

<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  www.apa.ny.gov</p>	 <p><b>NEW YORK</b> STATE OF OPPORTUNITY.</p> <p><b>Adirondack Park Agency</b></p>	<p><b>APPLICATION FOR COMMERCIAL AND/OR INDUSTRIAL USES</b></p>
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**Applicability:** This application is for an Adirondack Park Agency permit for new or expanded commercial uses and/or industrial uses. Commercial uses include 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. Industrial uses include the manufacturing, production or assembly of goods or materials and associated waste disposal areas. It is the appropriate application for saw mills, pallet mills, chipping mills and similar wood using facilities. Please note that for a new commercial use in an existing commercial use structure, General Permit 2010G-3 is available and may be applicable.

**Instructions:** Please answer all of the questions in each numbered section and provide all applicable attachments. Questions 31-35 need only be answered for industrial uses as instructed. Type or print clearly in ink. **Submit three completed copies of this application and all required attachments to the Agency at the above address.** A site visit by Agency staff will also be required. The Agency may also request additional information based on the information contained in the application.

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. If the application is not complete, a request for additional information will be issued within 15 days of receipt of the application, indicating which information is still required for a complete application. The proposed project may not be undertaken until an Agency permit has been issued.

**Assistance:** For assistance in completing this application or to request a pre-application meeting, please contact the Agency’s Regulatory Programs division at the above address/telephone number and/or refer to the Agency’s website.

<p><b>1. Project Sponsor(s)*:</b></p> <p>Name(s): _____</p> <p>_____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>_____</p> <p>Telephone (Daytime): _____</p> <p>Fax/E-mail: _____</p>	<p><b>2. Current Property Owner(s)**: (if different than Project Sponsor)</b></p> <p>Name(s): _____</p> <p>_____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>_____</p> <p>Telephone (Daytime): _____</p> <p>Fax/E-mail: _____</p>
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\* A project sponsor is a person having 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.

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

**3. Project Sponsor's 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: \_\_\_\_\_

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

Telephone (daytime): \_\_\_\_\_ Fax/E-mail: \_\_\_\_\_

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

Road/Highway: \_\_\_\_\_

Nearby Waterbody: \_\_\_\_\_

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

Size: \_\_\_\_\_ acres

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

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

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

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

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

owner       signed purchase agreement holder  
 lessee       option holder       other (Identify: \_\_\_\_\_)

**6. Subdivision of Land:**

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

No

Yes. If 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 application for 3 to 15 Lot Subdivisions)

**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 or project site 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 number and date:

Permit/Variance/Order Number: \_\_\_\_\_ date: \_\_\_\_\_

Jurisdictional Inquiry Number: \_\_\_\_\_ date: \_\_\_\_\_

Enforcement Case Number: \_\_\_\_\_ date: \_\_\_\_\_

Wetland Boundary Flagging\*: \_\_\_\_\_ date: \_\_\_\_\_

**\* If possible, seek consultation with Agency staff regarding the potential location of wetlands on the project site prior to submitting application form.**

## PROJECT PROPOSAL

### 8. Detailed Project Description:

- a) Provide a detailed written description of the intended commercial/industrial activities or services to be provided:
- b) Provide a detailed written description of the major site development elements of the project (e.g., new building, parking for 32 cars):
- c) Provide a detailed written description of the need for the selected project design and describe what, if any alternatives were considered and the reasons for rejection of each alternative:

### 9. Operational Maintenance of the Site:

Identify who will be responsible for the operational maintenance of the commercial/industrial use:

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

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

Telephone Number: \_\_\_\_\_

### 10. Periods of Operation:

- a) Describe the hours, days of the 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 the week and seasons that you may operate the facility:

**11. 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				

**12. Traffic:**

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

Traffic	Monday to Friday	Saturday and Sunday
Peak Hours of Traffic		
Number of Cars/Trucks at Peak Period		
Number of Buses at Peak Period		

**13. Deliveries and Shipments:**

Will your facility be shipping or receiving any raw materials, supplies or other goods or products?

\_\_\_ No

\_\_\_ Yes. If yes, please answer the following questions:

- a) Type of materials, supplies or goods to be shipped/received: \_\_\_\_\_
- b) Type of shipping/delivery vehicles: \_\_\_\_\_
- c) Average number of deliveries per day: \_\_\_\_\_
- d) Hour of earliest delivery: \_\_\_\_\_
- e) Hour of latest delivery: \_\_\_\_\_
- f) Type and number of delivery vehicles that will stay on site overnight: \_\_\_\_\_
- g) Location on site where deliveries will be received: \_\_\_\_\_
- h) Location on site where deliveries will be stored: \_\_\_\_\_

**14. 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 \_\_\_\_\_

Please provide the anticipated payroll during construction: \_\_\_\_\_

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

Year-round:

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

Seasonal:

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

Please provide the anticipated payroll at full operation/occupancy: \_\_\_\_\_

- c) Commercial, industrial, residential, recreational as well as other benefits may be derived by a project. For example, a new commercial/industrial use might provide benefits to the community by filling a need for specific goods or services not currently available, providing goods or services that support existing commercial/industrial uses, or generating economic growth by promoting the need for additional new commercial/industrial uses. Please describe any potential benefits to be derived from the project including general service improvements to the community:

**15. Real Property Tax:**

- a) What is the current assessment of the project property? \$ \_\_\_\_\_
- b) Are any tax abatements proposed?  
\_\_\_\_ No  
\_\_\_\_ Yes

**16. 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: \_\_\_\_\_

## 17. Site Plan Map:

A detailed, to-scale Site Plan Map is required for each commercial/industrial use application. The Site Plan Map may be combined with the survey or deed plot required by Section 38, as **ATTACHMENT D**. 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, 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 right-of-way (ROW);
- 9) guide rails and signs; and
- 10) property lines, lot lines and easement lines, and ROW 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 rails 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; and
- 16) new landscape development, limits of wetland fill and wetland mitigation areas.

**PROJECT DETAILS**

**18. Proposed Construction and Operation Dates:**

- a) Estimated Start of Construction Date: \_\_\_\_\_
- b) Estimated Construction Completion Date: \_\_\_\_\_
- c) Estimated Start of New or Expanded Commercial/Industrial Use Date: \_\_\_\_\_

**19. 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. If yes, 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.

**20. Proposed Buildings and Structures:**

- a) Are there buildings on the total contiguous landholding now owned by the present landowner?

\_\_\_\_\_ No

\_\_\_\_\_ Yes. If yes, provide the following information (attach additional sheets if necessary):

Date of Construction	Size (square feet)	Height (feet)	Type/Use (e.g., rental cabin, store, warehouse)

Describe any other structures which existed on the property as of August 1, 1973 which have since been removed or destroyed and their use (e.g., residential, commercial). Include the date that the structure was removed or destroyed:

\_\_\_ Check if no buildings or structures have been removed or destroyed since August 1, 1973.

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

\_\_\_ No

\_\_\_ Yes. If yes, describe:

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

## 21. 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 *proposed* 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 Site Plan Map. Provide construction plans and details for all parking areas.



**22. 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. If yes, describe the type and location of materials or objects to be stored:

**23. Fuel Storage and Handling:**

Will the project involve the storage and dispensing of motor, heating, or jet fuels, process chemicals and/or raw materials?

No

Yes. If yes, provide the following information:

- a) Describe the type, volume, method of storage and 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) and location of all fuel and bulk chemical storage and dispensing facilities:
  
  
  
  
  
  
  
  
  
  
- b) Provide plans and details for all fuel storage and dispensing facilities. Show and label the facilities on the Site Plan Map. If applicable, provide a copy of the NYSDEC Tank Registration for each tank.

**24. 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 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:
  - 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 (application rate and number of bedrooms, etc.);
  - 4) size and type of septic tank;
  - 5) pumping station (if necessary);
  - 6) distribution box; and
  - 7) soil absorption system.

**25. Proposed Water Supply Systems:**

- a) Type of existing system:
  - None
  - Community
  - Municipal (Operating Entity) \_\_\_\_\_
  - Individual on-site system
- b) Type of new, replacement or expanded system:
  - None
  - Community
  - Municipal (Operating Entity) \_\_\_\_\_
  - Individual on-site system
- c) Show and label on the Site Plan Map the location of any on-site well or, if a community or municipal system, the distribution piping.

**26. 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 or expanded system:
  - None
  - Type \_\_\_\_\_ (Operating Entity) \_\_\_\_\_
  - Type \_\_\_\_\_ (Operating Entity) \_\_\_\_\_
- c) Show and label on the Site Plan Map all existing and proposed public utilities.

**27. Exterior Lighting:**

Will the project involve new exterior site lighting that will be freestanding or attached to existing or proposed buildings?

No

Yes. If yes, provide a Lighting Plan as follows:

- a) Show the location of and label all exterior light fixtures on the Site Plan Map or on a separate to-scale lighting or utility plan.
- b) 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.
- c) Provide manufacturers specifications and details describing:
  - 1) the size, color, and type of light standards and light fixtures;
  - 2) bulb types and wattages;
  - 3) surface area lit by each light; and
  - 4) shields and reflectors.

**28. Exterior Signing:**

Will the project involve any new exterior signing?

No

Yes. If yes, provide a Sign Plan as follows (the sign plan must comply with 9 NYCRR Appendix Q-3 – Standards for Signs Associated with Projects):

- a) Show and label on the Site Plan 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:
  - 1) width and height from ground surface to top of each sign;
  - 2) construction details and materials;
  - 3) proposed text, color scheme, logos or other graphics; and
  - 4) details of any raised foundations, planters or retaining walls.

**29. Proposed Landscape Development:**

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. If yes, provide a Planting Plan as follows:

- a) 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).
- b) Provide specification, typical planting details, and seed mixes for temporary and permanent grassed areas.

- c) Provide a plan for maintenance and care of all plantings during the initial period of establishment and during the post-construction warranty period.

**30. Use of Herbicides, Pesticides, Fertilizers, Sand and Salt:**

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

No

Yes. If Yes, please provide the following information:

- a) Describe the type, proposed areas of use, storage and handling of all products:
  
- b) If using herbicides or pesticides, provide copies of all product labels.

**INDUSTRIAL USES <sup>(1)</sup>: (answer questions 31-35)**

**31. Operating Profile - Products and By-products:**

- a) Describe the primary product(s) to be created through this industrial activity:
  
- b) What are the anticipated volumes of production in numbers of units, 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:

**32. Operating Profile - Raw Materials and Process Materials:**

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

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<sup>(1)</sup> Industrial uses include the manufacturing, production or assembly of goods or materials and associated waste disposal areas. These questions should also be answered for saw mills, pallet mills, chipping mills and similar wood using facilities.

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

**33. 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 Site Plan Map.
- c) Indicate whether you have applied for a NYS Department of Environmental Conservation (NYSDEC) Article 19 air pollution control permit, an Article 17 SPDES (water discharge) permit, or any other permits (if required).

**34. 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 Site Plan Map the expected 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).

**35. Operating Profile - Periods of Operation:**

- a) Indicate the expected hours of operation and number of days per week that the facility is expected to operate.
- b) How many work shifts are anticipated? Indicate the 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?

## PROJECT SITE DOCUMENTATION

### 36. Deed(s):

Provide, as **Attachment A**, a complete copy of the current recorded deed(s) for the project site containing the recording information. Copies are available from the County Clerk's Office. Also, if the project sponsor has an executed contract or agreement to purchase or lease the project site, please provide a copy of it in order to establish the sponsor's legal interest in the project site. (The purchase price and other confidential information may be blackened out.)

### 37. Adjacent Properties:

Provide, as **Attachment B**, a complete and current list of the names and addresses of all landowners whose property adjoins the project site with the tax map references (tax map section, block, and parcel numbers) based on the latest completed tax assessment roll. This list must include landowners whose property would otherwise adjoin the project site but is located across a public road or right-of-way from the site. Attached is a sheet which should be used to provide the required list of adjoining landowners. (This information is typically available from the Real Property Tax Services at County Offices or from the Town/Village assessors.)

### 38. Project Site History:

As part of its review of the project, Agency staff must understand the history of the project site. If the project site was part of a larger parcel on May 22, 1973 (the enactment date of the Adirondack Park Agency Land Use and Development Plan), the exact property boundaries of the larger parcel and the size of all buildings on that date must be established.

a) State 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

b) As of May 22, 1973, did the owner at that time own any adjoining property, including properties on the opposite sides of public roads?

\_\_\_\_\_ No

\_\_\_\_\_ Yes. If yes, provide the Tax Map References of these adjoining properties:

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

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

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

- c) Has any portion of the total as it existed on May 22, 1973 been conveyed, sold, given away or otherwise subdivided since that date?  
 No  
 Yes. If yes, provide the following information for those lots or parcels (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?

Provide, as **Attachment C**, a complete copy of all recorded deeds (not just abstracts) for the above conveyances back through May 22, 1973.

Provide, as **Attachment D**, a full scale copy of a survey map or the current real property tax 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.

**39. Deed Restrictions and Easements:**

Describe and provide, as **ATTACHMENT E**, any current deed restrictions or easements associated with the project site.

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

**PROJECT SITE RESOURCES**

**40. Historic Resources:**

Does the project site have any buildings that are more than 50 years old, or does the project site or surrounding area contain any structures or districts which are listed or deemed eligible to be listed on the State or National Register of Historic Places or does the project site involve any known archeological resources?

- No  
 Yes to any of the above criteria

If yes, provide 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) as part of consultation required by the State Historic Preservation Act. Please be advised that the Agency cannot deem an application as complete until the OPRHP's determination and/or recommendations for historic resource impact mitigation have been provided to the Agency.

**41. 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, and public recreation /open space recreational facilities (e.g., hiking trails, boat launches):

**42. Shoreline:**

Shoreline means that line at which land adjoins waters of lakes or ponds or navigable (by boat or canoe) rivers and streams. There are minimum shoreline vegetation cutting restrictions, lot width, structure setbacks, sewage disposal system setback and shoreline access requirements under the Adirondack Park Agency Act and regulations implementing the NYS Wild, Scenic and Recreational Rivers System Act. These shoreline protection standards are measured from the mean high water mark (MHW - the average of the annual high water levels). Please contact Agency staff for requirements. If the project site has shoreline and you propose construction of any kind within 100 feet of the shoreline (150 feet for Recreational Rivers, 250 feet for Scenic Rivers), the MHW will have to be established and shown on a site plan map in order to have a complete application. At the project sponsor's request, Agency staff will determine the MHW at the project site or you can have the determination made by a NYS licensed land surveyor. If you are unsure of navigability, please contact Agency staff.

- a) Does the project site contain any navigable water?  
 No (If no, go to Section 43 – Wetlands)  
 Yes. Name of water body: \_\_\_\_\_  
Length of shoreline on the project site (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. If yes, identify and describe all shoreline access parcels, the number of lots having access to each parcel and the dates access was granted. Also provide a complete copy of all deeds for all properties which have been granted access to the water body via a shoreline access parcel:
  
- c) Will any vegetation be cut or removed within 35 feet of a lake or pond or navigable river or stream or within 100 feet of a designated NYS Wild, Scenic or Recreational River? (If you are uncertain whether the shoreline is along a designated river, check on the Adirondack Park Land Use and Development Plan Map, or the APA Regulations Appendix Q-6, or contact Agency staff.)  
 No  
 Yes. If yes, describe type, amount and location of vegetation to be removed:



**43. Wetlands:**

Are there any wetlands on the project site?

No (If no, go to Section 44 – Visual Impacts)

Yes. If yes, answer the following questions. The wetland boundaries as delineated and/or confirmed by Agency staff must be shown and labeled on the Site Plan Map.

a) Are any of the activities listed below proposed to occur within the boundaries of a freshwater wetland?

No

Yes. If yes, check all that apply:

Draining; dredging; excavation; removing soil, peat, muck, sand, shells or gravel

Dumping or filling with soil, stone, sand, gravel, mud, or fill of any kind

Erecting structures, building roads or driveways, driving pilings, or placing any other obstructions

Clearcutting of more than three acres: state number of acres \_\_\_\_\_

Applying pesticides or fertilizers

Constructing a wastewater treatment system or discharging a sewer outfall

If yes, please also provide a detailed written description of the measures taken to avoid or minimize wetland impacts:

b) Will the project result in the temporary or permanent loss of any wetland acreage by filling or draining?

No

Yes. If yes, amount of acreage to be lost: \_\_\_\_\_ square feet.

c) Will any of the activities listed below occur within the 100 feet of a wetland?

No

Yes. If yes, check all that apply:

Constructing a wastewater treatment leaching or absorption facility

Applying pesticides

Conducting other activities that could impair the functions or benefits derived from wetlands, including any diversion of water or change in hydrology, or substantially increases erosion or sedimentation.

If “Yes” was checked for any of the questions in this section, a compensatory wetland mitigation plan prepared in accordance with the “New York State Adirondack Park Agency Compensatory Mitigation Guidelines” may be required. A copy of these guidelines is available on the Agency’s website ([www.apa.ny.gov](http://www.apa.ny.gov)) or upon request.

**44. Visual Impacts:**

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

No (If no, go to Section 45 – Erosion and Sediment Control Plan)

Yes. 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. If yes, Agency staff may direct that you prepare a “Visual Resource Assessment” report that identifies:

- a) key viewpoints from publicly accessible areas;
- b) key viewer groups; and
- c) 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.

**45. Erosion and Sediment Control Plan:**

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

No

Yes. 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.

- a) 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.
- b) 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.
- 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.

**46. Stormwater Management Plans:**

Will the project involve a cumulative disturbance of one or more acres of land area by clearing, grading, grubbing or excavation or does the project involve a stormwater discharge to Waters of the United States?

No

Yes. If yes, you may be required to obtain coverage under the NYSDEC Stormwater General Permit. Provide a copy of your Stormwater Management Plan required pursuant to the general permit.

**47. Construction Staging Areas:**

- a) Describe (and show on the Site Plan Map) 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:

If the staging areas will be out of the right-of-way, provide the following information for each involved parcel:

Landowner Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Staging Area Site Location:  
 Street Address: \_\_\_\_\_ Town: \_\_\_\_\_ County: \_\_\_\_\_  
 Tax Map No: \_\_\_\_\_  
 Telephone Number (daytime): \_\_\_\_\_

**48. 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 involved parcel. Please note that a separate permit may 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): \_\_\_\_\_

**49. Other Regulatory Permits and Approvals:**

The Agency cannot approve a project which has been denied a permit or which is a prohibited use under local zoning requirements and other local laws or ordinances. The Agency will also recognize community goals expressed in a formally adopted land use plan. The project should be designed to the regulatory requirements of other involved agencies.

- a) Local Government Notice Form:  
Provide, as **Attachment G**, a completed copy of the Local Government Notice Form from the municipality in which your project is located. Have it filled out and signed by an appropriate official (e.g., Zoning Administrator, Planning Board Chairman or Supervisor, if no Zoning Administrator or Planning Board Chairman) and return it with the project application. Please read the form for instructions.
- b) Municipal Approval Documents:  
If local approval has been obtained for the proposed project, then provide as **Attachment H**, documentation (e.g., permit, site plan approval or final subdivision plat) to the Agency which confirms that the project has been approved pursuant to all applicable town and county laws including any necessary approvals from the planning and zoning boards. Also, please provide a copy of the relevant minutes of all local 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.)
- c) State and Federal Agency Contacts:  
Complete the following and indicate whether any of the following agencies or departments have been contacted. Your APA application may remain incomplete until all state agency applications are complete, to allow a coordinated review.

Agency	No	Yes	Date	Contact Person & Phone Number
NYS Department of Health				
NYS Department of Transportation				
NYS Department of Environmental Conservation				
NYS Office of Parks, Recreation & Historic Preservation				
NYS Department of Law				
U.S. Army Corps of Engineers				
Lake George Park Commission				
Other				

- d) State and Federal Permits, Approvals and Determinations:  
Provide, as **Attachment I**, copies of all permits, approvals and determinations received from the above agencies.

**50. Required Signatures:**

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

I HEREBY AUTHORIZE THE ADIRONDACK PARK AGENCY AND MEMBERS OF 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)

_____	_____	_____
_____	_____	_____
<b>Signature</b>	<b>Print Name/Title</b>	<b>Date</b>

**Signature(s) of all Landowner(s) from current deed:**  
(Required for all applications)

_____	_____	_____
_____	_____	_____
<b>Signature</b>	<b>Print Name</b>	<b>Date</b>

**Signature of Authorized Representative:**  
(Required if designated in Section 3 of this application)

_____	_____	_____
<b>Signature</b>	<b>Print Name</b>	<b>Date</b>

**Attachment B**

Provide names, mailing addresses, and tax map references (tax map, block and parcels numbers) for all landowners with property adjoining 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		



**LOCAL GOVERNMENT NOTICE FORM**  
**for Project/Variance Application to the Adirondack Park Agency**

**The Adirondack Park Agency will not deem an application complete until the appropriate municipal official in the Town/Village where a project is located has completed, signed and returned this form to the Agency.**

If the Town/Village where the project site is located has zoning or other regulations which apply to the proposal, the Adirondack Park Agency will be unable to issue a permit if: (a) the Town/Village has either refused to grant a necessary permit or variance, or (b) the proposal is a prohibited use in that jurisdiction.

**To be completed by the Applicant:**                      APA Project Number (if available): \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Landowner Name: \_\_\_\_\_  
Project site location: Town/Village: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_  
Project type/description: \_\_\_\_\_

*If the project involves a subdivision, please provide the appropriate local official a copy of the proposed plat as part of the project description with the plan title and date recorded in the space provided above.*

**To be completed by the Town/Village:**

Does the Town/Village have land use controls? .....  Yes  No

If Yes, please complete 1-9 below. If No, please skip to #9 below.

1) If the Town/Village has zoning, provide Zoning District Name(s): \_\_\_\_\_

2) How is the "use" defined under the local code? \_\_\_\_\_

Is the "use" allowed in the zoning district(s)?.....  Yes  No

3) Is the project prohibited by any local law or ordinance?.....  Yes  No

4) Does this project require a municipal permit?.....  Yes  No

a) If Yes, is the required permit a building permit only?.....  Yes  No

b) If No, identify the type of permit required: \_\_\_\_\_

5) Does this project require a municipal variance?.....  Yes  No

If Yes, identify the type of variance required (e.g., area, setback, etc.) \_\_\_\_\_

6) Does the project require any other municipal approval?.....  Yes  No

If Yes, identify the approval required: \_\_\_\_\_

7) Has the municipality received an application for this project?.....  Yes  No

If Yes, has the municipality issued any decision on this project?.....  Yes  No

8) Provide explanation for any decisions on this project or inconsistencies the project may have with local laws or any comments you wish to provide to the Agency about the project: \_\_\_\_\_  
\_\_\_\_\_

9) Please provide a daytime contact telephone number with the best days/times to be reached, and/or an email address for the official signing this form, should Agency staff have further questions regarding municipal review of this project: (\_\_\_\_\_)\_\_\_\_\_ best times\_\_\_\_\_  
e-mail: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Zoning Official or Planning Board Chair (or Supervisor/Mayor if no such official exists)*

\_\_\_\_\_  
**Name and Title (Print)**

\_\_\_\_\_  
**Date**

**Please return this completed & signed form to the address or fax number below.**