

<p><b>ADIRONDACK PARK AGENCY</b>  <b>Division of Regulatory Programs</b>          PO Box 99, 1133 NYS Route 86          Ray Brook, New York 12977          Telephone (518) 891- 4050          www.apa.ny.gov</p>	 <p><b>Adirondack Park Agency</b></p>	<p><b>APPLICATION FOR 3 TO 15 LOT SUBDIVISIONS</b>  <b>Supplemental Information Request</b></p>
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**Applicability:** This Supplemental Information Request, together with a General Information Request, is the application for an Adirondack Park Agency permit for a 3 to 15-lot subdivision.

**Instructions:** Please answer all of the applicable questions in each numbered section and provide all required attachments. Type or print clearly in ink. **Submit completed copies of the General Information Request, this Supplemental Information Request, and all required attachments either via mail to the address above or via e-mail in PDF or a similar format to [APAsubmissions@apa.ny.gov](mailto:APAsubmissions@apa.ny.gov).** A site visit by Agency staff will also be required. The Adirondack Park Agency Act provides that the time period for review of the proposed project will not begin until the Agency determines that the application is complete. The proposed project may not be undertaken until a permit has been issued by the Agency.

**Assistance:** For assistance in completing this application or to request a pre-application meeting, please contact the Agency’s Regulatory Programs division at the above address/telephone number, via e-mail at [APAsubmissions@apa.ny.gov](mailto:APAsubmissions@apa.ny.gov) and/or refer to the Agency’s website.

**1. Project Sponsor and Authorized Representative:**

(as shown on the General Information Request)

Project Sponsor: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

**2. Additional Technical Advisor or Consultant:**

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

Contact Person: \_\_\_\_\_

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

Telephone (daytime): \_\_\_\_\_

FAX/E-mail: \_\_\_\_\_

**3. Subdivision of Land:**

*This Supplemental Information Request is to be used for subdivisions involving a total of 3 to 15 lots, parcels or sites being created for the purposes of sale, lease, or gift. The Project Site is the total contiguous landholding in one ownership or by two or more landowners acting in concert and may include land on both sides of a public highway or other right-of-way owned in fee. The subdivision includes any lots being retained by the current landowner(s). "Subdivision into sites" means the proposed construction of a second or subsequent principal building (single family dwelling, mobile home, commercial use structure, etc.) on the project site, even if the property is not being subdivided into lots.*

- a. Does the project involve the proposed subdivision of land into three to 15 lots, parcels, or sites, including any lots to be retained by the current landowners?  
 No (If no, a different application form is required)  
 Yes (If yes, answer the following questions)

b. What is the size of the total contiguous landholding? \_\_\_\_\_ acres

c. Indicate the acreage of all lots including any lots to be retained or gifted:

Lot #1: \_\_\_\_\_ acres      Lot #6: \_\_\_\_\_ acres      Lot #11 \_\_\_\_\_ acres

Lot #2: \_\_\_\_\_ acres      Lot #7: \_\_\_\_\_ acres      Lot #12 \_\_\_\_\_ acres

Lot #3: \_\_\_\_\_ acres      Lot #8: \_\_\_\_\_ acres      Lot #13 \_\_\_\_\_ acres

Lot #4: \_\_\_\_\_ acres      Lot #9: \_\_\_\_\_ acres      Lot #14 \_\_\_\_\_ acres

Lot #5: \_\_\_\_\_ acres      Lot #10 \_\_\_\_\_ acres      Lot #15 \_\_\_\_\_ acres

d. What is the purpose of the subdivision? (Check all that apply)

- Retention of a lot with existing buildings
- Retention of a vacant lot
- Creation of vacant lots for sale or lease as residential building lots
- Creation and conveyance of lots containing existing buildings
- Creation and conveyance of land to adjoining property owner for a boundary line adjustment with no principal building rights (less than 1/4 ac)
- Creation and conveyance of a lot as a gift to an immediate family member:  
Name of gift recipient: \_\_\_\_\_  
Relationship to the landowner: \_\_\_\_\_
- Creation/conveyance of a non-building lot with no principal building rights
- Creation/conveyance of a lot with deed restrictions or easements (please briefly describe): \_\_\_\_\_  
\_\_\_\_\_
- Other (describe): \_\_\_\_\_  
\_\_\_\_\_

**4. New Land Use and Development:**

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

Will any of the proposed lots be used for new land use and development, including construction of any kind, by the project sponsor or by a person who is buying or leasing a lot or who will receive a lot as a gift?

\_\_\_\_\_ No. If no, then a survey or deed plot may be the only necessary additional information.

\_\_\_\_\_ Yes. If yes, please check all that apply below:

- \_\_\_ Construct a new single-family dwelling (house) on vacant lots
- \_\_\_ Place new mobile homes on vacant lots
- \_\_\_ Replace an existing mobile home with a single family dwelling
- \_\_\_ Replace an existing single family dwelling with a mobile home
- \_\_\_ Re-locate, expand or modify an existing single family dwelling
- \_\_\_ Re-locate, expand or modify an existing mobile home
- \_\_\_ Expand or re-locate an accessory structure (e.g., garage, barn, shed)
- \_\_\_ Construct an accessory structure
- \_\_\_ Construct a dock or boathouse
- \_\_\_ Construct a deck or patio
- \_\_\_ Construct a guest cottage
- \_\_\_ Install individual on-site water supply (well)
- \_\_\_ Install individual on-site wastewater treatment system
- \_\_\_ Connect to a municipal water supply
- \_\_\_ Connect to a municipal sewer system
- \_\_\_ Vegetative cutting and grading for roads, driveways, utility access, buildings or lawn areas
- \_\_\_ Vegetative cutting for views or shoreline access
- \_\_\_ Construct, re-construct or re-locate a retaining wall
- \_\_\_ Construct a pond
- \_\_\_ Install or expand a driveway or parking area
- \_\_\_ Plant trees or shrubs
- \_\_\_ Construct drainage ditches and/or install culverts
- \_\_\_ Stabilize shoreline
- \_\_\_ Install underground electric, telephone and/or cable TV
- \_\_\_ Install overhead electric, telephone and/or cable TV
- \_\_\_ Structures greater than 40 feet in height
- \_\_\_ Private subdivision road
- \_\_\_ Subdivision Road to be dedicated to the municipality
- \_\_\_ Homeowners association
- \_\_\_ Other \_\_\_\_\_

**5. Proposed Development:**

*In order for the Agency to evaluate potential adverse impacts to natural and manmade resources that could result from the proposed subdivision project, a basic description of the proposed or potential development on each lot is required.*

For each lot, provide the following:

- a. the dimensions in square feet of the proposed maximum footprint of each proposed dwelling, including covered decks and porches and attached garage;
- b. the proposed number of stories and the maximum overall height in feet of each structure (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 maximum total square footage of each structure, including all habitable areas;
- d. the type and the color of exterior finish materials to be used on the walls and roof of each structure; and
- e. the footprint, height, and exterior finish materials/color of all detached accessory structures.

## 6. Survey or Deed Plot:

*A survey or deed plot is required for each application. Surveys must be prepared by an appropriately qualified person (i.e., licensed surveyor). For the purposes of this requirement, the term "deed plot" shall mean a scaled sketch map depicting the property boundaries as set forth in the property deed. Deed plots may be prepared by anyone but must consist of a scaled sketch map depicting tax property boundaries as set forth in the property deed.*

Provide, as **Attachment A**, a survey or deed plot of the entire project site prepared by an appropriately qualified person to so act in the State which shows, at a minimum, the property boundary lines in relationship to existing roads and water features (i.e., lakes, ponds, rivers and streams).

## 7. Site Plan Map:

*A site plan map is also required for each subdivision application. The site plan map may be combined with the survey or deed plot required by Item 5 above. Site plans for subdivisions involving five or more lots, parcels or sites must be prepared by an appropriately qualified person to so act in the State (i.e., licensed surveyor, engineer, architect or landscape architect). The site plan map is the best way to show what you propose to do on the project site. It should show the location of existing and proposed development in relationship to existing property lines, proposed lot lines and other existing manmade and natural features on the project site.*

*Detailed specific site plans will be required for all subdivisions where site constraints (e.g., shoreline, wetlands, steep slopes, poor soils, etc.) dictate the need for precise siting of the proposed development and wastewater treatment system. Building envelopes may be acceptable on lots with generally acceptable resources (e.g., slopes less than 8 percent, soils with a seasonal high groundwater table that is more than 4 feet below the surface, no wetlands, etc.).*

Provide, as **Attachment B**, a site plan map showing the proposed subdivision that is drawn to scale (i.e., one inch equals 10, 20, 30 or 50 feet) and clearly labeled with the map scale, north arrow, date of preparation and name of preparer. For larger parcels, show the entire site at a smaller scale, (i.e., one inch equals 100, 200 or 400 feet) and show the area of development at a larger scale. The site plan map must show and label all of the following information:

- a. all existing property boundary lines, lot lines, the acreage of each lot, and a label for each lot (e.g., Lot #1, Lot #2, Lot #3, etc.);

- b. all existing bodies of water (i.e., lakes, ponds, and permanent or intermittent streams) and the mean high water mark of all navigable water bodies;
- c. the boundaries of all freshwater wetlands as identified in the field by Agency staff or a qualified biologist;
- d. all existing structures, locations, sizes and uses (e.g., single family dwellings, mobile homes, sheds, signs, fences, docks, decks, boathouses and if applicable commercial and industrial structures) and all existing on-site wastewater treatment systems and water supplies;
- e. existing and proposed finished topography at a 5-foot contour interval based on actual ground control survey data (more detailed topography may be required on steeper sites);
- f. all existing paved or unpaved roads, driveways, parking areas and utility lines;
- g. all existing vegetative cover types (e.g., fields, woodlands, shrub areas, lawns);
- h. at least one building location on each lot with well, driveway, and individual wastewater treatment system locations (the plan must show all components of each system and a 100% reserve area on each lot for replacement of the system);
- i. as an alternative to a site specific building location, building envelopes may be used on lots which are generally suited for development (e.g., uniform soils, moderate slopes, no wetlands or other water features, etc.);
- j. the proposed limits of vegetational clearing on each lot, undisturbed wooded buffers and all proposed landscape plantings, including plant name and size;
- k. all other proposed structures with locations, sizes and uses (e.g., sheds, garages, signs, fences, docks, decks, boathouses, etc.); and
- l. indicate whether utilities will be installed overhead or underground and the location where they will be extended into the lots.

**8. On-Site Individual Wastewater Treatment System:**

*If you propose to expand or replace an existing on-site wastewater treatment system or if an existing system is failing or does not comply with current standards or if the subdivision involves new building lots where on-site wastewater treatment systems will be used, then APA staff or a qualified soils scientist must assess the soils and determine the depth to the seasonal high groundwater table and the depth to bedrock at the location of each proposed wastewater treatment system. The applicant must arrange for this to be done and submit the results to the Agency as part of a complete permit application. The components of the system must meet current NYS Department of Health standards and Agency guidelines, including a minimum horizontal setback of 100 feet for any subsurface treatment system from any individual water supply (well), water body, wetland and permanent or intermittent stream.*

- a. Does the subdivision involve any new building lots where on-site wastewater treatment systems will be used or the replacement of an existing system that has failed or does not comply with current standards?  
 No (If no, skip the rest of Section 7)  
 Yes

*Deep-hole soils test pits must be dug in the presence of APA staff or a qualified soil and site evaluator. A soil and site evaluator is a soil scientist, a professional engineer, a registered architect, a certified geologist, or an exempt licensed land surveyor. A list of soil and site evaluators that have previously*

*done business with the Agency is available upon request from the Agency. For a proposed new vacant lot in a subdivision of four (4) lots or less where no development is proposed, Agency staff will perform the soils analysis upon request; however, the applicant must provide for a back-hoe and operator to dig the test pit at the time of the scheduled site visit. Scheduling for the digging of test pits must be arranged with staff well in advance. Underground utility and infrastructure clearance should be confirmed prior to the scheduled site visit. Please note, the Agency does not perform soil percolation tests.*

- b. Have deep-hole soils test pits been dug on the project site at the locations of the proposed on-site wastewater treatment systems?

No (If no, arrangements must be made for the soils test pits)

Yes (If yes, provide the date the test pits were dug, the name of the person who observed them and the results of the test pits for each lot where one was dug)

- c. Did the deep-hole soils test pits reveal seasonal high groundwater, bedrock or impermeable soils within 48 inches of the existing grade?

No

Yes

If no, provide as **Attachment C**, detailed plans for the proposed wastewater treatment system(s) that show at a minimum:

1. soils test pit location and data;
2. percolation test hole location and results for each lot taken within the proposed absorption area(s);
3. details on design of the system (application rate and number of bedrooms);
4. size and type of septic tank;
5. pumping station (if necessary);
6. distribution box; and
7. soil absorption system.

If yes, provide as **Attachment C**, detailed plans for the wastewater treatment systems that are prepared by a design professional (New York State licensed professional engineer, licensed architect, exempt licensed surveyor), showing which lots require shallow absorption trench systems and which lots do not require shallow systems. The required engineering details must show at a minimum:

1. soils test pit location and data;
2. percolation test hole location and results taken within the proposed absorption area(s);
3. details on design of the system (application rate and number of bedrooms, etc.);
4. size and type of septic tank;
5. pumping station (if necessary);
6. distribution box; and
7. soil absorption system.

*Please note that approval of wastewater treatment systems may be required from the NYS Department of Health, the County Health Department and/or the local municipality. A list of professional engineers who practice in the Adirondack Park is available on request.*

**9. Subdivision Roads and Driveways:**

*Engineering plans and details will be required for all new subdivision roads. The level of engineering requirements should be discussed with Agency staff in advance. Subdivision roads and driveways should not be located on slopes in excess of 25 percent. Subdivision roads should have a maximum final grade of 12 percent or less over any distance of 150 feet or greater. Driveways should not exceed 15 percent over any distance.*

Provide, as **Attachment D**, subdivision road and/or driveway construction details showing at a minimum:

- a. typical road construction plans showing retaining walls, ditches, base, subbase, and surfacing details;
- b. centerline profiles;
- c. cross sections at 50-foot stations or a grading plan showing existing and proposed elevations;
- d. limits of vegetative clearing;
- e. drainage control plans showing locations, type, materials, anticipated loading and capacity of drains, culverts, and catch basins; and
- f. all temporary and permanent erosion control measures (e.g., rip-rapping, silt fences, vegetation).

**10. Road Construction, Maintenance and Ownership:**

*Ownership and maintenance of new subdivision roads are generally handled as follows: First, if a homeowners association is to be formed, a draft offering plan is required for the lots that will be part of the association. Second, if the only common interest is common ownership in a subdivision road and/or driveway, a NYS Department of Law Cooperative Policy Statement No. 7 (CPS-7) Letter may substitute for the homeowners association offering plan. If the new subdivision road is to be dedicated to the local municipality, additional documentation is required, as described below. Third, if no commonly owned lot is proposed, but there is proposed shared use of a road and/or driveway, the person or entity responsible for constructing and maintaining the shared road and/or driveway should be identified.*

- a. Provide, as **Attachment E**, a draft offering plan for a homeowners association that provides for ownership and maintenance of all cooperative interests in real property.

*or*

- b. If the only common interest is proposed common ownership of an access road and/or driveway, then as an alternative to the submission of a draft offering plan, a "CPS-7 letter" from the NYS Department of Law will be required to be submitted to the Agency prior to undertaking the proposed project. Note that CPS-7 letters are generally not issued unless and until an APA permit is issued.

If any proposed roads are to be subject to an offer of dedication, include in Attachment E:

1. confirmation that the road will be constructed to the standards required by the municipality within which the subdivision is located;
2. a statement on the applicable plan sheets that the road will be constructed in accordance with local government standards;
3. documentation from the municipality stating that the municipality will accept the road as public; and
4. a statement identifying who will bear the costs of maintaining and completing the road(s) if dedication is not accepted, is delayed, or if the project sponsor does not complete construction.

or

- c. If there is no commonly owned lot proposed, for example when subdivision lot lines extend to the centerline of shared roads and/or driveways, but there is proposed shared use of a road and/or driveway, indicate who will be responsible for constructing and maintaining the shared road and/or driveway.

#### 11. Other Road or Driveway Considerations:

*Review of subdivision roads and driveways may include shared access, safety, aesthetics, character of the area, etc. Generally, new entrances to public roads should be minimized as much as possible and should be located where there is adequate sight distance in both directions at their entrance point(s) to the public road. Adequate sight distances are generally established by the posted speed limit on the road and other factors like road curves and grades.*

- a. Is any portion of the proposed subdivision road or driveway not located on the project site?  
 No  
 Yes

If yes, is there currently any organization responsible for maintenance of the portion of the access roads not located on the project site? If so, then provide the name, address, phone number and contact for that organization.

- b. Do any other persons have the right to use any existing rights-of-way across the project site?  
 No  
 Yes

If yes, provide as **Attachment F**, documentation of their right to do so (e.g., deeds, leases, contracts, etc.), the name and address for each person with such right, and identify the properties (by tax map number) which benefit from such right. Also, provide the names and addresses of all persons who may claim such right at the present time, even if undocumented, and identify the properties they own (by tax map number).

- c. Does the proposed subdivision have frontage on a State or County Highway and do you propose any subdivision roads or driveways to those highways?
- \_\_\_\_\_ No  
\_\_\_\_\_ Yes

If yes, provide as **Attachment G**, a copy of your NYS Department of Transportation highway access permit for this highway entrance or documentation from the County Highway Engineer that the proposed entrance complies with the requirements of the County Highway Department.

## 12. Erosion and Sediment Control Plan:

*The measures included in the Erosion and Sediment Control Plan should comply with the "New York State Standards and Specifications for Erosion and Sediment Control ." Plantings and seeding measures included in the Erosion and Sediment Control Plan should incorporate only native or proven non-invasive species.*

- a. Provide, as **Attachment H**, an Erosion and Sediment Control Plan prepared by a person who is knowledgeable in the practices of erosion and sediment control (such as a licensed professional engineer, Certified Professional in Erosion and Sediment Control, registered landscape architect, or qualified Soil & Water Conservation District staff) for all on-site and off-site construction work areas, staging areas, on-site or off-site detours, borrow areas, and wetland mitigation sites. Label all temporary and permanent erosion and sediment control practices, including but not limited to silt fence, turbidity curtains, diversion structures, seeding, soil stabilization fabrics, and stone fill. Label the plan to show the type, size, and length of these measures.
- b. Provide and label typical details, special notes and specifications for all erosion and sediment control facilities and practices. Describe installation and maintenance requirements. Typical details must include the type, size, materials and installation methods.
- c. Identify temporary practices that will be converted to permanent facilities.
- d. Provide an implementation schedule for staging temporary erosion and sediment control practices, including the timing of initial placement and the duration each practice is to remain in place.

## 13. Stormwater Management Plan:

Provide, as **Attachment I**, a Stormwater Pollution Prevention Plan prepared by a person who is knowledgeable in the practices of erosion and sediment control (such as a licensed professional engineer, Certified Professional in Erosion and Sediment Control, registered landscape architect or qualified Soil & Water Conservation District staff), including all hydrological calculations, which:

- a. Controls runoff, during and after development, such that peak runoff for 1-, 10- and 100-year 24-hour storm events does not exceed the peak runoff prior to development. Identification of all pre- and post-development sub-catchment areas located within or affecting the project site must be included in the analysis. Use TR-55 or equivalent methodology to calculate peak flows;

- b. Improves water quality by capturing and treating 90% of the average annual stormwater runoff volume, defined as the Water Quality Volume (WQv). The final WQv shall be treated by an acceptable practice from the list in Table 5.1 of DEC's Stormwater Management Design Manual;
- c. Employs design criteria for stormwater treatment structures found in DEC's Stormwater Management Design Manual or equivalent reference, which must be cited in the report;
- d. Includes an Erosion and Sediment Control Plan for all phases of the project which reduces or eliminates erosion and sediment loading to waterbodies (i.e., lakes, ponds, streams and wetlands) during and after construction; and
- e. Includes a maintenance plan for stormwater controls during and after completion of construction.

**14. Solid Waste Disposal:**

Describe the type, estimated quantities, methods of disposal and on-site and off-site disposal locations for all waste materials generated from the project.

Type of Waste Material	Estimated Quantity	Disposal Method	Disposal Location
Trees, stumps and other grubbed materials			
Unsuitable and excavated existing soils			
Construction and demolition debris			
Asbestos, paint chips and other hazardous substances			

If waste disposal will occur off-site, provide the following information for each waste disposal site landowner.

(Please note that a separate permit will be required for each off-site waste area).

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

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

Waste Disposal Site Location: \_\_\_\_\_

Street Address: \_\_\_\_\_ Town: \_\_\_\_\_ County: \_\_\_\_\_

Tax Map No: \_\_\_\_\_

Telephone Number (daytime): \_\_\_\_\_

**15. Signage Plan:**

- a. Provide, as **Attachment J**, a sign plan which complies with the Agency's "Standards for Signs Associated with Projects" (9 NYCRR Appendix Q-3). Show and label on the Site Plan Map, or on a separate Sign Plan, the number, location, and orientation of all exterior signs.
- b. Provide to-scale details and specifications for each proposed outdoor sign that includes, at a minimum: sign width, height from ground surface to top of each sign, construction details and materials, proposed text, color scheme, logos or other graphics, and details of any lighting, raised foundations, planters or retaining walls.

**16. Vegetative Screening and Landscaping:**

*New development generally should not be visible from public roads. The site plan map required by Item 7 must show the limits of vegetational clearing. If existing vegetation can be used to screen the development from public roads, then lots with frontage on a public road should include a buffer that is typically 100 feet from the centerline of the road, within which no existing vegetation may be cut, except for driveway and utility installations. The removal of vegetation that presents a health or safety hazard will not be prohibited. If there is no existing vegetation along public roads which can be used to screen development, then a vegetative screening/planting plan will be required, unless the site is located in a Hamlet or Moderate Intensity Use Area as shown on the Park Plan Map and provided the existing character of the area is already substantially developed.*

Provide, as **Attachment K**, a vegetative screening plan that will, within 10 years of its planting, screen the proposed structure(s) from the public road. The screening plan may be shown on the Site Plan Map required in Item 7, but must at a minimum show the type, size and location of all existing and proposed trees or shrubs to be used to screen the structure(s).

**17. Deed Covenants:**

*If deed covenants are proposed, they may address either the project sponsor's and/or the Agency's concerns related to certain development considerations in the Adirondack Park Agency Act.*

Provide, as **Attachment L**, a draft of the proposed deed for conveyance of the lots in the subdivision, including any restrictive covenants, reserved or conveyed rights.

**18. Project Impacts:**

*The Agency is required to assess project impacts to the Adirondack Park's resources, which include open space, aesthetic, recreational and other critical resources. Please be advised that if a project involves potential visibility of proposed development from public roads, trails, and waterbodies, any statutorily-defined critical environmental area, or potential adverse impacts to open space and recreational resources, detailed studies may be required to be submitted prior to the Agency determining that the permit application is complete. Such studies may include an alternatives analysis and/or a visual impact assessment. The need and requirements for these studies should be discussed with Agency staff at the earliest time practical to avoid or reduce delay in the review of a permit application.*