



Request for Pre-Application Meeting

Please provide the following information in order for staff to provide you with proper guidance, and the full benefits of a pre-application meeting:

1. Identify the Town in which the involved property is located and its current tax map reference numbers and acreage. Identify the current landowner(s) of the property.
2. To your knowledge, if the involved property has been the subject of previous Agency action, please provide any project permit number, jurisdictional inquiry case number, wetlands delineation case number, or enforcement case number.
3. If you are not the current landowner, please describe your legal interest in the project (i.e. prospective purchaser, or leasee of the parcel). Provide copies of the current recorded deed and any executed contract or lease. If you do not yet have a legal interest in the property, then please have the landowner provide written authorization for the pre-application meeting and/or site visit.
4. Please provide a description of the proposed project and include conceptual sketch plans for the proposal, showing the location of proposed development, roads, on-site wastewater treatment systems, and any other new land use or development. If a survey or other professional mapping of the property boundary and/or proposed project is available that would be beneficial but is not necessary for the pre-application meeting.
5. Please indicate the persons who is the designated point of contact, and the contact's telephone number and address.

Please email all of the above information to APASubmissions@apa.ny.gov An Agency Environmental Program Specialist (EPS) will contact you to discuss the project and if necessary arrange for a pre-application meeting.