

Please send all application materials to [apasubmissions@apa.ny.gov](mailto:apasubmissions@apa.ny.gov).

<p><b>ADIRONDACK PARK AGENCY</b> Division of <b>Regulatory Programs</b> PO Box 99, 1133 NYS Route 86 Ray Brook, New York 12977 Telephone (518) 891-4050 <a href="http://www.apa.ny.gov">www.apa.ny.gov</a></p>		<p><b>Large-scale Subdivision Application</b></p>
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### **Applicability**

The Large-scale Subdivision Application applies to all subdivisions involving five or more proposed lots, parcels or sites on Resource Management lands, ten or more proposed lots, parcels or sites on Rural Use lands, or twenty-five or more proposed lots, parcels or sites on Low Intensity Use lands.

### **Background Information**

The application process is intended to encourage the development of projects in compliance with the Agency's review criteria, including protection of open space, wildlife, and habitat resources, and in accordance with the objectives of conservation design. The project sponsor will benefit from the opportunity to review conceptual designs and public comment with Agency staff early in the application process. Following these initial steps, the application process will lead to the development of preliminary and detailed design plans before presentation of the project to the Agency board. This review process is intended to improve efficiency and to help avoid unnecessary costs to the project sponsor.

For additional information related to development considerations that the Agency must take into account when reviewing subdivision proposals, please see <https://www.apa.ny.gov/Documents/Guidelines/DAP-DevelopmentConsiderations.pdf>.

### **Pre-Application Meeting**

Project sponsors are strongly encouraged to contact the Agency to schedule a pre-application meeting with staff prior to submission of the Large-scale Subdivision Application. Staff are available to explain the application process, help focus project design development, and answer questions.

Please contact the Agency's Regulatory Programs division to schedule a pre-application meeting.

## **Application**

### *Part I – Submission of Initial Project Site Information and Conceptual Designs*

Part I of the Large-scale Subdivision Application requests maps depicting resources and existing features, a project narrative, and conceptual design drawings of the proposal and potential alternatives. The conceptual design of the proposed project should avoid impacts to the resources on and off the project site. The application provides various references for source information, and Agency staff are available to assist in the use and interpretation of this resource material.

A site visit with Agency staff will be scheduled upon receipt of Part I of the application, and will occur prior to the end of the public comment period (see Part II below).

### *Part II – Public Comment*

Part II of the Large-scale Subdivision Application requires a public comment period. Upon receipt of Part I of the application, a notice of the opportunity for public comment will be published in the Environmental Notice Bulletin and mailed to adjoining landowners and municipal officials. The application materials and notice of the opportunity for public comment will also be posted on the Agency's website.

The application will be considered received upon the close of the public comment period. Alternatively, upon written notification to the Agency, the project sponsor may choose to provide a narrative and updated plans in response to any public comment. In this instance, the application will be considered received upon submission of the project sponsor's response.

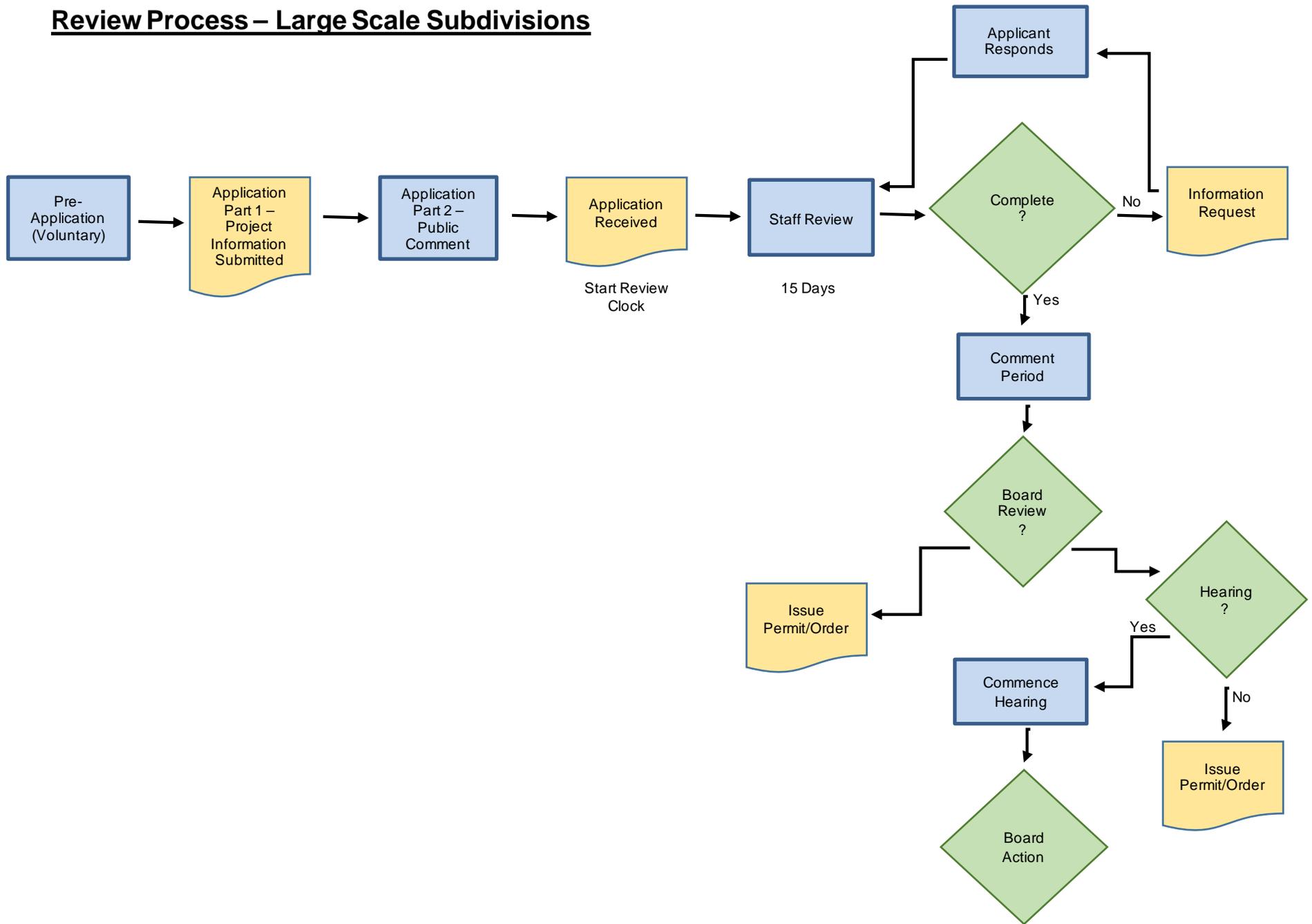
## **Review Process**

Upon receipt of the Large-scale Subdivision Application (Part I and Part II), the Agency may issue an information request within 15 days based on its analysis of the conceptual design drawings and project site maps, results of the site visit, and any concerns identified through public comments. This information request, and any subsequent information requests, will seek further clarification and evaluation of the project sponsor's proposal and alternatives, and will identify required site investigations and reports necessary for the analysis of impacts to Park resources. The project sponsor will also be required to submit final design plans for the proposal.

For a list of issues that may be addressed as part of the Agency's information requests, including the types of site investigations, reports, and plans that may be required, please see the attached Potential Information Request Topics.

At the time the application is deemed complete, the application will be publicly noticed pursuant to §809(2)(d) of the Adirondack Park Agency Act, and the required time periods for final Agency action on the proposed project will begin.

# Review Process – Large Scale Subdivisions



# APPLICATION

## PART I

**Instructions:** Please answer all of the following questions and provide all applicable attachments. Submit **three** completed copies of this application and all required attachments to the Agency. The application, including all maps, plans, photographs and other graphics, must also be provided in electronic format (Adobe Acrobat or PDF) unless otherwise agreed to by Agency staff. The proposed project may not be undertaken until a permit has been issued by the Agency.

**1. Project Sponsor(s):\***

Name(s): \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**2. Current Property Owner(s):\*\***  
(if different than Project Sponsor)

Name(s): \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

\* A project sponsor is a person with a legal interest in a property who makes application to the Agency for the review of a project proposed on the property. Documentation demonstrating a 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 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 the 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/E-mail: \_\_\_\_\_

4. **Project Site Location/Identification** (a project site usually consists of all adjoining properties owned by the current landowner(s), including properties separated by a public road):

Road/Highway: \_\_\_\_\_

Nearby Waterbody: \_\_\_\_\_

Town/Village: \_\_\_\_\_

County: \_\_\_\_\_

Size: \_\_\_\_\_ acres

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

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

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

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

6. **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?

\_\_\_\_ Unknown

\_\_\_\_ No

\_\_\_\_ Yes. Staff person's name: \_\_\_\_\_

Date of contact: \_\_\_\_\_

b) Has the project or project site 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 number and date:

Past Permit or Variance Number: \_\_\_\_\_ date: \_\_\_\_\_

Jurisdictional Inquiry Number: \_\_\_\_\_ date: \_\_\_\_\_

Enforcement Case Number: \_\_\_\_\_ date: \_\_\_\_\_

Wetland Boundary Flagging: \_\_\_\_\_ date: \_\_\_\_\_

## **CONCEPTUAL DESIGN INFORMATION**

### **7. Resource and Existing Features Mapping and Inventory:**

- a) **Project Site Base Map** – at a stated scale appropriate to the project, provide a Project Site Base Map showing:
1. Property ownership boundary lines;
  2. Boundaries of the project site (if not identical with the property boundaries);
  3. Adjoining and adjacent landowners and owners of inholdings, if any;
  4. All Adirondack Park Land Use and Development Plan Map land use area boundaries;
  5. Local zoning districts;
  6. All bodies of water (rivers, ponds, and lakes) and permanent and intermittent streams (based on USGS planimetric maps and as designated by New York State Department of Environmental Conservation);
  7. Preliminary boundaries of all wetlands using freshwater wetland covertype maps prepared by the Adirondack Park Agency<sup>1</sup>

*Please note that this information is subject to field verification, and there may be wetlands on the project site that do not appear on the Agency's covertype maps;*

8. Significant terrestrial habitats

*Recommended resources include: 1) the North Atlantic Landscape Conservation Cooperative (NALCC) Land Use Planning Tools for Municipalities in New York State<sup>2</sup> for mapping; 2) Northeast Habitat Guides: A Companion to the Terrestrial and Aquatic Habitat Maps<sup>3</sup> for a description of habitat types; and 3) the New York Natural Heritage Program<sup>4</sup> for classification descriptions;*

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<sup>1</sup> <http://www.arcgis.com/home/webmap/viewer.html?webmap=80eb2e7ac00640eba0bd5ac53821e9c4&extent=-75.0255,43.6019,-73.5876,44.3402>

<sup>2</sup> <https://nalcc.databasin.org/galleries/16f2dbb5c7a948429f93a7fe69c7f299>

<sup>3</sup> [https://rcngrants.org/sites/default/files/final\\_reports/RCN%202011-5%2C6%20final%20product%20NortheastHabitatGuides.pdf](https://rcngrants.org/sites/default/files/final_reports/RCN%202011-5%2C6%20final%20product%20NortheastHabitatGuides.pdf)

<sup>4</sup> [http://www.dec.ny.gov/docs/wildlife\\_pdf/ecocomm2014.pdf](http://www.dec.ny.gov/docs/wildlife_pdf/ecocomm2014.pdf)

9. Existing facilities, buildings, and structures on the site (labeled with size, use, and date of construction);
  10. Existing paved and unpaved roadways, driveways, and parking areas; and
  11. Existing municipal or private water, wastewater, and utility infrastructure.
- b) **Wetlands Map** - A high-resolution aerial photography interpretation of wetlands on the project site (available upon request from Agency staff).
  - c) **Soils Map** - Provide a map of the “Detailed Soil Map Units” present on the project site using the same scale as the Project Site Base Map. Soils mapping is available through the USDA’s Natural Resource Conservation Service web soil survey<sup>5</sup> or in published soil surveys available at a local soil and water conservation service office.
  - d) **Slope Map** - At the same scale as the Project Site Base Map, provide 20-foot contours (or higher resolution where available) topographic mapping that is shaded to show slope categories of 0 to 8%, 8 to 15%, 15 to 25%, and greater than 25%.
  - e) **Critical Areas Map** - At the same scale as the Project Site Base Map, provide a Critical Areas Map depicting the following ecological, cultural, and sensitive resources:
    1. A 100-foot buffer area from all lakes, ponds, rivers, streams and wetlands;
    2. The following critical environmental areas identified in the Adirondack Park Agency Act:
      - i. Areas within one-quarter mile of rivers navigable by boat designated to be studied as wild, scenic, or recreational;
      - ii. Wetlands;
      - iii. Areas at elevations of 2,500 feet or more;
      - iv. Areas within 1/8 mile of tracts of forest preserve land or water classified as wilderness, primitive, or canoe in the Adirondack Park State Land Master Plan;
      - v. For project sites located in Rural Use land use areas, areas within 150 feet of the edge of the right-of-way of federal or state highways;
      - vi. For project sites located in Resource Management land use areas,

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<sup>5</sup> <https://websoilsurvey.sc.egov.usda.gov>

areas within 300 feet of the edge of the right-of-way of federal or state highways;

3. 100-year flood plains based on Federal Emergency Management Agency flood area maps;
  4. Unique features, including gorges, waterfalls, and geologic formations;
  5. Designated Wild, Scenic and Recreational River “river areas” (generally within one-quarter mile of the bank of a designated river or as otherwise described in Appendix Q-6 of the Agency’s regulations);
  6. Rare or valuable ecosystems;
  7. Significant wildlife habitats (deer wintering areas, significant avian nesting areas, vernal pools, connectivity and natural corridors, etc.);
  8. Designated archeological areas, historic structures, and historic districts or landscapes;
  9. Designated scenic vistas and other areas of local scenic significance;
  10. Areas of the site presently visible from public view locations (roads, trails, waterways, etc.); and
  11. Any renewable resource lands such as primary and principal aquifers and aquifer recharge areas, designated agricultural districts, significant agricultural lands, or public watershed lands.
- f) **Site Analysis Mapping** - Provide a Site Limitations Composite Map at the same scale as the Project Site Base Map. This map should be developed by overlaying the previous resource maps and should identify areas most suitable for development, areas valuable for significant resources and open space, and areas with limitations to development (wetlands, slopes over 25 percent, lands within 100 feet of water features and wetlands, flood plains, etc.) through the use of overlay shadings.
- g) **Natural Heritage Program Report** - Provide a narrative of New York Natural Heritage Program reported occurrences of rare, threatened, endangered, or exploitably vulnerable plants, and threatened, endangered, and special-concern animals. Include known unique natural communities and significant wildlife habitats (deer wintering areas, significant avian nesting areas, vernal pools, connectivity and natural corridors, etc.) on the project site and surrounding areas.
- h) **Other Inventories and Classifications** - After consultation with Agency staff,

provide the following if necessary:

- **Bird Species Inventory** - Provide a list of bird species expected to be on the project site based on habitat requirements and geographical distribution. Please consult the 2000-2005 New York State Breeding Bird Atlas<sup>6</sup> for a listing of species expected to be present.
- **Invasive Species Inventory** - Provide a list and a map of the location of any invasive species known on the project site, including any species identified on the NYS iMapInvasive website.<sup>7</sup>
- **Lake and Pond Classification** - Provide the surface water classification of known lakes and ponds on the project site as determined by the Department of Environmental Conservation pursuant to 6 NYCRR Part 701. Please also provide additional information about the water bodies as found in the descriptions on the NALCC website<sup>8</sup> and in the Northeast Habitat Guides: A Companion to the Terrestrial and Aquatic Habitat Maps.<sup>9</sup>
- **Large Forest Blocks** - Provide a map at a regional scale that depicts the large forest blocks surrounding the project site. Please consult the NALCC Land Use Planning Tools for Municipalities in New York State.<sup>10</sup>

## 8. Project Description:

Submit a brief narrative description of the proposed project and the project sponsor's land use objectives.

## 9. Conceptual Design Plans:

- a) Submit a to-scale sketch map of the project sponsor's preferred project design that shows proposed building envelopes, driveways, roads, limits of clearing, and other areas of disturbance, and avoids impacts to any sensitive resources identified through the Resource and Existing Features Mapping and Inventory. The preferred project design should minimize the creation of new areas of disturbance on the project site to the greatest extent practicable, and should concentrate development to the greatest extent practicable.

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<sup>6</sup> McGowan, K.J., & Corwin, K. (2008). The Second Atlas of Breeding Birds in New York State. Ithaca, NY: Cornell University Press.

<sup>7</sup> <http://www.nyimainvasives.org/>

<sup>8</sup> <https://www.conservationgateway.org/ConservationByGeography/NorthAmerica/UnitedStates/edc/reportsdata/freshwater/Pages/Northeast-Lakes.aspx>

<sup>9</sup> [https://rcngrants.org/sites/default/files/final\\_reports/RCN%202011-5%2C6%20final%20product%20NortheastHabitatGuides.pdf](https://rcngrants.org/sites/default/files/final_reports/RCN%202011-5%2C6%20final%20product%20NortheastHabitatGuides.pdf)

<sup>10</sup> <https://nalcc.databasin.org/galleries/16f2dbb5c7a948429f93a7fe69c7f299>

- b) Submit a series of to-scale sketch map alternatives that have been considered as part of the design process.

**PROJECT SITE DOCUMENTATION**

**10. Deed(s):**

Provide, as **Attachment A**, a 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 sponsor’s legal interest in the project site. (The purchase price and other confidential information may be blacked out.)

**11. Adjacent Properties:**

Provide, as **Attachment B**, a current list of the names and addresses of all landowners whose property adjoins the project site, along with 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 that may be used for this list. This information is typically available from Real Property Tax Services at county offices or from Town/Village assessors.

**12. 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: \_\_\_\_\_  
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" x 11" sheet of 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**, a 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.

**13. Deed Restrictions and Easements:**

Describe and provide, as **Attachment E**, any current deed restrictions or easements associated with the project site.

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

**PROJECT SITE RESOURCES**

**14. Historic Resources:**

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

- No  
 Yes

**15. 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 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.

Local, State and Federal Agency Contacts: Complete the following and indicate whether any of the following agencies have been contacted. Please provide copies of any applications and other correspondence between the applicant and the agencies listed below. Your APA application will remain incomplete until applications have been submitted to all involved agencies. Please also provide a copy of the relevant minutes from any local meetings at which the project has been discussed.

<b>Agency</b>	<b>No</b>	<b>Yes</b>	<b>Date</b>	<b>Contact Person and Phone Number</b>
Local Zoning Authority				
NYS Dept. of Health				
NYS Dept. of Transportation				
NYS Dept. of Environmental Conservation				
NYS Office of Parks, Recreation and Historic Preservation				
US Army Corps of Engineers				
Lake George Park Commission				
Other				

## **APPLICATION**

### **PART II**

- 16.** The Large-scale Subdivision Application requires a public comment period. Upon receipt of Part I of the application, notice of the opportunity for public comment will be published in the Environmental Notice Bulletin (ENB) and sent to adjoining landowners and municipal officials. The application materials and notice of the opportunity for public comment will also be posted on the Agency's website. Public comment may address but is not limited to the following:
- The potential impacts associated with the project, including identification of the particular aspects of the project site that may be affected;
  - Methodologies for assessing any potential impacts; and
  - Reasonable alternatives to be considered.

The posted notice will include a deadline for submitting public comment that is at least 15 days and no more than 45 days from the date of publishing in the ENB. All comments will be forwarded to the project sponsor upon receipt. The application will be considered received upon the close of the public comment period or, at the request of the project sponsor, upon receipt of the project sponsor's updated plans and written response to any public comment.

# APPLICATION SIGNATURES

**Required Signatures:** Please submit required signatures with Part I of the application.

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)**

Signature	Print Name/Title	Date

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

Signature	Print Name	Date

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

Signature	Print Name/Title	Date

**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 Saranac Lake, NY 12983		