



**APPLICATION
FOR MINOR PROJECT PERMIT**

**Single Family Dwelling, Mobile Home
or Two Lot Subdivision**

P.O. Box 99 • Ray Brook, New York 12977
• (518) 891-4050 Fax (518) 891-3938

Division of Regulatory Programs

Instructions: Please answer all of the applicable questions in each numbered section and provide all applicable Attachments. Type or print clearly in ink. If you need assistance answering the questions, please refer to the "Applicant's Handbook - Minor Project Permit" or call the Agency at the above telephone number. Mail your application and required attachments to the Agency at the above address. An Agency Environmental Program Specialist will be assigned to review the application which will include an examination of the site.

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. All applicable attachments must be included with the application, or the application may not be accepted as complete for review and review time periods will not commence. The proposed project may not be undertaken until a permit has been issued by the Agency.

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

1. Project Sponsor(s) *

Name(s) _____

Mailing Address: _____

Telephone (Daytime): _____
FAX: _____

**2. Current Landowner(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 Representative**

I do not choose to have an 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: _____

4. **Project Site** (a project site is generally considered to be all adjoining properties owned by the current landowner(s) including properties separated by a public road)

Town: _____

County: _____

Road: _____

Tax Map Designation (see your tax bill):

Section: _____ Block: _____ Parcel: _____

Section: _____ Block: _____ Parcel: _____

Section: _____ Block: _____ Parcel: _____

5. **Project Description** (Check and complete the one item of the following that describes the project)

_____ The project only involves the construction of one single family dwelling on the project site.

_____ The project only involves the placement of one mobile home on the project site.

_____ The project only involves the subdivision of the project site into Lot 1, a _____ acre parcel, and Lot 2, a _____ acre parcel. No new land use or development is proposed on either lot.

_____ The project involves the subdivision of the project site into Lot 1, a _____ acre parcel, and Lot 2, a _____ acre parcel. One new single family dwelling or one new mobile home is to be constructed or placed on (check and complete one):

_____ both Lots 1 and 2.

_____ only on Lot _____.

_____ The project site, which already has a single family dwelling or mobile home on it, will be subdivided into two sites by the construction or placement of an additional single family dwelling or mobile home on the project site.

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

- | | |
|--|--|
| <input type="checkbox"/> owner | <input type="checkbox"/> Contract vendee |
| <input type="checkbox"/> developer | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> lessee | _____ |
| <input type="checkbox"/> option holder | |

Attach and label, as **ATTACHMENT A**, 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 project site, please provide a copy of relevant portions to Agency staff in order to establish your legal interest in the project.

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:

Past Permit or Variance Number: _____ date: _____

Jurisdictional Inquiry Number: J _____ date: _____

Enforcement Case Number: E _____ date: _____

Wetland Boundary Flagging: W _____ date: _____

8. **Project Site History**

- a. What is the current acreage of the project site? _____ acres

- b. Was the project site part of a larger parcel as of May 22, 1973, including parcels on the opposite sides of public roads?

No

Yes. If yes what was the acreage of all connected lands owned by the May 22, 1973 landowner, even if the parcels had different deeds and/or tax map numbers? _____ acres

- c. What is 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.

d. Has any portion of the total contiguous landholding in Question 8.b. as it existed on May 22, 1973 been sold, gifted or otherwise subdivided or developed since that date? Provide a written deed history so that the history of the transfer of ownership of the property can be readily understood.

- No
- Yes If yes, please list the lots or parcels conveyed from the original parcel and the size of each in square feet or acres. (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?

Attach and label, as **ATTACHMENT B**, 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 what current tax map number(s) go with each deed.

Attach and label, as **ATTACHMENT C**, a full scale copy of a survey map, the current real county property tax map, or a topographic quadrangle 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.

e. Are there structures (buildings) on the total contiguous landholding now owned by the present landowner?

- No **(Go to Section 9. Historic Preservation Resources)**
- Yes (If yes, please provide the information below. Attach additional sheets if necessary.)

Number	Date of Construction	Size (Sq. Feet of Footprint)	Height (feet)	Type/Use (e.g. dwelling, garage, barn, shed)
1				
2				
3				
4				

- f. Describe any other structures which existed on the property as of August 1, 1973 which have since been removed or destroyed. Include the date that the structure was removed or destroyed.

9. **Historic Preservation Resources**

If the project site or adjacent property has any buildings (e.g., houses, barns, commercial buildings) that are more than 50 years old, attach and label, as **ATTACHMENT D**, 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) to initiate consultation that is required by the State Historic Preservation Act. You will be advised if additional information is required by the OPRHP to complete the required consultation. 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.

10. **Deed Restrictions and Easements**

Describe and provide as **ATTACHMENT E** any existing deed restrictions, easements or rights-of-way associated with the project site.

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

11. **Shoreline**

- a. Does the project site contain any shoreline on a lake, pond or navigable river or stream?

No **(If no, go to Section 12. Wetlands)**
 Yes. Name of water body: _____
Length of shoreline of the property (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. Please identify the shoreline access parcels and number of lots having access and date access was granted:

c. Will any vegetation be cut or removed within 35 feet of the water body or within 100 feet of a designated NYS Wild, Scenic or Recreational River?

No

Yes. Please describe type, amount and location of vegetation to be removed:

d. Except for docks and boathouses, what is the shortest horizontal distance from the existing closest structure greater than 100 square feet in size, including attached decks and porches, to the mean high water mark of the water body?

_____ feet

e. Except for docks and boathouses, what is the closest horizontal distance from any proposed new or expanded building greater than 100 square feet in size, including attached decks and porches to the mean high water mark of the water body?

_____ feet

f. If the project involves a subdivision, what is the width of the smallest proposed shoreline lot (as it winds and turns)? _____ feet

g. Is the project site subject to flooding or within a federally designated floodplain?

No

Yes.

12. Wetlands

a. Are there any wetlands on the project site?

No (If no, go to Section 13. On-Site Individual Wastewater Treatment System)

Yes

Unknown

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

No

Yes (check all that apply):

New land use and development, including dwelling, driveway, boathouse, dock, etc.

Subdivision of land involving wetlands

- Draining; dredging; excavation; removing soil, peat, muck, sand, shells or gravel
- Dumping or filling with soil, stone, sand, gravel, mud, rubbish or fill of any kind
- Erecting structures, building roads or driveways, driving pilings, or placing any other obstructions
- Clearcutting of more than three acres: provide number of acres

c. Are any of the activities listed below proposed whether or not within a wetland?

Yes (check any that apply):

- Any form of pollution, including discharge of sewage effluent or other liquid waste into or so as to drain into a wetland (describe):

- Any other activity which impacts the wetland, including diversion of surface or subsurface drainage that adversely affects the natural hydrological regime, or substantially increases erosion or siltation or sedimentation into a wetland (describe):

No

d. Will the project involve the installation of on-site sewage or wastewater treatment system components (e.g., septic tanks, drainage fields, seepage pits, or sewer outfalls) inside of or within 100 feet of a wetland?

- Yes
- No

If the proposed project will alter or disturb wetlands, attach as **ATTACHMENT G**, an explanation of the steps taken to avoid the wetlands in your design of the project and to minimize the wetlands impacts and a wetlands mitigation plan if required.

13. On-Site Individual Wastewater Treatment System

a. Will a new or replacement on-site wastewater treatment system be installed as part of the project?

- No (go to Section 13.e)
- Yes

b. Provide the number of bedrooms for each dwelling:

Lot 1: _____ Lot 2: _____

c. Has a deep-hole test pit been dug on the project site for each proposed on-site wastewater treatment system? The deep-hole test pits should be within 50 feet of the absorption trench component of the wastewater treatment system.

No. This information must be known to properly evaluate site suitability for any new on-site wastewater treatment system prior to the Agency being able to determine a permit application as complete. The slope of the existing grade and depth to seasonal high groundwater table and bedrock (from a soil profile description) must be determined by examination of a deep hole soils test pit at the location of each proposed on-site wastewater treatment absorption trench system. This can be performed by a soil site evaluator or, if requested, Agency staff can provide this service. You will be expected to provide a back-hoe and operator when Agency staff visits the site to examine the deep hole soils test pit(s). Scheduling for the digging of deep-hole test pits must be arranged with staff well in advance. Please be aware that the Agency does not perform soil percolation tests.

Yes, indicate date: _____ and who examined the deep hole soils test pit _____. Provide copy of soil test pit examination report.

d. How far below the existing grade are bedrock and the seasonal high groundwater table (based upon the soil profile description from the deep-hole test pit)?

Unknown. Deep-hole test pit not yet examined.

Less than 48 inches to bedrock or less than 24 inches to seasonal high groundwater table.

Does not meet minimum guidelines for new development in the *Agency's Guidelines for On-Site Sewage Disposal Systems*, dated March 25, 1991. The site may not support an onsite wastewater treatment system.

Greater than 48 inches, but less than 72 inches to bedrock or greater than 24 inches, but less than 48 inches to seasonal high groundwater table. Attach, as **ATTACHMENT H**, detailed plans prepared in accordance with the Agency's *Minimum Requirements for Engineering Plans for On-site Wastewater Treatment Systems*, dated March, 2003, for the proposed shallow absorption trench or other acceptable wastewater treatment system(s). The plans must be prepared by a licensed design professional (e.g., New York State licensed professional engineer or architect) and show at a minimum:

- (1) deep-hole test pit location and soil profile description to include slope of existing grade, depth to bedrock, and depth to seasonal high groundwater table at proposed shallow absorption trench area

- (2) soil 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
- (7) shallow absorption trench system design depicting cross-section (to include trench depth) and longitudinal view
- (8) 100% replacement area

Greater than 72 inches to bedrock and greater than 48 inches to seasonal high groundwater table.

Attach, as **ATTACHMENT I**, detailed plans for the proposed absorption field wastewater treatment system(s) that are prepared by a contractor experienced in installing such systems and show at a minimum:

- (1) deep-hole test pit location and soil profile description to include slope of existing grade, depth to bedrock, and depth to seasonal high groundwater table at proposed absorption field area
- (2) soil percolation test hole locations 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
- (7) absorption field design depicting cross-section and longitudinal view
- (8) 100% replacement area

e. If continued use of an existing wastewater treatment system is proposed, indicate the type, material, capacity (size), age and functional condition of each component of the system (septic tank, distribution box, leach lines, etc.): _____

Please note that continued use of an existing system must be adequate (size and condition) to serve any new or expanded use and/or proposed development or a new or upgraded system will be required.

14. Site Plan Map or Subdivision Map

Attach as **ATTACHMENT J**, a site plan map or subdivision map clearly labeled with the map scale, north arrow, date of preparation and name of preparer.

If the project sponsor wishes to sell, lease or gift any lots to be created by subdivision as building lots, then building envelopes must be shown on the map.

The Agency must know in advance that the proposed lots are capable of being developed as building lots prior to approving a residential subdivision. (A future lot owner can apply to the Agency for a permit amendment if they want to construct in a location that is different from the approved building location.)

Site plan map or subdivision map requirements:

The site plan map or subdivision map must normally be drawn to a scale of 1 inch equals fifty feet (1" = 50') to show the entire project site. For larger parcels, depict the entire project site at a smaller scale (e.g., 1" = 100' or 1" = 200') and also depict the area development at 1" = 50'. Show and label, as applicable, the following:

- a. all existing property boundary lines and proposed lot lines and lot numbers (i.e., Lot 1 and Lot 2), including dimensions of each lot line, size of each lot (in acres or square feet), and any existing or proposed right-of-ways or easements;
- b. all existing bodies of water, including the water body name and the mean high water mark for any pond, lake, navigable stream, river, or intermittent stream;
- c. all 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 roads, driveways and parking areas, 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; and
- p. all proposed individual on-site water supplies and individual wastewater treatment systems (the plan must show all components of each proposed on-site individual wastewater treatment system and a 100% replacement area);
- q. all proposed exterior lighting fixtures, including height, fixture type and wattage.

15. Structure Plans

If a single family dwelling, guest cottage, boathouse, dock or accessory structure is proposed, attach as **ATTACHMENT K**, scaled floor plans and elevations of the proposed structures and label dimensions, materials and colors. Include all proposed decks, porches and walkways.

Maximum height of structure as measured from the lowest point of existing adjoining grade to highest point of structure)? _____ feet

16. Other Governmental Reviews

a. Have town or village officials be contacted to determine whether the project requires any municipal approval?

- Yes
- No

Attach as **ATTACHMENT L** a copy of the completed Local Government Notice Form.

If any municipal approval has been obtained for the proposed project, provide as **ATTACHMENT M**, documentation (e.g., permit, site plan approval or final approved subdivision plat) to the Agency which confirms that the project has been approved pursuant to all applicable village, town and/or county laws including any necessary approvals from the planning and zoning boards. Also, please provide a copy of the relevant minutes of all public 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.)

b. Have you contacted any of the following New York State or federal agencies concerning this development proposal?

AGENCY	NO	YES	DATE	CONTACT PERSON & PHONE #, if known
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				

Attach as **ATTACHMENT N**, copies of all permits, approvals or determinations received from the above agencies.

17. Other Detailed Studies

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 to public roads, trails and waterbodies, any statutorily-defined critical environmental area and potential adverse impacts to open space and recreational resources, detailed studies may be required to be submitted prior to the Agency determining the permit application complete. Such studies may include: a) alternatives analysis, b) 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.

18. Required Signatures

I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN THIS APPLICATION, INCLUDING ALL ATTACHMENTS, AND I AFFIRM THIS INFORMATION TO BE TRUE, ACCURATE AND COMPLETE. IN ADDITION, IN THE CASE OF ANY PROJECT SPONSOR THAT IS A CORPORATION, LIMITED LIABILITY CORPORATION, PARTNERSHIP OR OTHER SIMILAR LEGAL ENTITY, I ALSO AFFIRM THAT I AM AUTHORIZED TO SIGN AND SUBMIT THIS APPLICATION ON BEHALF OF THAT ENTITY.

I HEREBY AUTHORIZE THE ADIRONDACK PARK AGENCY AND 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	Date

**Signature(s) of all Landowner(s) shown on current deed of record
(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

All Applicable Attachments must be Submitted with the Application, or the Application Will Not be Accepted as Complete for Review and Review Time Periods will not Commence

MINOR PROJECT PERMIT APPLICATION CHECKLIST

- Have Agency staff visited the project site to determine the boundaries of jurisdictional wetlands, established the mean high watermark of any shoreline, and conducted soils and seasonal high groundwater tests if applicable to the proposed project?
- Are all applicable questions answered in each section?
- Are all required ATTACHMENTS completed and labeled with your name on each?
 - Required for all applications
 - ATTACHMENT A - Copy of current deed and, if applicable, purchase contract or lease agreement
 - ATTACHMENT B - All recorded property deeds back to May 22, 1973
 - ATTACHMENT C - Property boundary map
 - ATTACHMENT D - Location map, project description, site plan map, and recent photographs keyed to the location map of major buildings greater than 50 years old
 - ATTACHMENT J - Site plan map or subdivision map
 - ATTACHMENT L - Completed Local Government Notice form
 - ATTACHMENT M - Municipal approval documents (if any)
 - ATTACHMENT N - Other permits or determinations (if any)
 - Required for all applications involving Subdivision of Land
 - ATTACHMENT E – Copy of any current deed restrictions, easements or rights-of-way
 - ATTACHMENT F - Copy of any proposed deed restrictions or easements
 - Required for all applications involving subdivision of land or new land use and development
 - ATTACHMENT G - Wetlands impacts analysis and mitigation plan (if applicable)
 - Required for all applications involving the installation of an on-site wastewater treatment systems
 - ATTACHMENT H - Licensed engineer prepared plans (if applicable), or
 - ATTACHMENT I - Contractor prepared plans (if applicable)
 - Required for all applications involving new structures
 - ATTACHMENT K – Scaled floor plans and elevations of proposed structures
- Has the Required Signatures section of the application been signed by the landowner, project sponsor and, if designated, authorized representative?

Attachment L

LOCAL GOVERNMENT NOTICE FORM

If the town or village in which the variance site is located has zoning or other regulations which apply to the proposal, the Adirondack Park Agency will be unable to issue a variance 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.

The Adirondack Park Agency will not deem the application complete until the appropriate municipal official has completed and signed this form and it has been returned to the Agency.

TO: Adirondack Park Agency

FROM: Town/Village: _____

RE: PROJECT SPONSOR: _____

PROJECT TYPE: _____

- Project sponsor will require municipal approval under:
 - zoning ordinances
 - subdivision regulations
 - local floodplain regulations
 - sanitary code
 - other municipal code or law (specify)
- Project sponsor does not require municipal approval.
- Project sponsor has been granted a municipal permit or variance (Provide copy of decision document).
- Project sponsor has been denied a municipal permit or variance (Provide copy of decision document).
- Project is prohibited under municipal law or ordinance.

Specify municipal concerns with project, if any: _____

Check here if municipality wishes to discuss this project with Agency staff. _____
(Phone #)

Zoning Administrator, Planning Board Chairman,
or Mayor/Supervisor (Signature)

(Print Name and Title) Date: _____

