

| | | |
|--|---|--|
| <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>NEW YORK STATE OF OPPORTUNITY.</p> <p>Adirondack Park Agency</p> | <p>APPLICATION FOR MINOR PROJECT PERMIT</p> |
|--|---|--|

Applicability: This application is for an Adirondack Park Agency permit for construction of a single family dwelling, installation of a mobile home, and/or a two-lot subdivision.

Please note: a jurisdictional project may not be undertaken until a permit has been issued by the Agency. “Undertake” means any commencement of a material disturbance of land preparatory to the proposed project, including but not limited to road construction, grading, installation of utilities, excavation, clearing of building sites, or other landscaping.

Instructions: Please answer all of the questions in each numbered section 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.

Please note that a site visit is required before most permit applications can be considered complete. During site visits, staff review the soils and slopes on a project site, as well as any wetlands, waterbodies, and other resources. Using this and other information, staff may be able to help you locate the most suitable areas for development, including appropriate locations for on-site wastewater treatment systems, site access, vegetative clearing and other activities proposed on the project site.

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 determines that the application is complete, which means that the Agency has received all the information necessary to review the proposed project. 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 applicant is a person having legal interest in the property who makes the application to the Agency for review of the proposed project. Documentation demonstrating the legal interest, such as a current deed or purchase contract, must be provided.

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

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

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

4. Project Applicant's Authorized Representative: By filling in the name and address below and signing this application, the project applicant is authorizing the person named below to act as their agent in all matters relating to this permit application before the Adirondack Park Agency. The project applicant acknowledges that all contact regarding the application will be through the Authorized Representative. The project applicant 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 them 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 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. **Deed(s):** Provide, as **Attachment A**, a complete copy of the current recorded deed(s) for the project site containing the recording information. Also, if the project applicant has an executed contract or agreement to purchase or lease the project site, please provide a copy of the documents to establish the applicant's legal interest in the project site.
8. **Deed Restrictions and Easements:**
 - a. Describe and provide, as **Attachment B**, any current deed restrictions or easements associated with the project site.
 - b. Describe and provide, as **Attachment C**, any proposed deed language that will restrict further subdivision or development on the project site and any other proposed deed restrictions or easements related to the project.
9. **Project Description:** Provide a narrative describing the proposed subdivision and/or construction of a single family dwelling or mobile home on the project site. If proposing a subdivision, you must include the acreage of each proposed lot and identify at least one suitable building location for a single family dwelling on each vacant lot.

10. **Existing Structures:**
 - a. Are there existing buildings on the project site? No Yes*

*If Yes, provide the following information and attached additional sheets if necessary.

| Date of Construction | Size (square feet) | Height (feet) | Type/Use (school, dwelling, warehouse, store, etc.) |
|----------------------|--------------------|---------------|---|
| | | | |
| | | | |
| | | | |

- b. Describe the details and uses of any other structures that existing on the property as of August 1, 1973, which have since been removed or destroyed (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.

11. **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 was 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, you must submit the project to the [State Historic Preservation Office](#) (SHPO) 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 SHPO's determination and/or recommendations for historic resource impact mitigation has been provided to the Agency.

12. **Character of the Area/Adjoining Land Uses:**

- a. Describe the character of the nearby and adjoining land uses, including the type and density of existing agricultural, commercial, industrial, and residential development, roads, fields, forests, State lands, and public recreation/open space recreation facilities (hiking trails, boat launches, etc.).

- b. Describe all the current land uses on the project site (agricultural, forestry, commercial, etc.). If the proposal involves the conversion of agricultural or forestry uses, please describe when the land was last used for these purposes.

13. **Site Plan Map or Subdivision Map:** Provide, as **Attachment D**, a site plan map or subdivision map that is drawn to scale (one inch equals 10, 20 or 30 feet) and label with the map scale, north arrow, date of preparation, and name of preparer. For large parcels, show the entire site at a smaller scale (one inch equals 100 or 200 feet) and show the area of development at a larger scale. For guidance in preparing the map, refer to the "Site Plan Map" flyer found on the Agency website. The Site Plan Map must show and label all of the following information:
- a. existing property boundary lines;
 - b. any proposed boundary lines creating two lots (label as Lot 1 and Lot 2) and note the size of each proposed lot in acres or square feet;

- c. existing or proposed rights-of-way or easements;
- d. existing bodies of water, including the waterbody name and the mean high water mark for any pond, lake, river, stream, or intermittent stream;
- e. existing wetland boundaries within 200 feet of proposed development or lot boundaries;
- f. existing and proposed structures (single-family dwellings, mobile homes, sheds, signs, fences, docks, decks, boathouses, etc.), including location, size, use, and setbacks from all roads, water bodies, and property lines;
- g. existing and proposed roads, driveways and parking areas, including locations, dimensions, and construction materials;
- h. existing and proposed overhead or underground utilities;
- i. existing on-site wastewater treatment systems (OSWTSs) and water supplies (indicate a 100% replacement area for any existing absorption field);
- j. areas of existing vegetation (forest, lawn, etc.) and the proposed limits of planned vegetative clearing;
- k. at least one potential building location on each vacant lot with driveway, well and OSWTS;
- l. a suitable deep-hole soils test pit (DHTP) for an OSWTS on each building site or vacant lot, with DHTP numbered and a corresponding notation on the site plan of soil profile results;
- m. proposed on-site water supplies;
- n. all components of each proposed OSWTS, including tank, piping, absorption field, and a reserve area for 100% replacement of the absorption field;
- o. location(s) of structures that existed on May 22, 1973, but which have since been removed or destroyed;
- p. location(s) of structures on the project site that are more than 50 years old (labeled to correspond to photographs in Attachment H below); and
- q. local town zoning designation boundaries and required town setbacks.

14. Proposed Structures: Provide a detailed written inventory of all proposed structures, including the following:

- a. the dimensions in square feet of the proposed maximum footprint;
- b. the proposed number of stories and the maximum overall height in feet (height is measured from the highest point on the structure to the lowest point of existing grade or finished grade, whichever is greater);
- c. the number of bedrooms; and
- d. the type and color of exterior finish materials to be used on the walls and roof.

15. Visual Impacts: Will the project involve construction of a building or dwelling that will be visible from off-site locations? No Yes*

*If Yes, provide, as **Attachment E**, drawings in Plan View and Elevation View of each proposed structure. You may also be required to prepare a "Visual Resource Assessment" report that identifies viewpoints from publicly accessible areas, viewer groups, and the type, distance, and duration of the view. You may also be asked to describe efforts to mitigate adverse visual impacts and may be required to prepare visual simulations showing how the proposed structure will appear after construction from selected viewpoints.

- 16. Shoreline:** If the project site contains a navigable water body, including ponds, lakes, streams, and rivers, the project must comply with all applicable shoreline regulations. If you are unsure of navigability, contact Agency staff. At the project applicant's request, Agency staff will also determine the mean high water mark at the project site, or you can have the determination made by a NYS licensed land surveyor.

Does the project site contain any navigable waterbody (including by boat, canoe or kayak)?

Unknown, needs Agency navigability determination.

No

Yes. Name of waterbody: _____

Length of shoreline (in feet) as it winds and turns on the project site: _____

- 17. Wetlands:** The boundaries of any wetlands on the project site within 200 feet of the proposed development or any proposed lot line need to be field delineated and shown on the Site Plan Map. Please note that, if any new land use or development, land disturbance or other activities will occur within 100 feet of a wetland, additional information and/or studies will be required.

- a. Have wetlands been delineated on the property? No Yes*

*If Yes, date of delineation: _____ and name and title of individual who delineated the wetlands: _____

- b. Is proposed development within 100 feet of delineated wetlands? No Yes

- 18. Proposed Site Access:** If the project site has road frontage on a State or County Highway and you proposed to create or utilize an existing access from a State or County Highway, provide as **Attachment F** a copy of your NYS Department of Transportation (NYS DOT) highway access permit, or documentation from the County Highway Engineer that the proposed project complies with the requirements of the County Highway Department.

- 19. On-Site Wastewater Treatment System(s):**

- a. Is a new or expanded on-site wastewater treatment system (OSWTS) proposed as part of the project? No Yes

Please note: For each new vacant subdivision lot, a suitable area for a potential OSWTS must be identified (even if no development is currently proposed), unless the lot will be deed-restricted as a non-building lot.

- b. A deep-hole test pit (DHTP) and soil examination must be done on the project site for each proposed new or expanded OSWTS and/or for each new building site or vacant lot to confirm that it meets the Agency's standards and guidelines. The DHTP(s) should be

dug within 50 feet of the proposed absorption field component of the OSWTS. DHTPs must be performed by or under the direct supervision of a New York State licensed design professional (New York State licensed professional engineer or registered architect). A list of consulting engineers who have practiced in the Adirondacks is available upon request.

Please be aware that all submitted soils data is subject to verification by Agency staff. Photos should be taken, to be provided upon Agency staff request, of each successful DHTP clearly documenting depth to seasonal high groundwater including redoximorphologic features and depth to bedrock or machine refusal.

For a proposed new vacant lot where no development is proposed, Agency staff will perform the soils analysis upon request; however, the applicant must provide for a backhoe and operator to dig the test pit at the time of the scheduled site visit. Underground utility and infrastructure clearance should be confirmed prior to the scheduled site visit. Please note, the Agency does not perform soil percolation tests.

- c. Provide, as **Attachment G**, OSWTS design plans prepared and stamped by a New York State licensed design professional (New York State licensed professional engineer or registered architect) for each proposed new or expanded OSWTS on the project site. The OSWTS design should include the percolation test results and DHTP description information results confirming that the proposed OSWTS meets Agency standards and guidelines. Please see <https://www.apa.ny.gov/Documents/Guidelines/DAP-ProjectGuidelines-ResidentialOSWT.pdf> and [Minimum Requirements for Engineering Plans for On-Site Wastewater Treatment Systems \(ny.gov\)](#) for information on OSWTS design standards and guidelines.
- d. If no new land use or development is proposed for a new vacant lot and you request to have Agency staff perform the soil examination, the DHTP results may be submitted after the site visit.
- e. If the continued use of an existing OSWTS is proposed, provide the OSWTS design if available and indicate the type, material, capacity (size), age, and functional condition of each component of the system (septic tank, distribution box, absorption field, etc.). Please note, an existing system must be able to adequately serve any new or expanded use.
- f. If the project site is located in Clinton County, you must contact the [Clinton County Health Department](#) (CCHD) and provide the Agency with a copy of any OSWTS permit application submitted to CCHD, and any permit issued by CCHD.

20. Other Regulatory Permits and Approvals: The Agency cannot approve a project that has been denied a permit or that is a prohibited use under local zoning requirements and other local laws or ordinances. The Agency will also consider 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 H**, 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 Chair or Supervisor, if no Zoning Administrator or Planning Board Chair) and return it with the project application.
- b. Municipal Approval Documents: If local approval has been obtained for the proposed project, then provide, as **Attachment I**, documentation (permit, site plan approval or 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: Indicate whether any other following Agencies or Departments have been contacted. To allow for a coordinated review, your APA application may remain incomplete until all state agency applications are complete.

| Agency | No | Yes | Date | Contact Person & Phone Number |
|--|----|-----|------|-------------------------------|
| NYS Department of Health | | | | |
| NYS Department of Transportation | | | | |
| NYS Department of Environmental Conservation | | | | |
| State Historic Preservation Office | | | | |
| U.S. Army Corps of Engineers | | | | |
| Lake George Park Commission | | | | |
| Other: | | | | |

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

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

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

I HEREBY AUTHORIZE THE ADIRONDACK PARK AGENCY AND 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, TO VERIFY INFORMATION CONTAINED IN OR RELATED TO THIS APPLICATION FOR A PROJECT PERMIT.

Note: Please sign or type below. The use of an electronic signature, by typing your signature below, shall have the same validity and effect as a handwritten signature.

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

| | | |
|---------------------------------|--|-------------------|
| <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> |
| Signature (type or sign) | First & Last Name/Title (if applicable) | Date |

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

| | | |
|---------------------------------|--|-------------------|
| <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> |
| 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

Remember to include any required attachments:

- ✓ **Attachment A: Current Deed, [Question 7](#)**
- ✓ **Attachment B: Current Deed Restrictions, [Question 8a](#)**
- ✓ **Attachment C: Proposed Deed Restrictions, [Question 8b](#)**
- ✓ **Attachment D: Site Plan Map or Subdivision Map, [Question 13](#)**
- ✓ **Attachment E: Site Plan Map, [Question 15](#)**
- ✓ **Attachment F: Proposed Site Access, [Question 18](#)**
- ✓ **Attachment G: OSWTS Design Plans, [Question 19c](#)**
- ✓ **Attachment H: Local Government Notice Form, [Question 20a](#)**
- ✓ **Attachment I: Municipal Approval Documents, [Question 20b](#)**
- ✓ **Attachment J: State and Federal Permits, Approvals, and Determination, [Question 20d](#)**