



APPLICATION FOR COMMERCIAL USES

Supplemental Information Request

Applicability: This application applies to new or expanded commercial uses including stores, offices, lodging facilities, warehousing and distribution facilities, commercial maintenance facilities, tourist attractions, recreational facilities available for a fee, and other types of retail or commercial service establishments. While many of these uses are separately defined in the APA Act, they have some common impact characteristics. The application questions which follow are appropriate for the various types of projects generally considered as Acommercial uses.@

Instructions: This Special Information Request must be submitted with the General Information Request. Please answer all of the questions in each numbered section and complete all required plans, reports and other attachments. Type or print clearly in ink. If you need assistance answering the 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 by Agency staff will be required. 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. The proposed project may not be undertaken until an Agency permit has been issued.

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

Name:

2. Technical Advisors or Consultants

Name:

Name:

Authorized Representative:

Authorized Representative:

Mailing Address:

Mailing Address:

Telephone Number (daytime):

Telephone Number (daytime):

FAX:

FAX:

3. Subdivision of Land

Will the project require the subdivision of land to create the building lot or building site?

- No
- Yes (*answer the following*)

What is the size of all lots to be created

Lot #1 _____ acres Lot #2 _____ acres *Lot #3 _____ acres

(*May require separate SIR for 3 to 9 Lot Subdivisions)

4. Detailed Project Description

a) Provide detailed written description of the intended commercial activities or services to be provided:

b) Provide detailed written description of the major site development elements of the project (e.g., new building, parking for 32 cars):

c) Provide detailed written description of the need for the selected project design and describe what, if any alternatives were considered and the reasons for rejection:

5. Survey or Deed Plot

A survey or deed plot is required for each application. Surveys must be prepared by a 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 the property boundaries as set forth in the property deed.

Provide a survey or deed plot of the entire project site prepared by an appropriately qualified person showing 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 detailed, to-scale Site Plan Map is also required for each commercial application. The site plan map may be combined with the survey or deed plot required by Section 4 above. Site plan maps should 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.

Provide a site plan map drawn to scale of one inch equals 20 or 40 feet and which is clearly labeled with the map scale, north arrow, date of preparation and name of preparer. Show and label all of the following within the proposed project limits for each area of proposed construction:

a) Existing Conditions

Natural resources, including all:

- 1) waterbodies, including ponds, rivers and permanent and intermittent streams,
- 2) wetlands (to be delineated by Agency staff or by trained professionals with review by Agency staff),
- 3) floodplain boundaries and elevation of the 100-year floodplain,
- 4) areas of bedrock at or near the surface,
- 5) boundaries of existing vegetation cover types (e.g., forested, field, agricultural),
- 6) topographic contours at 2 foot intervals,
- 7) natural swales and drainage features, and
- 8) any special plant or animal habitats contained on the NYSDEC Natural Heritage database.

Existing human-made resources, including all:

- 1) principal and accessory buildings (label size, use and materials),
- 2) retaining walls, fencing and other structures,
- 3) public roadways, bridges, railroads, and parking lots (label size and materials),
- 4) intersecting private roadways and driveways (label size and materials),
- 5) sidewalks, stairways and other pedestrian facilities (label size and materials),
- 6) boat docks, fishing piers and other waterfront facilities (label size and materials),
- 7) culverts, headwalls, ditches, settling basins and other stormwater management facilities (label size and materials),
- 8) overhead and underground public utilities located within the ROW,
- 9) guide rails and signs,
- 10) property lines, lot lines and easement lines, and
- 11) right-of-way lines of all municipal, county and State highways.

b) Proposed Conditions, including all:

- 1) new principal and accessory buildings (label use, size, and materials),
- 2) retaining walls, fencing and other structures (label size and materials),
- 3) all new roadway and parking areas (label size and materials),
- 4) new sidewalks, stairways and other pedestrian facilities (label size and materials),
- 5) proposed property lines, lot lines, and easement lines,
- 6) construction limit lines,
- 7) grading limit lines and final grading shown at 2 foot intervals,
- 8) permanent stormwater management facilities (label size and materials),
- 9) new or relocated private and public utilities,
- 10) new guide rail and signs,
- 11) fuel and bulk chemical storage and dispensing facilities,
- 12) docks, bulkheads, piers and other waterfront facilities,
- 13) temporary access roads and work pads,
- 14) temporary stream diversions,
- 15) limits of vegetative cutting,
- 16) new landscape development, and
- 17) limits of wetland fill and wetland mitigation areas.

7. Character of the Area/Adjoining Land Uses

Describe the natural and human made character of the nearby and adjoining land uses including the type and density of existing commercial, industrial and residential development, roads, State lands, public recreation /open space recreational facilities (e.g., hiking trails, boat launches).

8. Proposed Construction and Operation Dates

- a) Estimated Start of Construction Date:
- b) Estimated Construction Completion Date:
- c) Estimated Start of New or Expanded Commercial Activity Date:

9. Proposed Site Access

- a) Describe the location, type of material, and size of any proposed temporary construction access drives to the project site:
 - No temporary access drives

b) Describe the location, type of material, and size of any proposed permanent roads and driveways within the project site:

c) Will the project require a highway work permit from county transportation departments or New York State Department of Transportation (NYSDOT)?

- No
- Yes

d) Provide plans, details and specifications for all temporary and permanent roads and driveways. Attach a copy of the county or NYSDOT Highway Work Permit if one is required.

10. Proposed Buildings and Structures

a) Will any new buildings or other structures be demolished, replaced or constructed new as part of this project?

- No
- Yes, describe:

b) Provide construction plans and details for all proposed commercial, warehouse, storage and other accessory buildings; bulkheads, piers, docks or other waterfront facilities; fencing; sidewalks; stairways; and retaining walls that will be constructed as part of the project. Show plans and elevations and label dimensions, construction materials and exterior colors.

11. Exterior Parking

a) Describe the number and location of existing vehicle, boat, trailer, or airplane parking spaces on the existing property:

b) Describe the number and location of all new vehicle, boat, trailer or airplane parking

spaces:

- c) **Show and label all existing and proposed parking areas on a separate parking plan or on the Project Site Plan. Provide construction plans and details for all parking areas.**

12. Proposed Outside Storage

Will the project involve outside storage of inoperable vehicles, construction materials, equipment, raw materials or finished goods after the project is constructed?

- No
 Yes, describe the type and location of materials or objects to be stored:

13. Fuel Storage and Handling

- a) Will the project involve the storage and dispensing of motor, heating, or jet fuels or bulk chemicals?
 No
 Yes
- b) If Yes, describe the type, volume, method of storage (e.g., underground tank, aboveground tank) and location of all fuel and bulk chemical storage and dispensing facilities:

- c) **Provide plans and details for all fuel storage and dispensing facilities. Show and label the facilities on the Project Site Plan. Provide a copy of the NYSDEC Tank Registration for each tank.**

14. Wastewater Treatment Systems

a) Type of existing system:

- None
- Community
- Municipal (Operating Entity) _____
Existing wastewater flows _____ gallons/day
- Individual on-site system
Describe type and size of existing absorption area:

Type of new, replacement or expanded wastewater treatment system:

- None
- Community
- Municipal (Operating Entity) _____
- Individual on-site system
Describe type and size of system:

c) **Provide detailed plans for any new, replacement or expanded wastewater treatment system(s) prepared by an engineer licensed in the State of New York. If an on-site system is proposed and unless otherwise instructed by Agency staff, 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**

15. Proposed Water Supply Systems

- a) Type of existing system:
- None
 - Community
 - Municipal (Operating Entity) _____
 - Individual on-site system

- b) Type of new, replacement of expanded system:
- None
 - Community
 - Municipal (Operating Entity) _____
 - Individual on-site system

c) Show and label on the Project Site Plan the location of any on-site well or, if a community or municipal system, the distribution piping.

16. Other Public Utilities

- a) Type of other existing utilities:
- natural gas (Operating Entity) _____
 - electric (Operating Entity) _____
 - telephone (Operating Entity) _____
 - Other (Operating Entity) _____

- b) Type of new, replacement of expanded system:
- None
 - Type _____ (Operating Entity) _____
 - Type _____ (Operating Entity) _____

c) Show and label on the Project Site Plan all existing and proposed public utilities.

17. Exterior Lighting

- a) Will the project involve new exterior site lighting that will be freestanding or attached to existing or proposed buildings?
- No
 - Yes

b) If yes, provide a Lighting Plan as follows:

- 1. Show the location of and label all exterior light fixtures on the Project Site Plan or on a separate to-scale lighting or utility plan.**
- 2. Provide plan and elevation views and construction details of all freestanding light standards. Show the foundation, the light standard, the light fixtures, and any shielding that will restrict projected light from being seen off-site.**
- 3. Provide manufacturers specifications and details describing:
the size, color, and type of light standards and light fixtures,
bulb types and wattages,
surface area lit by each light,
shields and reflectors.**

18. Exterior Signing

- a) Will the project involve any new exterior signing?
- No
- Yes

b) If yes , provide a Sign Plan as follows (the sign plan must comply with 9 NYCRR Appendix Q-3):

- 1. Show and label on the Project Site Plan, or on a separate Sign Plan, the number, location, and orientation of all exterior signs.**
- 2. Provide to-scale details and specifications for each proposed outdoor sign that includes at a minimum:**
 - a. Width and height from ground surface to top of each sign,**
 - a. construction details and materials,**
 - c. proposed text, color scheme, logos or other graphics, and**
 - d. details of any raised foundations, planters or retaining walls.**

19. Proposed Landscape Development

- a) Will the project involve landscape development (e.g., planting of trees and shrubs for screening, aesthetics or erosion control or establishment of turf areas)?
- No
- Yes

b) If yes, provide a Planting Plan as follows:

- 1. Provide and label on the Site Plan Map or a separate plan the location of all proposed planting. Provide a keyed list that provides the species and common names, sizes, and whether the plants are nursery grown or field collected.**

(Note: The planting plan should only include native species or ornamental plants commonly found in the vicinity of the project site).

- 2. Provide specification, typical planting details, and seed mixes for temporary and permanent grassed areas.**
- 3. Provide a plan for maintenance and care of all plantings during the initial period of establishment and during the post-construction warranty period.**

20. Use of Herbicides, Pesticides, Fertilizers, Sand and Salt

- a) Will the operation of the project involve the use of herbicides, pesticides, fertilizers, sand or salt?

- No
 Yes

- b) If Yes, describe the type, proposed areas of use, storage and handling of all products:

- c) If using herbicides or pesticides, provide copies of all product labels.

21. Periods of Operation

- a) Describe the hours, days of week and seasons that you plan to operate your facility at the initial period of full operation:

- b) If you anticipate expanding your periods of operation within the next five years, please describe the probable future hours, days of week and seasons that you may operate the facility.

22. Planned Level of Activity at Full Operation

Complete the following table for anticipated numbers of customers/visitors at full operation.

CUSTOMERS/VISITORS	Spring	Summer	Fall	Winter
Maximum Number/Day				
Average Daily Total				
Season Total				

23. Traffic

Complete the table for anticipated traffic at full operation during the busiest season.

TRAFFIC		Monday to Friday	Saturday to Sunday
Peak Hours of Traffic			
Number of Vehicles at Peak Period:	Cars:		
	Buses:		

24. Deliveries and Shipments

Will your facility receive deliveries of raw materials, supplies or other goods or will ship raw materials, goods, or products?

- No
- Yes, complete the following table:

- 1) Type of materials, supplies or goods to be received: _____
- 2) Type of delivery vehicles _____
- 3) Average number of deliveries per day _____
- 4) Hour of earliest delivery _____
- 5) Hour of latest delivery _____
- 6) Type and number of delivery vehicles that will stay on-site overnight _____
- 7) Location on-site where deliveries will be received _____
- 8) Location on-site where deliveries will be stored _____

25. Project Employment and Other Benefits

a) Construction: Describe the number of persons that will be employed in constructing the project and the average number of weeks workers will be employed:

Part-time _____ Avg. # Weeks _____
Full-time _____ Avg. # Weeks _____

b) Operation: Describe the number of proposed part-time and full-time seasonal and year-round employees at full operation:

Year-round:

Part-time _____ Avg. # Weeks _____
Full-time _____ Avg. # Weeks _____

Seasonal:

Part-time _____ Avg. # Weeks _____
Full-time _____ Avg. # Weeks _____

c) Describe other benefits to be derived from the project, including general service improvements to the community:

26. Real Property Tax

a) What is the current assessment of the project property?
\$ _____

b) Are any tax abatements proposed?

- No
- Yes

27. Project Costs

Provide approximate cost estimates for the proposed project, including:

- a) site acquisition costs (if any): _____
- b) annual lease costs (if applicable): _____
- c) construction costs for site access and preparation, construction of principal buildings and associated accessory structures, parking areas, utilities, and other site development: _____
- d) annual maintenance and operation costs: _____

28. Visual Impacts

a) Will the project involve a building, tower or other structure greater than 40 feet in height?

- No
- Yes

b) If Yes, will the building, tower or other structure be visible from public roads, or publicly accessible open space or recreational facilities (e.g., hiking trails, parks, canoe routes)?

- No
- Yes

c) If Yes, Agency staff may direct that you prepare a Visual Resource Assessment report that identifies 1) key viewpoints from publicly accessible areas, 2) key viewer groups, and 3) the type, distance and duration of the view. You will also be asked to describe efforts to mitigate adverse visual impacts and may be required to prepare visual simulations showing how the proposed building or structure will appear after construction from selected viewpoints.

29. Erosion and Sediment Control Plan

a) Will the project involve clearing, grading, grubbing or excavation?

- No
- Yes

b) **If yes, provide an Erosion and Sediment Control Plan. The plan shall apply to all on-site and off-site construction work areas, staging areas, on-site or off-site detours, borrow areas, and wetland mitigation sites.**

- 1) 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.**
- 2) Provide and label typical details, special notes and specifications for all stormwater management and erosion and sediment control facilities and practices. Describe installation and maintenance requirements. Typical details shall show the type, size, materials, and installation methods.**

32. 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):

32. Operational Maintenance of the Site

Identify who will be responsible for the operational maintenance of the commercial activity:

Name:

Address:

Telephone Number:

33. Wetlands

- a) Will the project result in the temporary or permanent loss of any wetland acreage by filling or draining?
 No
 Yes. Amount of acreage to be lost: _____ square feet.

b) If you checked Yes to any of the above questions, you may be required to provide a Wetland Mitigation Plan (described below) as part of your Special Information Request. Contact the Agency for a copy of the Agency's Wetlands Mitigation Guidelines for further information.

c) If directed by the Agency's Environmental Program Specialist, provide a Wetland Mitigation Plan that includes narrative and graphic portions. The narrative portion should include the following:

Existing Conditions at Impacted Wetland Sites:

Describe existing conditions, including:

- 1) Existing wetland acreage and boundaries,
- 2) Existing wetland cover types (e.g., forested wetland, scrub-shrub, emergent marsh, wet meadow, bog),
- 3) Dominant plant species,
- 4) Probable wetland functions and values (e.g., flood storage, wildlife habitat),
- 5) Source of existing wetland hydrology, water depth and hydroperiod,
- 6) Existing wildlife present,
- 7) Nature, extent and duration of project impacts,
- 8) Avoidance measures taken,
- 9) Minimization efforts taken.

Proposed Mitigation Measures:

Describe the wetland mitigation measures, including:

- 1) Wetland mitigation goals and objectives,
- 2) Type of mitigation proposed (e.g., on-site/off-site replacement, in-kind/out-of-kind replacement, enhancement, restoration),
- 3) When the mitigation construction will occur within the overall project construction schedule and sequence of operations,
- 4) How the proposed mitigation will compensate for lost functions and values,
- 5) Existing plant, soil and hydrological characteristics at each proposed mitigation site,
- 6) How the water regime will be established at each proposed mitigation site,
- 7) Whether vegetation will be established by seeding and/or planting or by natural re-vegetation,
- 8) Any constraints and limitations of the proposed mitigation site(s),
- 9) Who will own the mitigation site(s) after construction completion of the project,
- 10) Who will be responsible for maintaining the mitigation site(s) in a healthy and functioning state,
- 11) Provisions for bonding or other financial guarantees,

- 12) Describe the mitigation monitoring program, including:
 - < methodology for determining successful restoration, creation or enhancement
 - < changes in hydrologic conditions
 - < establishment and growth of plants
 - < development of hydric soils
 - < use of the site by fish and wildlife
 - < contingency measures and triggers for mid-course corrections

The graphic portion of the Plan should include:

Maps

- 1) Show and label on a separate site plan or the Project Site Plan each of the proposed wetland mitigation areas, including:
 - < Location, boundaries, cover types and acreage of any existing wetlands impacted by the construction of the project, including existing wetlands at the mitigation site(s),
 - < Location, boundaries, cover types and acreage of all proposed wetlands,
 - < All surface waterbodies, including intermittent streams,
 - < Proposed existing and final contours (6 inch contours required) for the proposed mitigation site(s),
 - < All existing and proposed water control inlet and outlet structures,
 - < Side slopes and proposed water depths,
 - < Planned plant communities, either by planting or natural re-vegetation,
 - < Temporary and permanent erosion and sediment control practices to protect existing and constructed wetlands.

Sections

- 2) Provide latitudinal and longitudinal cross-sections through the wetland mitigation areas showing existing and proposed contours, side slopes, inlet and outlet structures, and cover type boundaries.

Typical Details

- 3) Provide typical details and specifications for the construction of the wetland mitigation site(s)

If this Plan is developed by a land use professional, please provide that persons name and qualifications.