

<p><b>ADIRONDACK PARK AGENCY</b>  Division of  <b>Regulatory Programs</b>  PO Box 99, 1133 NYS Route 86  Ray Brook, New York 12977  Telephone (518) 891- 4050  <a href="http://www.apa.ny.gov">www.apa.ny.gov</a></p>	 <p><b>NEW YORK</b>  STATE OF  OPPORTUNITY.</p> <p><b>Adirondack  Park Agency</b></p>	<p><b>APPLICATION FOR PROJECT  PERMIT</b></p> <p><b>Utility Structures  Over 40 Feet in Height</b></p>
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This application is for the installation of new utility poles and utility structures over forty feet in height OR replacement utility poles or structures that do not qualify for APA General Permit/Order 2019G-1. If this application is being submitted in response to a jurisdictional determination, you do not need to resubmit any information that was previously provided with a Jurisdictional Inquiry Form.

Please note: a jurisdictional project may not be undertaken until a permit has been issued by the Agency. “Undertake” means any commencement of a material disturbance of land preparatory to the proposed project, including but not limited to road construction, grading, installation of utilities, excavation, clearing of building sites, or other landscaping.

**Instructions:** Please answer all questions and provide all applicable attachments. For assistance in completing this application or to request a pre-application, please refer to the Agency’s website or contact the Agency’s Regulatory Programs division at (518) 891-4050. The application with applicable attachments should be in PDF or similar format and submitted by email to [APAsubmissions@apa.ny.gov](mailto:APAsubmissions@apa.ny.gov).

Electronic copies of plans must be fully scalable. If unable to submit via email, hard copy submissions will be accepted but delays may occur. After the Agency receives your signed application, you will receive a Notice advising you of the date the application was received, the Agency file number, and the name of the Environmental Program Specialist (EPS) assigned to review your application.

By law, the Agency is required to respond to your application within fifteen days of its receipt, identifying any additional information necessary for a complete application. The Agency will make every effort to conduct a site visit within these fifteen days. **However, the combined site visit and application review may not be possible within fifteen days**, especially depending on weather and project complexity.

**Site visits conducted early in the application process help to ensure that proposals are well designed from the beginning, minimize the need for follow-up information requests from the Agency, and result in a more efficient review.**

**Please indicate if you agree to extend the response deadline until fifteen days after a site visit.**

YES     NO

Application review will not begin until the Agency has received all the information necessary to review the proposed project. Please note that a site visit may be required before the permit application can be considered complete. Depending on the site conditions and the details of the proposed project, other studies, plans, and details may be required in addition to the materials requested in this application.

**1. Project Applicant(s)\*:**

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

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

Phone (daytime): \_\_\_\_\_

Email: \_\_\_\_\_

**2. Current Property Owner(s)\*\*: ()**

*(check above if same as Project Applicant)*

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

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

Phone (daytime): \_\_\_\_\_

Email: \_\_\_\_\_

\* The project applicant is any person having a specific legal interest in the property who submits an application to the Agency.

\*\* List all names on the current deed of record.

**3. Project Applicant's Legal Interest in the Project Site** *(check the one that applies):*

Owner;  Easement Holder;  Lessee;  Other (identify: \_\_\_\_\_ )

**4. Project Applicant's Authorized Representative:** By filling in the name and address below and signing this application, the project applicant is authorizing the person named below to act as their agent in all matters relating to this permit application before the Adirondack Park Agency. The project applicant acknowledges that all contact regarding the application will be through the Authorized Representative. The project applicant 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 them by the Agency.

Name: \_\_\_\_\_

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

Phone (daytime): \_\_\_\_\_ Email: \_\_\_\_\_

**5. Prior Agency Contact:** Identify any previous Agency action (permit, variance, jurisdictional inquiry, enforcement case, or wetland flagging) by file number and/or any contact with Agency staff regarding this project site. Please indicate if staff has visited the project site.

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

Date of Contact: \_\_\_\_\_

File #(s): \_\_\_\_\_

6. **Project Site Location/Identification:** A project site is all adjoining properties owned by the current landowner(s), including properties separated by a public road:

Street address: \_\_\_\_\_

Town(s): \_\_\_\_\_ County: \_\_\_\_\_

Size: \_\_\_\_\_ acres (includes all adjoining properties owned by the landowner)

Tax Map Designation (from the tax bill for the property):

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

7. **Adjacent Properties:** Provide, as **Attachment A**, a list of the names, mailing addresses, and tax map references of all landowners adjacent to the project site based on the current Real Property Tax assessment. This list must include landowners whose property is located across a public road or right-of-way from the project site.
8. **Deed(s):** Provide, as **Attachment B**, a complete copy of the current recorded deed(s) for the project site containing the recording information. Also, if the project applicant has an executed contract or agreement to purchase or lease the project site, please provide a copy of the documents to establish the applicant's legal interest in the project site.
9. **Project Description and Proposed Development:** Provide a narrative describing the proposed structure and its use, including if the proposed structure will support any other existing uses on the project site.

10. **Project Plans:** Provide, as **Attachment C**, a site plan map that is clearly labeled with the map scale, north arrow, date of preparation, and name of preparer. This map is a key component of your application. Final plans are attached to permits.

**Site Plan Map:** Draw the site plan map to a scale of 1 inch equals 50 feet (1" = 50') to show the entire project site. For large parcels, depict the entire project site at a smaller scale (e.g., 1" = 100' or 1" = 200') and the area of the project site proposed for development at 1" = 50'. Clearly label what development is proposed and what is existing. The site plan must, at minimum, show all of the following information as applicable to your proposed project:

- a. existing and proposed property boundary lines;
- b. existing or proposed rights-of-way or easements;
- c. existing bodies of water, including the water body name and the mean high water mark (if necessary) for any pond, lake, river, stream, or intermittent stream;
- d. existing wetland boundaries within 200 feet of proposed development or lot boundaries;

- e. existing and proposed structures, including location, size, use, and setbacks from all roads, water bodies, and property lines;
- f. existing and proposed roads, driveways and parking areas, including locations, dimensions, and construction materials;
- g. existing and proposed public utilities noting whether overhead or underground;
- h. areas of existing vegetation (forest, lawn, etc.) and the proposed limits of planned vegetative clearing (complying with minimum shoreline cutting restrictions);
- i. local town zoning designation boundaries and required town setbacks.

**11. Proposed Structures:** Provide, as **Attachment D**, elevation view drawings and a written description of each proposed structure Include the maximum overall height in feet (height is measured from the highest point on the structure to the lowest point of existing grade or finished grade, whichever is greater), the type of structure proposed (wood, laminate, steel, etc.) and the color or finish of materials to be used.

If no specific structure plans are proposed yet, then at minimum provide information stating what would be the maximum height of the prospective structure and the industry standard used to determine the necessary height above grade. Please note that additional information may be required to evaluate visual impacts resulting from the proposed development.

**12. Shoreline (Lakes, Ponds, Navigable Rivers and Streams):**

- a. Does the project site have any shoreline on a waterbody?
  - No - If No, go to Number 13 of the Application (Wetlands).
  - Yes
- b. Will any vegetation be cut or removed within 35 feet of the shoreline of a pond or lake or within 100 feet of the shoreline of a river?
  - No
  - Yes - If Yes, show cutting limits on the Site Plan Map (Attachment B).
- c. Will any development or land disturbance occur within 100 feet of the shoreline?
  - No
  - Yes - If Yes, provide a written description below of any development or land disturbance occurring within 100 feet of the shoreline and depict it on the Site Plan Map (Attachment B):

**13. Wetlands:**

- a. Are there any wetlands on the project site?
  - No - If No, go to Number 14 of the Application (Historic Preservation Resources).
  - Yes     Unknown
- b. Will any of the activities listed below occur within 100 feet of or within the boundaries of a freshwater wetland?
  - No     Yes\*

\*If Yes, check all activities that will occur within 100 feet of or within the boundaries of a freshwater wetland:

  - Construction of any structure
  - Draining, dredging, excavating, or removing soil, peat, muck sand or gravel

- Dumping or placing soil, stone, sand, gravel, mud, rubbish, or fill of any kind
- Constructing roads or driveways, driving pilings, or placing timber mats or any other obstructions whether temporary or permanent
- Clearcutting more than three acres: \_\_\_\_\_ (# of acres)

**Attachment E:** For each activity that you have checked above, provide an explanation of the steps taken to avoid the wetlands in your design of the proposed project and to minimize any wetland impact. A wetland mitigation plan may be required if there is wetland loss as a result of your proposed project.

**14. Historic Resources:**

**Attachment F:** Please identify any structures (houses, barns, commercial buildings, etc.) within 200 feet of the project site that are more than 50 years old. If known, describe if there are any structures or areas adjacent to the project area eligible for inclusion on the National or NYS Historic Registers. Please also identify whether the project site is located within an archeological buffer area mapped by the NYS Historic Preservation Office (SHPO) and provide any correspondence to/from SHPO regarding historic, archeological and/or cultural resources:

**15. Other Governmental Reviews:**

- a. Have town, village, and/or county officials been contacted to determine whether the project requires any local municipal approval?  No  Yes

**Attachment G:** Provide a copy of the completed and signed Local Government Notice Form that is attached to this application.

- b. Have any permits, denials or other decisions been issued by any state or federal agency?  No  Yes
- c. Has the NYS Department of Transportation been contacted to determine whether the project requires a Highway Work Permit?  No  Yes

**Attachment H:** Provide a copy of any permit, approval, or determination obtained from any state or federal agencies for this proposed project. Provide the names and phone numbers of points of contact with any agency from which a permit was obtained.

**16. Project Applicant Signature:**

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

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, TO VERIFY INFORMATION CONTAINED IN OR RELATED TO THIS APPLICATION FOR A PROJECT PERMIT.

**Note: Please sign or type below. The use of an electronic signature, by typing your signature below, shall have the same validity and effect as a handwritten signature.**

_____	_____	_____
_____	_____	_____
<b>Signature (type or sign)</b>	<b>First &amp; Last Name/Title (if applicable)</b>	<b>Date</b>

**Please provide all the required information and submit by email to [APAsubmissions@apa.ny.gov](mailto:APAsubmissions@apa.ny.gov)**

## Attachment A

Provide landowners names, mailing addresses, and tax map references (tax map, block and parcels numbers) for all properties within 500-feet of the project site, including property across public roads and rights-of-way.

Example: 155-1-27 Mr. John Doe Main Street Jay, New York 12941		

Remember to include and label any required attachments:

- ✓ Attachment B: Current Deed, [Question 8](#)
- ✓ Attachment C: Site Plan Map, [Question 10](#)
- ✓ Attachment D: Proposed Structures, [Question 11](#)
- ✓ Attachment E: Wetlands, [Question 13](#)
- ✓ Attachment F: Historic Resources, [Question 14](#)
- ✓ Attachment G: Local Government Notice Form, [Question 15](#)
- ✓ Attachment H: Other Government Approvals, [Question 15](#)