



**APPLICATION FOR
3 TO 15 LOT SUBDIVISIONS
Supplemental Information Request**

Instructions: This Supplemental Information Request must be submitted with the General Information Request. Please provide all of the information requested below which will be required for a complete permit application. Type or print clearly in ink. If you have questions, please call the Agency at the above telephone number. **Mail three (3) copies of your application and of the required attachments to the Agency at the above address.** A site visit will also be required.

It is recommended that you request a pre-application meeting to discuss your proposed project with Agency staff to determine if all of the information requested in this SIR will be required for your project and to identify any other state or federal agencies that may be involved in the approval of your project. Any request for a pre-application meeting should be made well in advance by calling the Assistant Director, Regulatory Programs at (518) 891-4050.

For a complete application, you will be expected to provide all of the following information unless otherwise agreed to by Agency staff.”

1. Project Sponsor(s)*: (as shown on the General Information Request)
Name:
Name:
Name:

* 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.

2. Subdivision of Land:
<i>This Supplemental Information Request is to be used for subdivisions involving a total of three to fifteen lots, parcels or sites being created for the purposes of sale, lease, or gift. The Project Site is the total contiguous landholding in one ownership or by two or more landowners acting in concert and may include land on both sides of a public highway or other right-of-way owned in fee. The subdivision includes any lots being retained by the current landowner(s). “Subdivision into sites” means the proposed construction of a second or subsequent principal building (single family dwelling, mobile home, commercial use structure, etc.) on the project site, even if the property is not being subdivided into lots.</i>

a. Does the project involve the proposed subdivision of land into three to fifteen lots or sites including any lots to be retained by the current landowners?

- No (If no, a different application form is required)
 Yes (If yes, answer the following questions)

b. What is the size of the total contiguous landholding ? _____ acres

c. Indicate the acreage of all lots including any lots to be retained or gifted.

Lot #1: _____ acres	Lot #6: _____ acres	Lot #11 _____ acres
Lot #2: _____ acres	Lot #7: _____ acres	Lot #12 _____ acres
Lot #3: _____ acres	Lot #8: _____ acres	Lot #13 _____ acres
Lot #4: _____ acres	Lot #9: _____ acres	Lot #14 _____ acres
Lot #5: _____ acres	Lot #10 _____ acres	Lot #15 _____ acres

d. What is the purpose of the subdivision? (Check all that apply)

- Retention of a lot with existing buildings
 Retention of a vacant lot
 Creation of vacant lots for sale or lease as residential building lots
 Creation and conveyance of lots containing existing buildings
 Creation and conveyance of land to adjoining property owner for a boundary line adjustment with no principal building rights (less than 1/4 acre)
 Creation and conveyance of a lot as a gift to an immediate family member
Name of gift recipient: _____
Relationship to the landowner: _____
 Creation and conveyance of a non-building lot with no principal building rights
 Creation and conveyance of a lot with deed restrictions or easements: (please briefly describe

 Other (describe): _____

3. New Land Use and Development

Please note: Unless the lots are deed restricted as a non-building lots, a suitable building location for the construction of a single family dwelling or mobile home must be identified on all vacant lots being conveyed, including any lots to be gifted.

Will any of the proposed lots be used for new land use and development, including construction of any kind, by

the project sponsor or by a person who is buying or leasing a lot or who will receive a lot as a gift?

No,

If the project does not involve any new land use or development, then a survey or deed plot may be the only necessary additional information.

Yes

If the project involves new building lots, on-site construction or other new land use and development of any kind on any lot, please check all that apply below

- Construct new single-family dwelling (house) on vacant lots
- Place new mobile homes on vacant lots
- Replace an existing mobile home by a single family dwelling
- Replace an existing single family dwelling by a mobile home
- Relocate, expand or modify an existing single family dwelling
- Relocate expand or modify an existing mobile home
- Expand or relocate an accessory structure (e.g., garage, barn, shed)
- Construct an accessory structure
- Construct a dock or boathouse
- Construct a deck or patio
- Construct a guest cottage
- Install individual on-site water supply (well)
- Install individual on-site wastewater treatment system
- Connect to a municipal water supply
- Connect to a municipal sewer system
- Vegetative cutting and grading for roads, driveways, utility access, buildings or lawn areas
- Vegetative cutting for views or shoreline access
- Construct, reconstruct or relocate a retaining wall
- Construct a pond
- Install or expand a driveway or parking area
- Plant trees or shrubs
- Construct drainage ditches and/or install culverts
- Stabilize shoreline
- Install underground electric, telephone and/or cable TV
- Install overhead electric, telephone and/or cable TV
- Structures greater than 40 feet in height
- Private subdivision road
- Subdivision Road to be dedicated to the municipality
- Homeowners association
- Other _____

4. Proposed Development

In order for the Agency to be able to make a finding of no undue adverse impact on natural and manmade resources from development of the proposed subdivision project and make a permit decision, a basic description of the proposed or potential development on each lot is required.

For each lot, provide the following:

- a. the dimensions in square feet of the proposed maximum footprint of each proposed dwelling, including

covered decks and porches and attached garage;

- b. the proposed number of stories and the maximum overall height in feet of each structure (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 of each structure, including all habitable areas;
- d. the type and the color of exterior finish materials to be used on the walls and roof of each structure;
- e. the footprint, dimensions and exterior finish materials of all detached accessory structures.

5. Survey or Deed Plot

A survey or deed plot is required for each application. Surveys must be prepared by an appropriately qualified person (i.e., licensed surveyor). For the purposes of this requirement, the term "deed plot" shall mean a scaled sketch map depicting the property boundaries as set forth in the property deed. Deed plots may be prepared by anyone but must consist of a scaled sketch map depicting tax property boundaries as set forth in the property deed.

Provide, as **Attachment A**, a survey or deed plot of the entire project site prepared by an appropriately qualified person to so act in this State which shows at a minimum the property boundary lines in relationship to existing roads and water features (i.e., lakes, ponds, rivers and streams).

6. Site Plan Map

A Site Plan Map is also required for each subdivision application. The site plan map may be combined with the survey or deed plot required by Item 5 above. Site Plans for subdivisions involving 5 or more lots, parcels or sites must be prepared by an appropriately qualified person to so act in the State (i.e., licensed surveyor, engineer, architect or landscape architect). The site plan map is the best way to show what you propose to do on the project site. It should show the location of existing and proposed development in relationship to existing property lines, proposed lot lines and other existing manmade and natural features on the project site.

Detailed specific site plans will be required for all subdivisions where site constraints (e.g., shoreline, wetlands, steep slopes, poor soils, etc.) dictate the need for precise siting of the proposed development and wastewater treatment system. Building envelopes may be acceptable on lots with generally acceptable resources (e.g. slopes less than 8 percent, soils with a seasonal high groundwater table that is more than four feet below the surface, no wetlands, etc.).

Provide, as **Attachment B**, a site plan map showing the proposed subdivision that is drawn to scale (i.e., one inch equals 10, 20, 30 or 50 feet) and which is clearly labeled with the map scale, north arrow, date of preparation and name of preparer. For larger parcels, show the entire site at a smaller scale, (i.e., one inch equals 100, 200 or 400 feet) and show the area of development at a larger scale. The site plan map must show and label all of the following information:

- a. all existing property boundary lines, lot lines, the acreage of each lot, and a label for each lot (e.g., Lot #1, Lot #2, Lot #3, etc.);
- b. all existing bodies of water (i.e., lakes, ponds, and permanent or intermittent streams) and the mean high

- c. water mark of all navigable water bodies;
- d. the boundaries of all freshwater wetlands as identified in the field by Agency staff or a qualified biologist;
- e. all existing structures, locations, sizes and uses (e.g., single family dwellings, mobile homes, sheds, signs, fences, docks, decks, boathouses and if applicable commercial and industrial structures) and all existing on-site wastewater treatment systems and water supplies;
- f. existing and proposed finished topography at a five feet contour interval based on actual ground control survey data (more detailed topography may be required on steeper sites);
- g. all existing paved or unpaved roads, driveways, parking areas and utility lines;
- h. all existing vegetative cover types (e.g., fields, woodlands, shrub areas, lawns);
- i. at least one building location on each lot with well, driveway, and individual wastewater treatment system locations (the plan must show all components of each system and a 100% reserve area on each lot for replacement of the system);
- j. as an alternative to a site specific building location, building envelopes may be used on lots which are generally suited for development (e.g. uniform soils, moderate slopes, no wetlands or other water features, etc.);
- k. the proposed limits of vegetational clearing on each lot, undisturbed wooded buffers and all proposed landscape plantings, including plant name and size;
- l. all other proposed structures with locations, sizes and uses (e.g. sheds, garages, signs, fences, docks, decks, boathouses, etc.); and
- m. indicate whether utilities will be installed overhead or underground and the location where they will be extended into the lots.

7. On-Site Individual Wastewater Treatment System

If you propose to expand or replace an existing on-site wastewater treatment system or if an existing system is failing or does not comply with current standards or if the subdivision involves new building lots where on-site wastewater treatment systems will be used, then APA staff or a qualified soils scientist must assess the soils and determine the depth to the seasonal high groundwater table and the depth to bedrock at the location of each proposed wastewater treatment system. The applicant must arrange for this to be done and submit the results to the Agency as part of a complete permit application. The components of the system must meet current NYS Department of Health standards and Agency guidelines, including a minimum horizontal setback of 100 feet for any subsurface treatment system from any individual water supply (well), water body, wetland and permanent or intermittent stream.

- a. Does the subdivision involve any new building lots where on-site wastewater treatment systems will be used or the replacement of an existing system that has failed or does not comply with current standards?
 - No (If no, skip the rest of Section 7)
 - Yes

Deep hole soils test pits must be dug in the presence of Adirondack Park Agency staff or a qualified soil and site evaluator. A soil and site evaluator is a soil scientist, a professional engineer, a registered architect, a certified geologist, or an exempt licensed land surveyor. A list of soil and site evaluators that have previously done business with the Agency is available upon request from the Agency. Agency staff will do the soils analysis upon request for subdivision of 4 lots or less. However, the applicant may be required to provide for a back-hoe and operator at the scheduled site visit. Scheduling for the digging of test pits must be arranged with staff well in advance.

- b. Have deep-hole soils test pits been dug on the project site at the locations of the proposed on-site wastewater treatment systems?

- No (If no, arrangements must be made for the soils test pits)
 Yes, (If yes, provide the date the test pits were dug, the name of the person who observed them and the results of the test pits for each lot where one was dug)

c. Did the deep test pits reveal seasonal high groundwater, bedrock or impermeable soils within 48 inches of the existing grade?

- No
 Yes

If no, provide, as **Attachment C**, detailed plans for the proposed wastewater treatment system(s) that show at a minimum:

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

If yes, provide as Attachment C, detailed plans for the wastewater treatment systems that are prepared by a design professional (New York State licensed professional engineer, licensed architect, exempt licensed surveyor), showing which lots require shallow absorption trench systems and which lots do not require shallow systems. The required engineering details must 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

Please note that approval of wastewater treatment systems may be required from the NYS Department of Health, the County Health Department and the local municipality. A list of professional engineers who practice in the Adirondack Park is available on request.

8. Subdivision Roads and Driveways

Engineering plans and details will be required for all new subdivision roads. The level of engineering requirements should be discussed with Agency staff in advance. Subdivision roads and driveways should not be located on slopes in excess of 25 percent. Subdivision roads should have a maximum final grade of 12 percent or less over any distance of 150 feet or greater. Driveways should not exceed 15 percent over any distance.

Provide, as **Attachment D**, subdivision road and/or driveway construction details showing at a minimum:

- a. typical road construction plans showing retaining walls, ditches, base, subbase, and surfacing details,

- b. centerline profiles,
- c. cross sections at 50 ft. stations or grading plan showing existing and proposed elevations,
- d. limits of vegetative clearing,
- e. drainage control plans showing locations, type, materials, anticipated loading and capacity of drains, culverts, and catch basins,
- f. all temporary and permanent erosion control measures (e.g. rip-rapping, silt fences, vegetation).

9. Road Construction, Maintenance and Ownership

Ownership and maintenance of new subdivision roads may generally be handled in one of three ways. Either the road is to be dedicated to the local municipality or a homeowners association will have to be formed or deed covenants will be required covering ownership and maintenance of the subdivision road. If the road is to be dedicated to the municipality, then the municipality's road construction standards will be required with documentation that the municipality will accept the road once built to its standards. If a homeowners association is to be formed, then a draft offering plan will be required for subdivisions having common interest in property. If the only common interest is in a subdivision road, then the applicant may apply to the NYS Department of Law for a "No Action Letter." If a "No Action Letter" is received, then the project sponsor should provide a copy of that letter with the other application materials and a draft deed for the lots in the subdivision which provides for ownership and maintenance of the road by deed covenants.

- a. Provide, as **Attachment E**, the standards for construction of the subdivision for the municipality within which the subdivision is located and documentation from the municipality that it will accept the road as public once built to its standards.

or
- b. Provide, as **Attachment E**, a draft offering plan for a homeowners association that provides for ownership and maintenance of all cooperative interests in real property.

or
- c. If the only common interest is in an access road or driveway, then as an alternative to the submission of a draft offering plan, provide, as **Attachment E**, a copy of a "no action letter" from the NYS Department of Law and a draft deed with language describing how responsibility for ownership and maintenance of the access road will be handled.
- d. It is Agency policy to require that either (i) all subdivision roads be constructed to Town standards prior to any lot sales or development activities; or (ii) a bond or other financial guarantee acceptable to the Agency and/or the municipality be posted to ensure successful completion of subdivision roads prior to any lot sales or development. In the event the developer elects to proceed with item (ii) above, provide a cost estimate, as Attachment E, from the project engineer detailing the cost of construction of the proposed subdivision road(s). Indicate whether the road(s) will be built by the applicant in advance of lot sales/development or whether a financial guarantee for the roads will be provided. Indicate when the road(s) will be constructed.

10. Other Road or Driveway Considerations

Subdivision roads and driveways may raise concerns related to shared access, safety, aesthetics, character of the area, etc. Generally new entrances to public roads should be minimized as much as possible and should be located where there is adequate sight distance in both directions at their entrance point to the public road. Adequate sight distances are generally established by the posted speed limit on the road and other factors like road curves and grades.

a. Is any portion of the proposed subdivision road or driveway not located on the project site?

No

Yes

If yes, is there currently any organization responsible for maintenance of the portion of the access roads not located on the project site? If so, then provide the name, address, phone number and contact for that organization.

b. Do any other persons have the right to use any existing rights-of-way across the project site?

No

Yes

If yes, provide, as **Attachment F**, documentation of their right to do so (e.g. deeds, leases, contracts, etc.) and the names and addresses of each person with such right and identify the properties (by tax map number) which benefit from such right. Also, provide the names and addresses of all persons who may claim such right at the present time even if undocumented and identify the properties they own (by tax map number).

c. Does the proposed subdivision have frontage on a State or County Highway and do you propose any subdivision roads or driveways to those highways?

No

Yes

If yes, provide, as **Attachment G**, a copy of your NYS Department of Transportation highway access permit for this highway entrance or documentation from the County Highway Engineer that the proposed entrance complies with the requirements of the County Highway Department.

11. Erosion And Sediment Control Plan

a. Provide, as **Attachment H**, an Erosion and Sediment Control Plan prepared by a person who is knowledgeable in the practices of erosion and sediment control such as a licensed professional engineer, Certified Professional in Erosion and Sediment Control, registered landscape architect or qualified Soil & Water Conservation District staff for all on-site and off-site construction work areas, staging areas, on-site or off-site detours, borrow areas, and wetland mitigation sites. Provide and label all temporary and permanent erosion and sediment control practices, including but not limited to silt fence, turbidity curtains, diversion structures, seeding, soil stabilization fabrics, and stone fill. Label the plan to show the type, size, and length of these measures. All measures included in the Erosion and Sediment Control Plan should comply with the “NYS Guidelines for Urban Erosion and Sediment Control”. Plantings and seeding measures included in the Erosion and Sediment Control Plan should incorporate only native or proven non-invasive species.

b. Provide and label typical details, special notes and specifications for all erosion and sediment control facilities and practices. Describe installation and maintenance requirements. Typical details must include the type, size, materials and installation methods.

c. Identify temporary practices that will be converted to permanent facilities.

d. Provide an implementation schedule for staging temporary erosion and sediment control practices, including the timing of initial placement and the duration each practice is to remain in place.

The measures included in the Erosion and Sediment Control Plan should comply with the “NYS Guidelines for Urban Erosion and Sediment Control.”

Plantings and seeding measures included in the Erosion and Sediment Control Plan should incorporate only native or proven non-invasive species.

12. Stormwater Management Plan

Provide, as **Attachment I**, a Stormwater Pollution Prevention Plan prepared by a person who is knowledgeable in the practices of erosion and sediment control such as a licensed professional engineer, Certified Professional in Erosion and Sediment Control, registered landscape architect or qualified Soil & Water Conservation District staff for the project, including all hydrological calculations, which:

- 1) Controls runoff, during and after development, such that peak runoff for 1, 10 and 100 year 24-hour storm events does not exceed the peak runoff prior to development. Identification of all pre and post-development sub-catchment areas located within or affecting the project site must be included in the analysis. Use TR-55 or equivalent methodology to calculate peak flows;
- 2) Improves water quality by capturing and treating 90% of the average annual stormwater runoff volume, defined as the Water Quality Volume, WQv. The final WQv shall be treated by an acceptable practice from the list in Table 5.1 of DEC’s Stormwater Management Design Manual;
- 3) Employs design criteria for stormwater treatment structures found in DEC’s Stormwater Management Design Manual or equivalent reference, which must be cited in the report;
- 4) Includes an erosion and sediment control plan for all phases of the project which reduces or eliminates erosion and sediment loading to waterbodies (i.e., lakes, ponds, streams and wetlands) during and after construction;
- 5) Includes a maintenance plan for stormwater controls during and after completion of construction.

13. Solid Waste Disposal

Describe the type, estimated quantities, methods of disposal and on-site and off-site disposal locations of all waste materials generated from the project.

Type of Waste Material	Estimated Quantity	Disposal Method	Disposal Location
Trees, stumps and other			

grubbed materials			
Unsuitable and excavated existing soils			
Construction and demolition debris			
Asbestos, paint chips and other hazardous substances			

If waste disposal will occur off-site, provide the following information for each waste disposal site landowner. (Please note that a separate permit will be required for each off-site waste area)

Landowner Name:
Mailing Address:
Waste Disposal Site Location:
Street Address: Town: County:
Tax Map No:
Telephone Number (daytime):

14. Signage Plan

a. Provide, as **Attachment K**, a sign plan which complies with the Agency’s “Standards for Signs Associated with Projects” (9 NYCRR Appendix Q-3). Show and label on the Site Development Map, or on a separate Sign Plan, the number, location, and orientation of all exterior signs.

b. Provide to-scale details and specifications for each proposed outdoor sign that includes at a minimum: width and height from ground surface to top of each sign, construction details and materials, proposed text, color scheme, logos or other graphics, and details of any lighting, raised foundations, planters or retaining walls.

15. Vegetative Screening and Landscaping

New development generally should not be visible from public roads. The site plan map required by Item 6 above must show the limits of vegetational clearing. If existing vegetation can be used to screen the development from public roads, then lots with frontage on a public road should include a buffer that is a minimum of 100 feet from the centerline of the road, within which no existing vegetation may be cut, except for driveway and utility installations. The removal of vegetation that presents a health or safety hazard will not be prohibited. If there is no existing vegetation along public roads which can be used to screen development, then a vegetative screening/planting plan will be required, unless the site is located in a Hamlet or Moderate Intensity Use Area as shown on the Park Plan Map and provided the existing character of the area is already substantially developed.

Provide, as **Attachment L**, a vegetative screening plan that will, within ten years of its planting, screen the proposed structure(s) from the public road. The screening plan may be shown on the survey/site plan map required in Item 6 above, but must at a minimum show the type, size and location of all existing and proposed trees or shrubs to be used to screen the structure(s).

16. Deed Covenants

If deed covenants are proposed, they may address both the project sponsor's and the Agency's concerns related to certain development considerations in the Adirondack Park Agency Act.

- a. Provide, as **Attachment M**, a draft of the proposed deed for conveyance of the lots in the subdivision, including any restrictive covenants, reserved or conveyed rights.

17. Project Impacts

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.