implementing the NYS Wild, Scenic and Recreational Rivers Act. These shoreline protection standards are measured from the mean high water mark (MHWM - the average of the annual high water levels). Please contact Agency staff for requirements. If the project site has shoreline and you propose construction of any kind within 100 feet of the shoreline (150 feet for Recreational Rivers, 250 feet for Scenic Rivers), the MHWM will have to be established and shown on a site plan map in order to have a complete application. At the project sponsor's request, Agency staff will determine the MHWM at the project site or you can have the determination made by a NYS licensed land surveyor. If you are unsure of navigability, please contact Agency staff.

- a. Does the project site contain any navigable water?
 No - If No, go to Question 13: Wetlands.
 Yes - If Yes, name of water body: _____
Length of shoreline on the project site (as it winds and turns): _____ feet
- b. Is any portion of the shoreline currently being used or proposed for use by others for deeded or contractual access to the water body?
 No
 Yes - If Yes, identify and describe all shoreline access parcels, the number of lots having access to each parcel and the dates access was granted. Also, please provide a complete copy of all deeds for all properties which have been granted access to the water body via a shoreline access parcel:

- c. Will any vegetation be cut or removed within 35 feet of a lake or pond or navigable river or stream or within 100 feet of a designated NYS Wild, Scenic or Recreational River? (If you are uncertain whether the shoreline is along a designated river, check the Adirondack Park Land Use and Development Plan Map, or the APA Regulations Appendix Q-6, or contact Agency staff.)
 No
 Yes - If Yes, describe type, amount and location of vegetation to be removed:

- 14. Wetlands:** Are there any wetlands on the project site?
 No - If No, go to [Question 15](#): Other Regulatory Permits and Approvals
 Yes - If Yes, answer the following questions (a-c). The wetland boundaries as delineated and/or confirmed by Agency staff must be shown and labeled on the Site Plan Map.
- a. Are any of the activities listed below proposed to occur within the boundaries of a freshwater wetland?
 No

- Yes* - If Yes, check all that apply:
- Draining; dredging; excavation; removing soil, peat, muck, sand, shells or gravel
 - Dumping or filling with soil, stone, sand, gravel, mud, or fill of any kind
 - Erecting structures, building roads or driveways, driving pilings, or placing any other obstructions
 - Clearcutting of more than three (3) acres: state number of acres _____
 - Applying pesticides or fertilizers
 - Constructing a wastewater treatment system or discharging a sewer outfall

*If Yes, please also provide a detailed written description of the measures taken to avoid or minimize wetland impacts:

- b. Will the project result in the temporary or permanent loss of any wetland acreage by filling or draining?
- No
- Yes - If Yes, amount of acreage to be lost: _____ square feet.
- c. Will any of the activities listed below occur within 100 feet of a wetland?
- No
- Yes - If Yes, check all that apply:
- Constructing a wastewater treatment leaching or absorption facility
 - Applying pesticides
 - Conducting other activities that could impair the functions or benefits derived from wetlands, including any diversion of water or change in hydrology, or substantial increase of erosion or sedimentation

If Yes was checked for any of the questions in this section, a compensatory wetland mitigation plan prepared in accordance with the "[New York State Adirondack Park Agency Compensatory Mitigation Guidelines](#)" may be required. A copy of these guidelines is available on the Agency's website (www.apa.ny.gov) or upon request.

- 15. Other Regulatory Permits and Approvals:** The Agency cannot approve a project which has been denied a permit or which is a prohibited use under local zoning requirements and other local laws or ordinances. The Agency will also recognize community goals expressed in a formally adopted land use plan. The project should be designed to the regulatory requirements of other involved agencies.
- a. Local Government Notice Form: Provide, as **Attachment G**, a completed copy of the enclosed Local Government Notice Form to the municipality in which your project is located. Have it filled out and signed by an appropriate official (Zoning Administrator, Planning Board Chairman or Supervisor, if no Zoning Administrator or Planning Board Chairman) and return it with the project application. Please read the form for instructions.
 - b. Municipal Approval Documents: If local approval has been obtained for the proposed project, then provide, as **Attachment H**, documentation (permit, site plan approval, final subdivision plat, etc.) to the Agency which confirms that the project has been approved pursuant to all applicable town and county laws including any necessary approvals from the planning and zoning boards. Also, please provide a copy of the relevant minutes of all local meetings at which the project has been discussed. (This last request is continuous; the information should be provided to the Agency as it becomes available.)
 - c. State and Federal Agency Contacts: Complete the following table and indicate whether any of the following agencies or departments have been contacted. Your APA application may remain incomplete until all state agency applications are complete, to allow a coordinated review.

Agency	No	Yes	Date	Contact Person & Phone Number
NYS Department of Health				
NYS Department of Transportation				
NYS Department of Environmental Conservation				
NYS Office of Parks, Recreation & Historic Preservation				
NYS Department of Law				
U.S. Army Corps of Engineers				
Lake George Park Commission				
Other				

- d. State and Federal Permits, Approvals and Determinations: Provide, as **Attachment I**, copies of all permits, approvals and determinations received from the above agencies.

16. Project Applicant(s)/Landowner(s) Signatures:

I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN THIS APPLICATION, INCLUDING ALL ATTACHMENTS. I BELIEVE THIS INFORMATION TO BE TRUE, ACCURATE AND COMPLETE. IN ADDITION, IN THE CASE OF ANY PROJECT SPONSOR CORPORATION, LIMITED LIABILITY CORPORATION, PARTNERSHIP OR OTHER LEGAL ENTITY, I ALSO AFFIRM THAT I AM AUTHORIZED TO SUBMIT THIS APPLICATION ON BEHALF OF THAT ENTITY.

I HEREBY AUTHORIZE THE ADIRONDACK PARK AGENCY AND MEMBERS OF ITS STAFF TO ENTER ON THE PROPERTY DESCRIBED HEREIN FOR THE PURPOSES OF CONDUCTING SUCH INVESTIGATIONS, EXAMINATIONS, TESTS AND SITE EVALUATIONS AS IT DEEMS NECESSARY, AT REASONABLE TIMES AND WITH ADVANCE NOTICE WHERE POSSIBLE, TO VERIFY INFORMATION CONTAINED IN OR RELATED TO THIS APPLICATION FOR A PROJECT PERMIT.

Signature(s) of all Project Applicant(s) (if not the landowners):
(Required for all applications)

Signature (type or sign)	First & Last Name/Title (if applicable)	Date

Signature(s) of all Landowner(s) from current deed:
(Required for all applications)

Signature (type or sign)	First & Last Name/Title (if applicable)	Date

Please provide all the required information and submit by email to
APAsubmissions@apa.ny.gov

Attachment A

Provide tax map references (tax map, block and parcels numbers) landowner names, and mailing addresses for all properties adjoining the project site, including those across public roads and rights-of-way.

Example: 155-1-27 Mr. John Doe Main Street Jay, New York 12941		

- ✓ Attachment B - [Question 8: Deed](#)
- ✓ Attachment C - [Question 9a](#): Current Deed Restrictions and Easements
- ✓ Attachment D - [Question 9b](#): Proposed Deed Restrictions and Easements
- ✓ Attachment E - [Question 11ci](#): Property History, Deeds
- ✓ Attachment F - [Question 11cii](#): Property History, Survey Maps
- ✓ Attachment G - [Question 15a](#): Local Government Notice Form
- ✓ Attachment H - [Question 15b](#): Municipal Approval Documents
- ✓ Attachment I - [Question 15d](#): State and Federal Permits, Approvals and Determinations