



**APPLICATION FOR  
INDUSTRIAL USES**

**Supplemental Information Request**

**Applicability:** This application applies to new or expanded industrial activities (the manufacturing, production or assembly of goods or materials) as well as associated waste disposal areas. It is the appropriate application for all industrial uses as well as saw mills, pallet mills, chipping mills and similar wood using facilities, which although separately defined in the APA Act, have similar impact characteristics.

**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 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 3 to 9 lot subdivision Supplemental Information Request)

**4. Detailed Project Description**

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

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

c) Summarize 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, as Attachment A, 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 industrial 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, 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. 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) culverts, headwalls, ditches, settling basins and other stormwater management facilities (label size and materials),
- 7) overhead and underground public utilities located within the ROW,
- 8) guide rails and signs,
- 9) property lines, lot lines and easement lines, and
- 10) 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) temporary access roads and work pads,
- 13) temporary stream diversions,
- 14) limits of vegetative cutting,
- 15) new landscape development, and
- 16) 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 Industrial 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 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 industrial, warehouse, storage and other accessory structures; and any associated on-site waste disposal facilities, fencing sidewalks 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 parking spaces on the property for passenger vehicles and trucks:

- b) Describe the number and location of all new parking spaces for passenger vehicles and trucks:

- c) **Show and label all existing and proposed parking and loading areas on a separate parking plan or on the Project Site Plan. Provide construction plans and details for all parking and loading 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. Storage of Fuels, Chemicals and Bulk Raw Materials**

- a) Will the project involve the bulk tank storage fuels, process chemicals and/or raw materials?  
 No

Yes

b) If Yes, describe the method and volume of bulk storage and the manner in which fuels, process chemicals and/or raw materials will be dispensed (e.g., material will be stored in closed aboveground silos and will be pumped into the industrial plant via pipes).

c) **Show design details for and label all bulk storage and dispensing systems 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:

b) Type of new, replacement of expanded wastewater treatment system:

None

Community

Municipal (Operating Entity) \_\_\_\_\_

Individual on-site system

Describe type and size of system:

c) Is on-site pre-treatment system proposed?

No

Yes

**d) 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:**

- 1. soils test pit location and data**
- 2. percolation test hole location and results taken within the proposed absorption area(s)**
- 3. details on design of the system (e.g., application rate, number of employees)**
- 4. size and type of septic tank**
- 5. pumping station (if necessary)**
- 6. distribution box**
- 7. soil absorption system**
- 8. On-site pre-treatment 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,**
  - b. 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 a 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. Operating Profile: Products and By-products**

- a) Describe the preliminary product to be created through this industrial activity.
  
- b) What will be the anticipated volumes of production in numbers of unit, tons, cases or other measures?
  
- c) Will there be salable by-products? If yes, please describe and provide anticipated volumes.
  
- d) Provide an overview of the production process.

**22. Operating Profile: Raw Materials and Process Materials**

- a) What raw materials and in what volumes will be used in production?

b) What process chemicals or other process materials will be used in production and in what volumes?

c) Will the production process involve the use of water and or/process heat? If so, provide details.

**23. Operating Profile: Waste Materials**

a) What liquid and/or solid wastes will be produced as a result of production? In what volumes?

b) Detail how wastes will be stored and disposed of. Any outside storage or disposal facilities should be shown on the Project Site Plan.

c) Indicate whether you have applied for a DEC Article 19 air pollution control permit, an Article 17 SPDES (water discharge) permit, or any other permits (if required).

**24. Operating Profile: Machinery**

a) Provide a list of all major installed and mobile equipment and the noise decibel levels of each.

b) Identify on the Project Site Plan the expecting operating location(s) of any outside mobile equipment and any installed equipment with through-the-wall openings to the outside (e.g. debarkers or chippers).

**25. Operating Profile: Periods of Operation**

a) Indicate the expected hours of operation and number of days per week that the facility is expected to be operated.

b) How many work shifts are anticipated? Indicate expected starting hour for each.

c) Are changes in numbers of shifts, overall operating hours, or number of operating days expected as the operation matures?

**26. Operating Profile: Deliveries and Shipments**

- 1) Expected number of deliveries or shipments per day \_\_\_\_\_
- 2) Expected hour of earliest delivery/shipment \_\_\_\_\_
- 3) Expected hour of latest delivery/shipment \_\_\_\_\_

**27. Project Employment and Other Benefits**

- a) Construction: Describe the expected number of persons to be employed in construction and expected periods of employment:

Part-time \_\_\_\_\_ Avg. # Weeks \_\_\_\_\_  
Full-time \_\_\_\_\_ Avg. # Weeks \_\_\_\_\_

- b) Operation: Describe the expected number of part-time and full-time workers at full operation:

Part-time \_\_\_\_\_ # Weeks \_\_\_\_\_  
Full-time \_\_\_\_\_ # Weeks \_\_\_\_\_

- c) Describe other benefits to be derived from the project:

**28. Real Property Tax**

- a) What is the current assessment of the project property?  
\$ \_\_\_\_\_
- b) Are any tax abatements proposed?

- No
- Yes

### 29. 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: \_\_\_\_\_

### 30. 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.

### 31. 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.**
  - 3) **Identify temporary practices that will be converted to permanent facilities.**
  - 4) **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.**

### **32. Stormwater Management Plans**

- a) Will the project involve a cumulative disturbance of one or more acres of land area by clearing, grading, grubbing or excavation and does the project involve a stormwater discharge to Waters of the United States?
- No
- Yes
- b) If yes, you may be required to obtain coverage under the NYSDEC Stormwater General Permit. Provide a copy your Stormwater Management Plan required pursuant to the general permit.

### **33. Construction Staging Areas**

- a) Describe the location and proposed use of all on-site and off-site construction staging areas (e.g., for field office, equipment and materials storage, batch plants) for the project.
- b) Describe how the staging areas will be restored after construction completion.

**34. Solid Waste Disposal (Construction Phase)**

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):

**35. Operational Maintenance of the Site**

Identify who will be responsible for the maintenance of the industrial :

Name:  
Address:  
Telephone Number:

**36. 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

- a) 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.