

 <p>P.O. Box 99 • Ray Brook, New www.apa.ny.gov</p>	<p>General Permit 2005G-5R Application</p>	<p>Project #:</p>
	<p>Application for Subdivision to Convey Two or More Lots Without Principal Building Rights</p>	

Instructions: *All questions must be answered completely. Submit this form with the required attachments in person or by mail to the Adirondack Park Agency at the above address. A site visit by Agency staff will be required. You may not begin or undertake the project unless or until you have received the general permit certificate signed by Agency staff and record it in the County Clerk's Office.*

The Agency may request pertinent additional information during the course of its review regarding the application based on the specific scope and extent of your proposed project and the existing site conditions found at the project site.

Section I – Eligibility

This general permit is for projects involving the subdivision of a lot to convey two or more lots without principal building rights to adjoining landowners for the purpose of enlarging their adjacent lots.

This general permit does not apply to parcels already subject to Agency permits or settlement agreements or lots in pre-existing subdivisions or substandard pre-existing lots of record.

SECTION II

1. Project Sponsor(s) *

Name(s) _____

Mailing Address: _____

Telephone (Daytime): (____) _____ FAX: (____) _____

2. Current Property Owner(s) (All named on the current deed of record)

___ Check if same as project sponsor(s)

Name(s): _____

Mailing Address: _____

Telephone (Daytime): (____) _____ FAX: (____) _____

* The project sponsor is any person having a specific 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.

3. Authorized Contact Person

I do not choose to have an authorized contact person.

If you, the project sponsor, choose to have your real estate agent, lawyer, surveyor, engineer, contractor, or another person act on your behalf before the Agency, please complete the following authorization:

I hereby authorize: (name) _____

Mailing Address:

Telephone (Daytime): _____ FAX: _____

to act as my agent in all matters relating to this permit application before the Adirondack Park Agency. I acknowledge that all contact regarding the permit application will be through my authorized contact person. I understand that I am ultimately responsible for the accuracy of the information contained in this permit application and for compliance with all terms and conditions of any permit issued to me by the Agency.

4. Project Site

Town: _____ County: _____

Road: _____

Tax Map Number (see your tax bill): Section: _____ Block: _____ Parcel: _____

Name of Waterbody if on shoreline: _____

5. Prior Agency Contact

- a. Has there been any previous discussion with Agency staff regarding this project or project site, or has any Agency staff visited the project site? _____

If YES, provide the name of the APA staff person, if known:

- b. Has the project site been the subject of a past Agency action (i.e., project application, variance, jurisdictional inquiry, enforcement case or wetland flagging)? _____

If YES, provide the past project number, jurisdictional inquiry number, enforcement case number or wetland delineation boundary flagging number, if known:

6. Certification, Authorization and Signatures

I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN THIS APPLICATION, INCLUDING ALL ATTACHMENTS, AND I HEREBY CERTIFY AND AFFIRM THAT THIS INFORMATION IS TRUE, ACCURATE AND COMPLETE AND THAT THE PROJECT PROPOSED IN THIS APPLICATION COMPLIES WITH THE APPLICABLE ELIGIBILITY CRITERIA LISTED IN SECTION 1 ABOVE.

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.

Date

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

Date

Signature of all Project Sponsors (if not the current landowners)
(Required for all applications)

Date

Signature of Authorized Contact Person:
(Required if designated in Section 3 of this application)

SECTION III – Required Attachments

(Your application will not be processed without all of the required attachments listed below.)

Attach and label, as **ATTACHMENT A** on 8-1/2" x 11" paper, a **written detailed narrative describing the proposed project including any proposed driveways, accessory structures or other new land use and development. Include the name and address and tax map designations of the Project Sponsors and the adjacent landowners (as shown on the most current deeds) to whom the lots will be conveyed.**

Attach and label, as **ATTACHMENT B**, a **full scale copy of any available survey map, or, if there is no available survey map, the current real property tax map, or a topographic quadrangle 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. The map must clearly and accurately depict its scale.

Attach and label as **ATTACHMENT C**, a **scaled SITE PLAN MAP or Subdivision Plat** clearly labeled with the map scale, north arrow, date of preparation and name of preparer.

Draw the map or subdivision plat to a scale of one inch equals one hundred feet (1" = 100'). Show the entire project site. For larger parcels, show the entire parcel to be subdivided and the receiving parcels at a smaller scale, e.g. 1" = 200' or 1" = 400' and show the area of the lots to be conveyed at 1" = 50' or 1"=100'. Show and label, as applicable, the following:

- a. all existing property boundary lines and proposed lot lines, including dimensions of each line, the acreage of each lot, any existing or proposed rights-of-way or easements and label as Lot #1 and Lot #2, as appropriate;
- b. all existing bodies of water, including the water body name and the mean high water mark for any navigable stream, river, pond, lake or intermittent stream;
- c. all mapped or delineated wetland boundaries, if any, on the lots to be conveyed;
- d. all existing structures (e.g., single family dwellings, mobile homes, sheds, signs, fences, docks, decks, boathouses), including location, size, and use;
- e. all existing and proposed paved and unpaved roads, driveways and parking areas; and
- f. all existing on-site wastewater treatment systems and water supplies and public utilities denoting whether overhead or underground.

Attach and label, as **ATTACHMENT D**, a **complete copy of the current recorded deed(s)** for the project site. If you have an executed contract or agreement to purchase or lease the property, please provide a copy of relevant portions to as part of your application in order to establish your legal interest in the project.

Attach and label, as **ATTACHMENT E**, a **complete copy of all recorded deeds (not just abstracts) for the project site back through and including May 22, 1973**. Make a notation on the bottom of each deed, indicating what current tax map number(s) go with each deed.

Attach and label, as **ATTACHMENT F**, a **copy of the filled out and signed Local Government Notice Form**. If the Local Government Notice Form indicates that approval is required from the local municipality, the applicant should provide the following:

- a) a copy of the local application or, if issued at the time of this application, the written approval document (e.g., permit or signed subdivision plat); and
- b) the relevant minutes of all meetings at which the project was discussed.

Attach and label, as **ATTACHMENT G**, a copy of the draft deeds, including proposed covenants or deed restrictions relating to the lots to be conveyed without principal building rights. The deed covenants must also provide the following:

- i) The conveyed parcel merges with the adjoining “receiving parcel” and may not be sold separately from that parcel without a permit from the Adirondack Park Agency; and
- ii) The land being conveyed may not be used by the receiving parcel towards the mathematical calculation of the potential for principal building rights under the APA Act; and
- iii) These covenants shall “run with, touch and concern the land and shall be enforceable by the Adirondack Park Agency , the State of New York, and the grantor of the lands being conveyed.

June 2010