**Applicability:** This General Information Request, together with a Supplemental Information Request, is the application for an Adirondack Park Agency permit for a variety of Major Projects. The General Information Request seeks general information about the project site and proposal while the Supplemental Information Request is specific to the type of project being proposed. The Agency may also request pertinent additional information based on the information contained in the application.

**Instructions:** Please answer all of the questions in each numbered section and provide all applicable attachments. Type or print clearly in ink. Submit three completed copies of each of the following: this General Information Request, a Supplemental Information Request specific to your project, and all required attachments to the Agency at the above address. A site visit by Agency staff will also be required. The Adirondack Park Agency Act provides that the time period for review of the proposed project will not begin until the Agency determines that the application is complete. If the application is not complete, a request for missing and/or additional information will be issued within 15 days of receipt of the application, indicating what information is still required for a complete application. The proposed project may not be undertaken until a permit has been issued by the Agency.

**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.

1. **Project Sponsor(s)**:
   
   Name(s): __________________________  
   Mailing Address: ____________________  
   Telephone (Daytime): ________________  
   Fax/E-mail: ________________________

2. **Current Property Owner(s)**: (if different than Project Sponsor)
   
   Name(s): __________________________  
   Mailing Address: ____________________  
   Telephone (Daytime): ________________  
   Fax/E-mail: ________________________

* A project sponsor is a person having a 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. **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 in order to establish the project sponsor’s legal interest in the project site. (The purchase price and other confidential information may be blackened out.)

7. **Project Description:**

Provide a brief description of the proposed project:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Which of the following types of new land use and development does the project include? Check all that apply and attach the appropriate completed Supplemental Information Request.

- Single Family Dwelling
- Multiple Family Dwelling
- Individual Mobile Home
- Mobile Home Court
- Subdivision
- Commercial Use
- Public or Semi-Public Building
- Industrial Use
- Forestry Use
- Forestry Use Structure
- Sawmill, Chipping Mill, Pallet Mill or similar Wood Using Facility
- Agricultural Use or Structure
- Agricultural Service Use
- Tourist Accommodation
- Tourist Attraction
- Ski Center
- Golf Course
- Campground
- Commercial Sand and Gravel Extraction
- Private Sand and Gravel Extraction
- Mineral Extraction or Structure
- Group Camp
- Cemetery
- Open Space Recreational Use
- Game Preserve or Private Park
- Hunting and Fishing Cabin or other Private Club Structure
- Watershed Management or Flood Control Project
- Marina, Boat Yard & Boat Launching Site
- Commercial Seaplane Base
- Commercial or Private Airport
- Sewage Treatment Plant
- Waste Disposal Area
- Junkyard
- Private Road
- Municipal Road
- Public Utility Use
- Major Public Utility Use
- Accessory Use or Accessory Use Structure to any of the above
- Construction in or adjacent to a jurisdictional wetland
- Other:________________

8. **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 following number and date:

        Permit/Variance/Order Number: ________________ date: ________________
        Jurisdictional Inquiry Number: ________________ date: ________________
        Enforcement Case Number: ________________ date: ________________
        Wetland Boundary Flagging: ________________ date: ________________
9. **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.)

10. **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 they are 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:_____

      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" sheet of paper if necessary.):

<table>
<thead>
<tr>
<th>Lot Number (from current tax map)</th>
<th>Date of Conveyance</th>
<th>Lot Size (sq. ft. or acres)</th>
<th>Was Conveyance by Gift or Sale?</th>
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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.

d) 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.

<table>
<thead>
<tr>
<th>Date of Construction</th>
<th>Size (sq. ft.)</th>
<th>Height (ft.)</th>
<th>Type/Use (e.g., single family dwelling, store, garage)</th>
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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 removed or destroyed since August 1, 1973 ____

11. 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 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.
12. **Shoreline:**

Shoreline means that line at which land adjoins water of lakes or ponds or navigable (by boat or canoe) rivers and streams. There are minimum shoreline vegetation cutting restrictions, lot widths, structure setbacks, sewage disposal system setbacks and shoreline access requirements under the Adirondack Park Agency Act and regulations implementing the NYS Wild, Scenic and Recreational Rivers Act. These shoreline protection standards are measured from the mean high water mark (MHWM - 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 MHWM 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 MHWM 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 13-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, please provide a complete copy of all deeds for all properties which have been granted access to the water body via a shoreline access parcel:

13. **Wetlands:**

a) Are there any wetlands on the project site?
   - ____No  (If no, go to Section 14-Other Regulatory Permits and Approvals)
   - ____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.
b) 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:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   c) 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.

d) Will any of the activities listed below occur within 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 substantial increase of 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) or upon request.

14. 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 E**, a completed copy of the enclosed Local Government Notice Form to 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 F**, 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 table 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.

<table>
<thead>
<tr>
<th>Agency</th>
<th>No</th>
<th>Yes</th>
<th>Date</th>
<th>Contact Person &amp; Phone Number</th>
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<tbody>
<tr>
<td>NYS Department of Health</td>
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<td>NYS Department of Transportation</td>
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<td>NYS Department of Environmental Conservation</td>
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<td>NYS Office of Parks, Recreation &amp; Historic Preservation</td>
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<td>NYS Department of Law</td>
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<td>U.S. Army Corps of Engineers</td>
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<tr>
<td>Lake George Park Commission</td>
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<td>Other</td>
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d) **State and Federal Permits, Approvals and Determinations:**
Provide, as **Attachment G**, copies of all permits, approvals and determinations received from the above agencies.

15. **Deed Restrictions and Easements:**
Describe and provide, as **Attachment H**, any current deed restrictions or easements associated with the project site.

Attach, as **Attachment I**, any proposed deed language that will restrict further subdivision or development on the project site and any other proposed deed restrictions or easements.
16. **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)

__________________________  __________________________  ________________

__________________________  __________________________  ________________

Signature          Print Name/Title          Date

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

__________________________  __________________________  ________________

__________________________  __________________________  ________________

Signature          Print Name          Date

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

__________________________  __________________________  ________________

Signature          Print Name          Date
General Information Request Attachment B
Provide tax map references (tax map, block and parcels numbers) landowner names, and mailing addresses for all properties adjoining the project site, including those across public roads and rights-of-way.

<table>
<thead>
<tr>
<th>Example: 155-1-27</th>
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<tbody>
<tr>
<td>Mr. John Doe</td>
</tr>
<tr>
<td>Main Street</td>
</tr>
<tr>
<td>Jay, New York 12941</td>
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Page 10 of 10
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.

P.O. Box 99 • 1133 NYS Route 86 • Ray Brook, NY 12977 • Tel: 518 891-4050 • Fax: 518 891-3938 • www.apa.ny.gov

LGNF, rev: 12/21/18