



P.O. Box 99 • Ray Brook, New York 12977 •
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www.apa.ny.gov
Division of Regulatory Programs

**APPLICATION FOR MAJOR
 PROJECTS
 GENERAL INFORMATION
 REQUEST**

**To be submitted with all permit
 applications except minor projects and
 variances**

Instructions: Please answer all of the questions in each numbered section and provide all applicable Attachments. In addition to submitting the General Information Request, a Supplemental Information Request related to the specific type of project being proposed is needed to comprise a permit application. The Agency may also request pertinent additional information based on the information contained in the application.

Type or print clearly in ink. If you need assistance answering the questions, please call the Agency at the above telephone number. Mail three (3) copies of your application and the required attachments to the Agency at the above address. A site visit by Agency staff will be required.

Your application will be deemed incomplete if all of the information required by the General Information Request and the appropriate Special Information Request is not provided. The Adirondack Park Agency Act provides that the time period for the review of this project will not begin to run until the Agency determines that the application is complete. If the application is not complete, a request for additional information will be issued within 15 days of receipt of the application indicating which information is still required for a complete application. The proposed project may not be undertaken until an Agency permit has been issued.

1.	<u>Project Sponsor(s)*:</u>	<u>Current Property Owner</u> (if different than Project Sponsor):
	Name(s): _____	_____
	Address: _____	_____
	_____	_____
	_____	_____
	Telephone: _____	_____
	Fax: _____	_____

* A project sponsor is a person having 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.

2. 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: _____

Address: _____

Telephone: _____

Fax: _____

3. 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) :

Road/Highway: _____

Nearby Waterbody: _____

Town: _____ County _____

Size: _____ acres

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

Section: _____ Block: _____ Parcel: _____

Section: _____ Block: _____ Parcel: _____

Section: _____ Block: _____ Parcel: _____

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

owner signed purchase agreement holder
 lessee option holder other: (Identify: _____)

5. Deed(s)

Provide, as **Attachment A**, 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 of it in order to establish the sponsor's legal interest in the project site. (The purchase price and other confidential information may be blackened out.)

6. Project Description:

Provide a brief description of the proposed project:

Indicate the project type(s) from the following types of new land use and development? (Check all that apply and attach the appropriate completed Special Information Request)

- | | |
|---|--|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Marina, Boat Yard, and Boat Launching Site |
| <input type="checkbox"/> Individual Mobile Home | <input type="checkbox"/> Golf Course |
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Industrial Use |
| <input type="checkbox"/> Commercial Use | <input type="checkbox"/> Campground |
| <input type="checkbox"/> Open Space Recreational Use | <input type="checkbox"/> Mineral Extraction |
| <input type="checkbox"/> Commercial Sand and Gravel Extraction | <input type="checkbox"/> Major Public Utility Use |
| <input type="checkbox"/> Mineral Extraction Structure | <input type="checkbox"/> Public or Semi-Public Building |
| <input type="checkbox"/> Multiple Family Dwellings | <input type="checkbox"/> Group Camp |
| <input type="checkbox"/> Agricultural Use or Structure | <input type="checkbox"/> Forestry Use Structure |
| <input type="checkbox"/> Forestry Use | <input type="checkbox"/> Hunting and Fishing Cabin or other Private Club Structure |
| <input type="checkbox"/> Commercial or Private Airport | <input type="checkbox"/> Watershed Management or Flood Control Project |
| <input type="checkbox"/> Sawmill, Chipping Mill, Pallet Mill or similar Wood Using Facility | <input type="checkbox"/> Junkyard |
| <input type="checkbox"/> Sewage Treatment Plant | |
| <input type="checkbox"/> Waste Disposal Area | |
| <input type="checkbox"/> Municipal Road | |
| <input type="checkbox"/> Other: _____ | |

7. Prior Agency Contact:

a) Has there been any previous contact or discussions with Agency staff regarding this project or project site, or has Agency staff visited the project site?

No _____

Yes _____ Staff person's name: _____

Date of Contact: _____

b) Has the project been the subject of a past Agency action (e.g., permit, variance, jurisdictional inquiry, enforcement case or wetland flagging)?

No _____

Yes _____ If yes, provide the following number and date:

Past Permit or Variance Number: _____ date: _____

Jurisdictional Inquiry Number: _____ date: _____

Enforcement Case Number: _____ date: _____

Wetland Boundary Flagging: _____ date: _____

8. Adjacent Properties:

Provide, as **Attachment B**, 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.)

9. 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 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: _____
Section: _____ Block: _____ Parcel: _____
Section: _____ Block: _____ Parcel: _____
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 (Use a separate 8-1/2"x11" paper if necessary):

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

Provide, as **Attachment C**, complete copy of all recorded deeds (not just abstracts) for the

above conveyances back through May 22, 1973.

Provide, as **Attachment D**, 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.

d) 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):

<u>Number</u>	<u>Date of Construction</u>	<u>Size</u> (square feet)	<u>Height</u> (feet)	<u>Type/Use</u> (e.g. single family dwelling, store, garage)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

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

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

10. 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 _____ If yes, provide a location map, project description, site plan map, and recent photographs keyed to the location map which the Agency will then submit 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 a determination and/or recommendations for historic resource impact mitigation have been provided to the Agency by the OPRHP.

11. Shoreline:

Shoreline means that line at which land adjoins waters of lakes or ponds or navigable (by boat or canoe) rivers and streams. There are minimum shoreline vegetation cutting restrictions, lot width, structure setbacks, sewage disposal system setback 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 Section 12-Wetlands)

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 provide a complete copy of all deeds for all properties which has been granted 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 on 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:

12. Wetlands:

Are there any wetlands on the project site?

No (If no, go to Section 13-Other Regulatory Permits and Approvals)

Yes If yes, answer the following questions (Please note that wetland boundaries as delineated and confirmed by Agency staff must be shown and labeled on the Site Plan Map):

a) Will any of the activities listed below be proposed and occur within the boundaries of a freshwater wetland?

No

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 acres: state number of acres _____

Applying pesticides or fertilizers

Constructing a wastewater treatment system or discharging a sewer outfall

If yes to any of the above, 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 the 100 feet of a wetland?

No

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 substantially increases erosion or sedimentation

If Yes was checked for any of the above questions, 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.state.ny.us) or upon request.

13. 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 E**, a completed copy of the Local Government Notice form (last page of this application) to the municipality in which your project is located. Have it filled out and signed by an appropriate official (e.g., 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 F**, documentation (e.g., permit, site plan approval or final subdivision plat) 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 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, Rec. & Historic Preservation				
U.S. Army Corps of Engineers				
Lake George Park Commission				
Other				

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

14. Deed Restrictions and Easements

Describe and provide as **ATTACHMENT G** any current deed restrictions or easements associated with the project site.

Attach as **ATTACHMENT H**, any proposed deed language that will restrict further subdivision or development on the project site and any other proposed deed restrictions or easements.

15. Required 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 of all Project Sponsors: (if not the landowners)
(Required for all applications)**

_____	_____	_____
_____	_____	_____
Signature	Print Name/Title	Date

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

_____	_____	_____
_____	_____	_____
Signature	Print Name	Date

**Signature of Authorized Representative:
(Required if designated in Section 3 of this application)**

_____	_____	_____
Signature	Print Name	Date

Revised November 2013

General Information Request Attachment B

Provide tax map references (tax map, block and parcels numbers) landowner names, and 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		

LOCAL GOVERNMENT NOTICE FORM

for Project/Variance Application to the Adirondack Park Agency

The Adirondack Park Agency will not deem an application complete until the appropriate municipal official in the Town/Village where a project is located has completed, signed and returned this form to the Agency.

If the Town/Village where the project site is located has zoning or other regulations which apply to the proposal, the Adirondack Park Agency will be unable to issue a permit if: (a) the town or village has either refused to grant a necessary permit or variance, or (b) the proposal is a prohibited use in that jurisdiction.

To be completed by the Applicant:

APA Project Number (if available): _____

Applicant Name: _____ Landowner Name: _____

Project site location: Town/Village: _____ Tax Map Number: _____

Project type/description: _____

If the project involves subdivision, please provide the appropriate local official a copy of the proposed plat as part of the project description with the plan title and date recorded in the space provided above.

To be completed by the Town/Village (the Agency will not deem an application complete until this section is completed & signed):

Does the Town/Village have land use controls? Yes No

If the Town/Village has zoning, provide Zoning District Name(s) _____

Is the "use" allowed in the zoning district(s) Yes No

Is the project prohibited by any local law or ordinance? Yes No

Does this project require a municipal permit? Yes No. If yes, is the required permit a building permit only? Yes No. If no, identify the type of permit required: _____

Does this project require a municipal variance? Yes No., If yes, identify the type of variance required (e.g. area variance, setback variance, etc.) _____

Does the project require any other municipal approval? Yes No., If yes, identify the approval required: _____

Has the municipality received an application for this project? Yes No, If yes, has the municipality issued any decision on this project? Yes No.

Provide explanation for any decisions on this project or inconsistencies the project may have with local laws or any comments you wish to provide to the Agency about the project: _____

Please provide a daytime contact telephone number with the best days/times to be reached, and/or an email address for the official signing this form, should Agency staff have further questions regarding municipal review of this project: (____) _____ email _____

Signature of Zoning Official or Planning Board Chair (or Supervisor/Mayor if no such official exists)

Name and Title (Print)

Date

Return this completed & signed form to: Adirondack Park Agency, Attn: Regulatory Programs, PO Box 99, Ray Brook, NY 12977 or fax to: 518-891-3938