

 <p>NEW YORK STATE <b>Adirondack</b> parkagency</p> <p>P.O. Box 99 • Ray Brook, New York 12987 <a href="http://www.apa.ny.gov">www.apa.ny.gov</a></p>	<p>General Permit <b>2005G-2R</b> Application</p>	<p>Project #:</p>
	<p><b>Application for Minor Projects Not In or Impacting Wetlands</b></p>	

*Instructions: All questions must be answered completely. Submit this form with the required attachments in person or by mail to the Adirondack Park Agency at the above address. A site visit by Agency staff will be required. You may not begin regulated activities at the project site unless or until you have received a general permit certificate signed by Agency staff and have recorded it in the County Clerk's Office.*

*The Agency may request pertinent additional information during the course of its review of the application based on the specific scope and extent of your proposed project and the existing site conditions found at the project site.*

### **Section I – Eligibility**

Projects authorized by this general permit meet the Agency's regulatory definition for a "Minor Project" and involve construction of a single family dwelling, installation of a mobile home or undertaking a two-lot subdivision. The purpose of the two-lot subdivisions must be limited to creation of: i) residential lots containing existing single family dwellings or mobile homes, ii) lots to be developed by new single family dwellings or mobile homes, iii) non-building lots that are deed restricted, or iv) temporary two-lot subdivision into sites.

The proposed projects must meet all of the following eligibility criteria:

- A. The project site must be lawful.
- B. Proposed Site Development
  - Any land disturbances or other development activity must be greater than 100 feet away from any jurisdictional wetland. All non-wetland areas of each lot must be able to be reached by an access road which does not require a wetland crossing and which will not cause adverse wetland impacts, unless such non-wetland areas are designated by deed covenant to be non-development areas.
  - All structures greater than 100 square feet in size, except docks and boathouses, comply with the Adirondack Park Agency Act §806 shoreline structure setback restrictions.
  - Any cutting within the shoreline setback area is limited to that for a footpath no wider than 6 feet in width.

- Slopes in the area of any proposed on-site wastewater treatment system are less than 8%.
- Proposed homesite and driveway development will be on slopes less than 12%.
- No proposed structure is greater than 32 feet in overall height. Building height is measured from the highest point on the structure to the lowest point of existing grade or finished grade, whichever is greater.
- A no-cut vegetative buffer is maintained between proposed development area and any public road that adjoins the project site.

C. Professionally Prepared Plans

- Scaled project site plans are prepared by an appropriately qualified professional to so act in the State (i.e., licensed surveyor, professional engineer, licensed architect, registered landscape architect).
- Wastewater treatment plans are prepared by a professional engineer licensed in the State of New York or there is written certification from the professional engineer that any existing wastewater treatment system on the project site meets current Agency and NYS DOH standards for the number of bedrooms proposed for any new dwelling or mobile home.

## SECTION II

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

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

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

Telephone (Daytime): (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

**2. Current Property Owner(s) (All named on the current deed of record)**

Check if same as project sponsor(s)

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

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

Telephone (Daytime): (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

\* The project sponsor is any person having a specific 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.

**3. Authorized Contact Person**

I do not choose to have an authorized contact person.

If you, the project sponsor, choose to have your real estate agent, lawyer, surveyor, engineer, contractor, or another person act on your behalf before the Agency, please complete the following authorization:

I hereby authorize: (name) \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ FAX: \_\_\_\_\_

to act as my agent in all matters relating to this permit application before the Adirondack Park Agency. I acknowledge that all contact regarding the permit application will be through my authorized contact person. I understand that I am ultimately responsible for the accuracy of the information contained in this permit application and for compliance with all terms and conditions of any permit issued to me by the Agency.

**4. Project Site**

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

Road: \_\_\_\_\_

Tax Map Number (see your tax bill): Section: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

Name of Waterbody if on shoreline: \_\_\_\_\_

**5. Prior Agency Contact**

- a. Has there been any previous discussion with Agency staff regarding this project or project site, or has any Agency staff visited the project site? \_\_\_\_\_

If YES, provide the name of the APA staff person, if known:

\_\_\_\_\_

b. Has the project site been the subject of a past Agency action (i.e., project application, variance, jurisdictional inquiry, enforcement case or wetland flagging)? \_\_\_\_\_

If YES, provide the past project number, jurisdictional inquiry number, enforcement case number or wetland delineation boundary flagging number, if known:

\_\_\_\_\_

**6. Certification, Authorization and Signatures**

I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN THIS APPLICATION, INCLUDING ALL ATTACHMENTS, AND I HEREBY CERTIFY AND AFFIRM THAT THIS INFORMATION IS TRUE, ACCURATE AND COMPLETE AND THAT THE PROJECT PROPOSED IN THIS APPLICATION COMPLIES WITH THE APPLICABLE ELIGIBILITY CRITERIA LISTED IN SECTION 1 ABOVE.

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date

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

\_\_\_\_\_  
\_\_\_\_\_ Date

Signature of all Project Sponsors (if not the current landowners)  
(Required for all applications)

\_\_\_\_\_  
Signature of Authorized Contact Person: \_\_\_\_\_ Date  
(Required if designated in Section 3 of this application)

### SECTION III – Required Attachments

(Your application will not be processed without all of the required attachments listed below.)

Attach and label, as **ATTACHMENT A**, a **written narrative**, on 8-1/2" x 11" paper, that addresses the following:

1. Name and address of Project Sponsor(s).
2. Provide a detailed description of the proposed project.
3. For each new proposed single family dwelling or mobile home, state the following:
  - a. the dimensions in square feet of the **proposed maximum footprint**, including covered decks and porches and attached garages;
  - 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 **maximum total square footage**, including all habitable areas;
  - d. the **number of bedrooms**;
  - e. the **type and color of exterior finish materials** to be used on the walls and roof of each structure;
  - f. **the footprint, dimensions and exterior finish materials of all detached accessory structures.**

Attach and label, as **ATTACHMENT B**, a **full scale copy of any available survey map or, if a survey map is unavailable, 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.

Attach and label as **ATTACHMENT C**, a **SITE PLAN MAP** prepared by an appropriately qualified professional to so act in the State clearly labeled with the map scale, north arrow, date of preparation and name of preparer.

Draw the map or plat to a scale of one inch equals fifty feet (1" = 50'). Show the entire project site. For larger parcels, show the entire property at a smaller scale, e.g. 1" = 200' or 1" = 400' and show the area of development at 1" = 50'. Show and label, as applicable, the following:

- a. all existing property boundary lines and proposed lot lines, including dimensions of each line, the acreage of each lot, any existing or proposed rights-of-way or easements and label as Lot #1 and Lot #2, as appropriate;
- b. all existing bodies of water, including the water body name and the mean high water mark for any navigable stream, river, pond, lake or intermittent stream;
- c. all mapped or delineated wetland boundaries;

- d. all existing and proposed structures (e.g., single family dwellings, mobile homes, sheds, signs, fences, docks, decks, boathouses), including location, size, use, and setbacks from all roads, water bodies, property lines and lot lines for each lot created as a building lot;
- e. all existing and proposed paved and unpaved roads, driveways and parking area, including locations, dimensions, and construction materials;
- f. all existing and proposed public utilities denoting whether overhead or underground;
- g. all existing on-site wastewater treatment systems and water supplies;
- h. all existing vegetative cover types (e.g., fields, woodlands, shrub areas, lawns) ;
  - i. all existing areas of steep slopes (greater than 15%);
  - j. all existing areas of bedrock at or near the surface;
  - k. all temporary and permanent erosion control and stormwater management facilities, including ditches, swales, culverts, catch basins and sediment basins;
- l. the proposed limits of planned vegetative clearing (complying with minimum shoreline cutting restrictions);
- m. land use area boundaries as shown on the Official Adirondack Park Land Use and Development Plan Map and acreage of site in each land use area;
- n. local town zoning designation boundaries and required town setbacks;
- o. all proposed landscape plantings, including plant name and size;
- p. all proposed individual on-site water supply and/or individual wastewater treatment system locations (the plan must show all components of each proposed on-site individual wastewater treatment system and a 100% replacement area); and
- q. all proposed exterior lighting fixtures, including height, fixture type and wattage.

Attach and label, as **ATTACHMENT D, detailed wastewater treatment system plans prepared by an engineer licensed in the State of New York** in accordance with the Agency’s “Minimum Requirements for Engineering Plans for On-site Wastewater Treatment Systems,” for the proposed conventional shallow absorption trench or other acceptable wastewater treatment system(s). The plans must be signed and scaled and show at a minimum:

- a. soils test pit location and data,
- b. percolation test hole location and results taken within the proposed absorption area(s),
- c. details on design of the system (application rate and number of bedrooms, etc.),
- d. size and type of septic tank,
- e. pumping station (if necessary),
- f. distribution box,
- g. soil absorption system.

Attach and label, as **ATTACHMENT E, a complete copy of the current recorded deed(s)** for the project site. If you have an executed contract or agreement to purchase or lease the property, please provide a copy of relevant portions as part of your application in order to establish your legal interest in the project.

Attach and label, as **ATTACHMENT F, a complete copy of all recorded deeds (not just abstracts) for the project site back through and including May 22, 1973**. Make a notation on the bottom of each deed, indicating the current tax map number(s) associated with each deed.

Attach and label, as **ATTACHMENT G, a copy of the filled out and signed Local Government Notice Form**. If the Local Government Notice Form indicates that approval is required from the local municipality, the applicant should provide the following:

- a) a copy of the local application or, if issued at the time of this application, the written approval document (e.g., permit or signed subdivision plat);
- b) the minutes of all meetings at which the project was discussed; and
- c) a copy of the provisions of local ordinances, laws or regulations pertaining to the project or a statement from the municipality that the project meets the requirements of the local ordinance and may be approved as designed.

Attach and label, as **ATTACHMENT H, a copy of all permits or approvals** necessary from local, state, or federal agencies for this proposed project. Provide names and phone numbers of key points of contact with said agencies. Provide copies of written approvals and other permits received.

June 2010