

 Adirondack Park Agency PO Box 99 · 1133 NYS Route 86 Ray Brook, NY 12977 Tel: (518) 891-4050 Fax (518) 891-3938 www.apa.ny.gov	APA General Permit 2010G-1 Application	Project No.:
	Application for Installation of New or Replacement Telecommunications Towers at Existing Agency Approved Sites	

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 undertake the project unless or until you have received 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 may be used in two circumstances:

- **Installation of one new telecommunications tower in the immediate proximity of an existing telecommunications structure previously approved by the Agency and where the existing access drive and utility infrastructure are used to the greatest extent practicable.**
- **Replacement of a pre-existing telecommunications tower or a telecommunications tower previously approved by the Agency to address structural deficiencies of the existing tower in order to accommodate co-location of an additional telecommunications provider on said structure; with potential for some de minimus increase in height.**

However, this General Permit cannot be used where there will be a significant adverse change in the overall visibility of the tower site as seen from public viewing points. The Agency's Deputy Director of Regulatory Programs shall determine whether the project as proposed adequately conforms to the above criteria, Section 809(10) of the Adirondack Park Agency Act and is also in conformance with the Agency's "Policy on Agency Review of Proposals for New Telecommunications Towers and Other Tall Structures in the Adirondack Park" (Towers Policy). Only if it is determined that the project is in conformance with the above criteria and the Agency's Towers Policy, will use of the general permit be allowed. Otherwise a regular permit application will be required.

This General Permit can be used only for approval of a second tower on a given site. An application to add a third tower to a site requires the processing of an individual permit.

All plans and elevations required herein must be prepared by an appropriately qualified professional to so act in the State clearly labeled with the map scale, north arrow, date of preparation and name of preparer.

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 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., permit 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

The Adirondack Park Agency and members of its staff are authorized to enter on the project site for the purpose of conducting investigations, examinations, tests, and site evaluations as necessary, at reasonable times and with advance notice where possible, to verify information contained in or related to the application.

In the case of any corporation, limited liability corporation, partnership, trust, or other legal entity, all parties signing below affirm that they are authorized to act on behalf of the entity.

I hereby affirm under penalty of perjury that the information provided in this application is true to the best of my knowledge and belief.

Project sponsor (if project sponsor is a landowner, please sign in both locations):

Name: _____ Signature: _____ Date: _____

Title: _____

Authorized contact person (if different from landowner or project sponsor):

Name: _____ Signature: _____ Date: _____

Title: _____

All parties signing below agree to act as co-applicant for the permit application.

Landowner(s) of all lands that will be subject to the permit:

**** If different from the name(s) on the current deed, please include an explanation and confirm that the signatories below are authorized to act as landowner ****

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Current owner of any tower, building, or structure on which co-location is proposed:

Name: _____ Signature: _____ Date: _____

Title: _____

Holder of any lease, easement, or other legal interest in the project site:

Name: _____ Signature: _____ Date: _____

Title: _____

SECTION III – Required Attachments

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

Attach and label, as **ATTACHMENT A, a written narrative**, on 8-1/2" x 11" paper, that includes:

- a) A detailed written description of the type of existing services and facilities and explain why the new or replacement antenna(s) are necessary.
- b) A detailed written description of the size of the overall franchise area within the Adirondack Park licensed by the Federal Communications Commission (FCC).
- c) A detailed written justification for installation of service equipment at this site.

Consult with Agency staff prior to conducting the visual analysis to determine the scope of field work and what, if any, simulations will be required.

Attach and label, as **ATTACHMENT B, a professionally prepared visual analysis** that includes, *as necessary*, high quality representative photographs of the project site and photographs from significant public viewing areas showing the existing views to the proposed tower site and the same views with the proposed structure simulated in the photograph.

Using a digital single lens reflex (SLR) camera, provide an 8 inch x 10 inch photograph from each identified viewing station using an 85mm camera lenses (or digital equivalent). A second photograph, using a 55mm or less camera lens, should also be provided showing the broader landscape context. Photographs taken at the project site need only accurately show the existing conditions at the project site. All photographs must be labeled and indexed to a table and map which describes location, distance from the proposed structure, the GPS coordinates of the photo station and the size (mm) of the camera lens employed. Agency staff will provide guidance

regarding what constitutes significant public viewing areas upon request. *As appropriate, simulations from the previously approved project may be modified and avoid the need for additional new simulations.*

Provide a written description regarding the nature and extent of existing and proposed conditions. This discussion must clearly identify visibility in terms which include, but are not necessarily limited to, areas and degree of skylighting; nature and distance the structure is visible along public roads and navigable rivers; overall area (acres) where structure is visible from lakes and reservoirs; and other significant public viewing areas. Provide a map which shows areas of visibility (e.g., road sections, portions of lakes and reservoirs, and other significant public viewing areas (e.g., day use areas, public points of interest and other public use areas).

The tower and antennas will be designed to have non-specular surfaces and shall blend with the nearby topography, vegetation, and man-made structures so as not to be readily discernable from significant public viewing points.

Attach and label, as **ATTACHMENT C, 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.

Attach and label, as **ATTACHMENT D, a SITE PLAN MAP**. Provide to-scale full sheet site plans of the tower location and surrounding area. Show and label all of the following within the proposed project limits for each area of proposed construction:

Existing human-made resources on plans or maps at appropriate scales, including all:

- a) Principal and accessory buildings (label size, use and materials);
- b) Retaining walls, fencing and other structures;
- c) Public roadways, bridges, railroads, and parking lots (label size and materials);
- d) Intersecting private roadways and driveways (label size and materials);
- e) Culverts, headwalls, ditches, settling basins and other stormwater management facilities (label size and materials);
- f) Public utilities;
- g) Guide rails and signs;
- h) Property lines, lot lines and easement lines; and
- i) Right-of-way lines of all municipal, county and State highways (if necessary an inset map can be used to identify property and easement lines if they are distant from the proposed development).

Existing Telecommunications Infrastructure, identify all:

- a) Existing telecommunications towers on the project site. If the site has more than one tower, clearly identify the tower which will be replaced or upon which any new or replacement antenna is proposed;
- b) Existing equipment compounds, equipment sheds, cabinets and accessory infrastructure (e.g., generators, transformers, etc.) in the vicinity of the tower(s);
- c) Existing temporary and permanent access roads and stormwater management facilities (label size and materials) related to the tower site;
- d) Existing landscape development;
- e) Existing fencing and the limits of any cutting restriction easements; and
- f) Any infrastructure proposed to be decommissioned and/or removed from site.

Proposed Conditions, for new a tower located in the vicinity of an existing tower(s). In addition to the information requested above (Items a-o) show and label all:

- a) Construction limit lines;
- b) Topographic contours at 2-foot intervals, or at 5-foot intervals, with 2-foot contour intervals shown in areas where site resource constraints are present;
- c) Extensions to the access road extensions and utility lines (indicate above or below grade);
- d) Road grading limit lines and final grading shown at 2-foot intervals;
- e) New tower;
- f) New equipment sheds, cabinets and accessory infrastructure (e.g., generators, transformers, fuel storage, etc.). If the proposal is to utilize existing infrastructure clearly identify all infrastructure to be used (e.g., shared equipment cabinet, etc.);
- g) Permanent stormwater management facilities (label size and materials);
- h) Limits of any new clearing;
- i) All trees (by location and species) in excess of 8-inch caliper dbh within 150 feet of the tower with trees proposed to be remove clearly identified; and
- j) Cutting restriction easement lines.

Attach and label, as **ATTACHMENT E, scaled elevations and details** showing the existing and proposed telecommunication facilities and the existing tower, building, or structure as follows:

- a) Size (height above ground level to top of tower and to top of antennas, dimensions of all components, including base and top dimensions);
- b) Type (e.g., self-supporting monopole, guyed tower, self-supported steel lattice), materials and color of the tower;
- c) Number, type (e.g., dish, whip, panel), size (e.g., height, diameter) and color of the antennas;
- d) date each existing antenna was placed on the tower;
- e) configuration and sizes of the tower foundation and antenna supports (e.g., cross arms, guy wires, and antenna mounts);
- f) equipment shelter (size, height, and color).

Attach and label, as **ATTACHMENT F, a copy of a public notice describing the project** which the applicant has provided to adjacent landowners, along with a list of names, addresses and tax map numbers of the adjacent landowners.

Attach and label, as **ATTACHMENT G, 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 Agency staff in order to establish your legal interest in the project.

Attach and label, as **ATTACHMENT H, 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 I, 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);
- b) the minutes of all meetings at which the project was discussed; and
- c) a copy of the provisions of local ordinances, laws or regulations pertaining to the project or a statement from the municipality that the project meets the requirements of the local ordinance and may be approved as designed.

Attach and label, as **ATTACHMENT J, a copy of all permits, variances or other approvals necessary from local, state, or federal agencies for this proposed project**. Provide names and phone numbers of key points of contact with said agencies. Provide copies of written approvals and other permits received.